

NAMM[®]
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RUSSIA

**EXHIBITOR TECHNICAL
MANUAL**

MAY 16 - 19, 2013
MOSCOW, EXPOCENTRE FAIRGROUNDS,
PAVILION 5 and FORUM

**INTERNATIONAL FAIR FOR MUSICAL INSTRUMENTS, SHEET MUSIC,
MUSIC PRODUCTION AND MUSIC BUSINESS CONNECTIONS**

Organized by:

 messe frankfurt

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GENERAL INFORMATION

DATES, DEADLINES & EXHIBITION SCHEDULE..... 2

- VENUE
- SECURITY
- ACCESS TO THE VENUE
- MOVE-IN / MOVE-OUT OF EXHIBITS
- UNLOADING AND LOADING OF EXHIBITS
- INSURANCE
- FIRE REGULATIONS
- NOISE LEVELS
- STAND LOCATION IN THE PAVILION
- STAND DIMENSIONS 3

SHELL-SCHEME BOOTHS

- RAW SPACE
- ON-SITE DEADLINES
- CUSTOM DESIGN 4

FIRE SAFETY REGULATIONS 5

ELECTRICAL WORK REQUIREMENTS

- DELIVERY OF EXHIBITS AND CUSTOM CLEARANCE 6

TECHNICAL SERVICES

FORMS T (additional booth equipment and services) 7

FAIRCONSTRUCTION..... 8

TECHNICAL SERVICES

SAMPLES OF BOOTH EQUIPMENT9

FORM **T1**

- ELECTRICITY
- TELECOMMUNICATIONS
- CAR PASSES (VIP)
- WATER
- COMPRESSED AIR 10

FORM **T2**

- TEMPORARY PERSONNEL
- FASCIA BOARD
- GRAPHIC WORKS 11

FORM **T2a**

STANDARD PACKAGE 12

FORM **T3**

- STAND CONSTRUCTION, FURNITURE
- STAND LAYOUT 13

FORM **T4**

- CUSTOM DESIGN AND CUSTOM BUILT-STAND 14

PROFORMA- INVOICE T 15

Order deadline:

APRIL 12, 2013

- Please meet this deadline sending to the Organiser all the forms duly filled in, the pro-forma invoice and your stand layout in due time.

EXHIBITION SCHEDULE

MONDAY	13 May	08.00-20.00	Stand construction (raw space only)
TUESDAY	14 May	08.00-20.00	Stand construction (raw space only)
WEDNESDAY	15 May	08.00-16.00	Stand construction (raw space only)
		12.00-20.00	Equipped booth decoration
		20.00	Latest time to finish stand decoration
THURSDAY	16 May	11.00-19.00	The exhibition is open to visitors
FRIDAY	17 May	11.00-19.00	The exhibition is open to visitors
SATURDAY	18 May	11.00-19.00	The exhibition is open to visitors
SUNDAY	19 May	11.00-17.00	The exhibition is open to visitors
		18.00-20.00	Dismantling / Packing of Exhibits
		20.00	Equipped area should be freed
MONDAY	20 May	08.00-20.00	Dismantling / Packing of Exhibits

ORGANIZER



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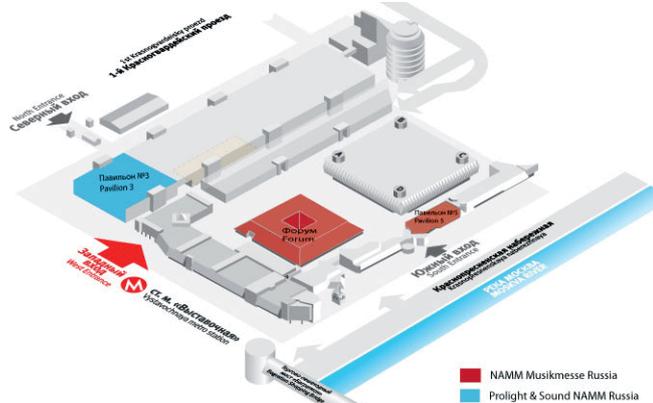
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Sergey Dubovickiy, sergey.dubovickiy@businessmediarussia.ru

GENERAL INFORMATION

VENUE

Address: EXPOCENTR KRASNAYA PRESNYA, Pavilion 5 and Forum
1st Krasnogvardeyskiy proezd, 12, 123100, Moscow, Russia



Floor Loading: The maximum permitted load on the pavilion floor is 3,000 kg per m².

Attention: Point loading is not allowed; weight must always be distributed.

Celling Height: The maximum ceiling height in Pavilion 5 - 4,7 m.

Pavilion Forum - Hall: 7.5-14 m., Gallery: 3.2 m.

Please contact the Organiser if you are unsure which height applies to your location.

SECURITY

General pavilion security will be maintained by guards during fair hours. The pavilion will be closed from 20.00 till 8.00.

Attention: Exhibitors are responsible for ensuring their booths are manned when the doors are opened. For individual security of your stand during the fair hours and /or overnight, please place an order using Form T2.

The organizer is not responsible for the safety of your belongings at the booth.

ACCESS TO THE VENUE

Exhibitors: Exhibitor Passes allow exhibitors and their personnel access to the exhibition center.

Contractors: Work passes (which are not valid during the exhibition) will be issued by Expocentr to all personnel involved in the set-up and dismantling of your stand. To receive these passes upon arrival you need to present the Expocentr on-site office with 2 copies of a letter asking for these work passes and listing the names, nationalities and passport numbers of the set-up personnel. These passes must be worn at all times. The security guards have strict orders to refuse entry to any personnel not showing the correct pass.

DELIVERY AND REMOVAL OF LOCAL GOODS

There is a move-in and move-out system for local products (of Russian origin or goods already customs cleared) into and out of the venue. The exhibitor has to follow the below procedure:

-write a letter in triplicate listing all exhibits / equipment that you bring into your stand on your company letterhead;

-have it signed by the local Expocentr Exhibition Director;

-have it registered by the Manager of your pavilion/hall to get the pass (Propusk) to enter the exhibition site and to take the goods into the pavilion.

Attention: please save the third copy of the letter to get a permission to remove the goods from the booth, out of the pavilion and the exhibition site. Delivery and removal of goods during the exhibition is not allowed.

Attention: Exhibitors with raw space must agree the booth project with the Organiser to receive move-in permission.

UNLOADING/LOADING OF GOODS / STORAGE AREAS

Technical assistance for unloading and loading of goods as well as storage areas for packing materials can be ordered only on prior request. For more details about the service please contact the ExpoWesTrans Ltd.: +7(495)605-74-21

SERVICE CENTRE

Photocopying facilities and secretarial services are available in the Service Centre which is located in the tower of the Pavilion 4. You can exchange foreign currency or get cash using a bank card in the bank within the Service Centre.

INSURANCE

The Organisers have insured public liability for the duration of the show on behalf of those Exhibitors who have paid for this service. Exhibitors are responsible for the arrangement of any other insurance, including loss of expenses caused by cancellation or abandonment of the show and loss of or damage to exhibits or other property on their stands.

OFFICIAL TRAVEL AGENT

For detailed information about visa support, hotel accommodation, airport transfers, please contact our official travel agent Demlink Travel

Maria Klementieva

tel.: +7(495)6610561

e-mail: maria.klementieva@demlink.ru

www.demlink.ru

FIRE REGULATIONS

Exhibitors are asked to pay careful attention to the Fire Regulations on page 5 and duly inform their stand constructors thereof.

Before delivery of the relevant construction materials, Fire Certificates issued by the producer of the relevant materials and confirming that these materials are non-flammable or fire resistant/flameproof must be presented on-site to the Fire Police in Russian. Any wooden materials must be treated with a special liquid, proof of which also needs to be presented in the form of a certificate.

NOISE LEVEL

The noise level coming from the stand must not exceed 75 dB at the stand boundary. Please be advised that the Organiser and the local management reserve the right to close down the noise source after a verbal warning and to impose a fine according to Expocentr prices.

Attention: The Organiser reserves the right to switch off the noise source and imply a penalty if the noisemaker ignores the previous notice.

BOOTH LOCATION IN PAVILION, BOOTH DIMENSION

Columns, pillars, fire points and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible, possibly across your stand.

Exhibitors or their stand builders must provide rear and side walls of a minimum height of 250 cm. The construction may exceed the height of 250 cm, but only with a written permission of the Organiser. No part of the stand structure may extend beyond the boundaries of the site allocated.

BOOTH LOCATION IN PAVILION, BOOTH DIMENSION

Gate passes allow exhibitors and their personnel access to the exhibition centre during set-up, exhibition and dismantle. Each exhibitor is entitled to 1 gate pass free of charge per 6 sq.m. of ordered exhibition space. All gate passes can be obtained on-site from the Organiser's Management stand. Additional passes can be ordered from the Organisers.

EQUIPPED BOOTHS

Equipped Booths – built by the Organiser.

All ordered stand equipment (according to your application contract and additional order on this manual forms) will be available on a loan basis only for the duration of the exhibition. Wall panels and other stand material must be returned after the exhibition without any damage caused by nailing, drilling, wall papering, inappropriate self-adhesive tape etc. The cost of repair or replacement of damaged equipment will be charged to the exhibitor. No additional stand fittings or display may be attached to the stand shell structure so please insure that you have enough chain, hooks etc. to hang posters and other displays.

Stands will be built using Octanorm or other systems using aluminum poles and beams and plastic laminated panels.

The overall size of the wall panels used as a standard is ~100x250 cm

No financial credit can be given for items included in these packages but not utilized.

Keys for folding or hinged doors and/or locks for cupboards and/or showcases can be collected in the Organiser's office on-site against a returnable deposit of 20 EUR.

The standard layout is to be drawn on page 12 (Form T3) of the manual. Please indicate the positions of all ordered items using the meter-scaled grid and return it with your order forms.

To stabilize construction it might be essential to include additional supporting poles and beams or wall panels which are not necessary shown on our stand layouts. For further information please contact the Organiser's Technical Division.

RAW SPACE

Raw Space – not built by the Organiser.

Exhibitors with space only sites must comply with the following rules and regulations with regards to their stand designing, building up and decorating:

1. The name of the exhibitor's stand builder incl. contact details has to be advised to the Organiser immediately upon receipt of this information. The Organiser reserves the right to refuse entry to the set-up those stand builders who systematically break accident prevention rules and fire safety regulations currently in force.

2. You need to fulfill the following requirements regarding your stand construction:

-A floor covering (eg. carpet) must be provided by the exhibitor or his stand builder. Construction may exceed a height of 250 cm, but only with the permission in writing of the Organiser, after receipt of the proposed stand design, prior to the exhibition.

-Exhibitors are permitted to place logos and advertising constructions on the inner surface of the stand only.

-The outer surface (wall panels 2.5 m height) must be decorated if visible from the aisles.

-No part of the stand structure may extend beyond the boundaries of the site allocated. In case this rule is broken, the Organiser reserves the right to stop the set-up of your stand.

-The exhibitor and/or his stand constructor have to provide the stand with the fascia panel which prominently displays the name of the exhibitor as well as the stand number to the aisles.

3. Before erecting your stand or positioning your outdoor exhibits, the Organiser's on-site office must be contacted to ensure that the correct space is being occupied. If a stand is built in the wrong space and the Organiser has not been contacted beforehand, you will be forced to dismantle your stand at your own expense and built it again in the correct space.

4. Exhibitors or their stand builders have to completely remove from the floor any double-sided sticky tape that has been used for carpeting.

5. The cost of repair or replacement of damaged pavilion facilities/equipment will be charged to the exhibitor.

6. Double-Decker Booths

There is a surcharge on the space occupied by double-decker stands. If this has not already been booked through the space application form it must be paid in full before the start of the exhibition. Double-decker stands must be fitted with a sprinkler system and with fire extinguishers.

7. Approval of space only stands:

Your stand design requires approval by both the Organiser.

7.1. The following documents have to be presented to Organiser for approval at least two months before set-up:

-A technical stand layout indicating all measurements incl. heights. The position of entry points for ordered electricity, water, telephone connections, etc., must also be clearly marked on the stand layout.

-An electrical plan indicating the power of each energy consumer.

7.2. The following documents have to be presented to EXPOCENTR for approval at least two months before set-up:

-Licenses permitting to do the work for the companies that have worked out the project documentation and licenses to building and electrical activities.

-Technical drawing of the stand including the name of the company, stand number and size, marking the existence of the 2nd level and its space, plan of the 1st and 2nd levels, side view, specification of the type of building materials.

-Electric project of the stand with specifications of voltage, maximum capacity of load for every equipment unit, all the power points with detailed interpretation of symbols.

-List of electricians of at least 3rd qualification level who take part in electrical activities at the stand together with copies of their identification cards.

-Copy of the electricians' examination journal according to the rules and regulations of the Russian Federation.

-Copy of the assignment order for the electrician in charge (at least 4th level).

-List of assembling workers who take part in assembling/dismantling of the stand.

-Copy of the assignment order for a person in charge of assembling/dismantling activities and for a person responsible for safety measures at the stand.

-Letter with the name of the company for which the building is done with the list of the equipment which is brought in and taken out.

-Certificates of fire safety for all stand materials incl. floor coverings, acts about fireproofing treatment of burning materials used in stand decoration.

In case the above listed documents have not been presented to Expocontr in time, the permission to carry out stand construction and installation is granted by Expoconsta, the general stand constructor on the territory of the Exhibition Centre. This will be on the basis of a commercial agreement between the exhibitor or his stand constructor and Expoconsta and will depend on the date you provide the documents. To find out details about the approval procedure, please contact:

Expoconsta, Mr. Vladimir Rostopko, phone: +7(495) 255 25 +7(495) 255 2536

Attention! If you entrust a third party company with your stand building, please advise them of all details of this section.

DEADLINES ON-SITE

All stands must be equipped and decorated by the official closing time of build-up (see page 1). Any boxes/cartons which have not been unpacked by 16:00 on the last day of set-up may be removed from your stand at your expense.

Attention! The removal and packing of exhibits as well as the dismantling of stands are not allowed before the close of the exhibition. The dismantling of stands must be finished by the time indicated on page 1 at the latest. Please note that the Organiser is not responsible for any loss on the exhibitors stand after the dismantling deadline.

CUSTOM BUILT STANDS

A custom built stand will raise your company's profile and maximize your exposure at the show. If you are interested in an individually designed exhibition stand, please contact the Organiser

FIRE SAFETY REGULATIONS

1. The management of the exhibition provides pavilions (premises) in good condition for an exhibition and guarantees basic fire safety conditions, taking account of construction rules and regulations.
2. Exhibitors are responsible for fire safety and compliance with these fire safety regulations during installation, actual operation and dismantling of exhibitions.
3. Compliance with the present rules is supervised by the technical personnel of ZAO «Expocentr», the management of the exhibition and by the state fire protection authorities.
4. The exposition plan of space only stands shall be submitted by the exhibitor or his stand builder to ZAO «Expocentr» as regards fire safety regulations at least two months before the announced commencement date of installation. (Exhibitors with equipped space or having booked a custom build stand do not need to submit plans to ZAO «Expocentr», but have to provide information according to 4.1, 4.2, and 4.3 to the Organiser).
- 4.1. The layout of exhibits, offices, various auxiliary premises (cinema hall, film projecting rooms, kitchen, dining rooms, restaurants, bars, information desk), showing all dimensions and tied up with a particular exposition area.
- 4.2. Location of evacuation exits, fire hydrants, internal fire cocks and power cabinets, according to the copy of the pavilion plan from ZAO «Expocentr». Unobstructed access to the exits, fire hydrants, internal fire cocks and power cabinets and an adequate zone required for their normal operation must be provided.
- 4.3. Cars and other exhibits displayed in operation, operating principles of engines, fuel and lubricants used, and raw materials processed.
- Attention:** Exposition plans shall be provided in 2 copies. The legends and inscriptions in the plans shall be made in Russian language.
5. The exhibitor shall submit, at least one month before the commencement of set-up, to ZAO «Expocentr» information about all radioactive, inflammable and explosion-hazardous materials and exhibits to enable coordinated safety measures to be taken. Importation of the above-said materials and exhibits without the authorization of ZAO «Expocentr» shall not be allowed.
6. Stationary stand structures may be made of conventional building materials (of a normal flammability class). Fireproof and slow burning materials shall be used for finishing the interior of stands, offices, podiums, ceilings and fencing. All flammable materials must be treated with a fireproofing compound. The use of draping materials from flammable plastics which are not susceptible to treatment with a fireproofing compound shall not be allowed. Double-decker stand constructions as well as stands with a higher fire risk must be additionally equipped with fire alarms connected to the central fire alarm station of the exhibition complex. Documents describing the flammability degree of all stand materials used in the organization/ build-up of the exhibition shall be submitted.
7. Carpets and runners used in pavilions shall be securely attached to the floor along the perimeter and at the joints hereof. These shall be made of a slow burning material (resisting a burning cigarette or match).
8. Stationary film projectors should be placed in areas of chambers made of fireproof materials and have isolated exit to staircases which are not connected with areas occupied by people.
9. During set-up and dismantling of exhibits, the approach ways (passages) pavilions shall be kept vacant. Unneeded transportation crates, packaging and other materials and equipment shall immediately be removed from the pavilions.
10. Threshold and turnstiles shall not be set up in evacuation and traffic paths visitors. Aisles for visitors shall have a width of at least three (3) meters and a circular layout and offer free access to evacuation passages, power cabinets, fire boxes and other firefighting facilities. Stairwells, evacuation exits, passages, corridors and vestibule should always be kept free from any objects preventing the flow of people. It shall not be allowed to arrange expositions made of flammable materials, and layout offices and service rooms in the stairwells and under stair flights.
11. The use of electrical and gas-fired devices for making tea or coffee shall be allowed only in rooms specially allocated and equipped for these purposes by agreement with the fire safety service. Electrical heating devices, refrigerators and air conditioners shall be connected to separate networks equipped with starting protection devices.
12. The following is forbidden in the exhibition pavilions/stands: construction of storage and workshops, storage of combustible and flammable liquids, installation of combustible gas containers and demonstration of operating exhibits using naked flame.
13. If the permissible current of low-power electrical devices (electric motors, transformers, etc.) mounted on an electrically powered stand is below the rated value of the automatic protection device of the network, additional electrical protection shall be provided. All electrical units shall be adequately grounded. It is necessary to have certificates of measurements of impedance of electrical wiring, which need to be provided to the fire police of ZAO «Expocentr».
14. In the absence of a threat of mechanical damage being done to open electric networks, it shall be allowed to use cables clad in a non-combustible or slow burning out sheathing. All wire and cable connections and tappings shall be made by welding, soldering, moulding or the use of special-purpose clamps. Wire and cable strands must be reliably insulated at connecting and tapping points.
15. Mobile power equipment shall be connected with the use of flexible conductor safely protected against mechanical damage. All power installation devices (distribution boxes, sockets, etc.) used must be certified products only.
16. Electric lighting devices adapted to fire-hazardous premises of class P-P shall be used for illuminating halls and stands. It shall not be allowed to use diffusers made of acrylic plastic, polystyrene and other flammable materials is lighting fixtures. The distance between intensifying lighting fixtures and combustible or slow burning surfaces shall be equal to at least 40 cm.
17. Demonstration of operating models and units using flammable liquids or combustible gases in exhibition halls shall be allowed with the provision that these are pumped via pipelines from containers installed outside the building and the exhaust gases are vented to the outside. Installation and demonstration of fire-hazardous exhibits and processes (welding and soldering jobs, other jobs involving naked fire, combustible solvents, etc.) shall be subject to approval by the fair (exhibition) management.
18. Storage of promotional materials and goods shall not be arranged in the pavilion buildings. They shall be kept in office premises in quantities not exceeding daily requirements. Exhibits, standby equipment, crates and packages shall be stored outside the pavilions or in specially allocated premises.
19. Smoking inside exhibition pavilions shall be allowed only in places which are especially allocated for this purpose and in negotiation rooms provided with ashtrays.
20. Welding and other fire-hazardous jobs shall be carried out with written authorization of the fair or exhibition management and existing fire safety regulations shall be carefully followed in the process.
21. All other issues which remain beyond the scope of the present regulations and which might arise during set-up, operation and dismantling of fairs and exhibitions shall be settled on the spot by the management of the exhibition, the pavilion administration and a representative of the fire brigade.
22. If the design of an exposition does not meet the present regulations, the exhibition management shall be entitled to demand from the exhibitor and/or his stand builder that the exposition is dismantled.
23. All fair and exhibition participants shall be required to know and follow fire safety regulations and know how to behave in case of a fire and use first-hand fire-fighting means. Penalties shall be imposed on foreign representatives by State Fire Fighting Service bodies in legally established procedure for the breach of fire safety regulations.

ELECTRICIAN'S WORK REQUIREMENT

1. Electrical installation requirements.

- 1.1. Only companies and organisations licensed to conduct electrical installations can be assigned with carrying out such services at exhibitors' stands.
- 1.2. Electrical installations and maintenance of the equipment at exhibitors' stands can be carried out only by persons complying with the professional requirements and qualified according to electrical safety standards (corresponding to the 3rd or higher grade of the Russian electrical safety standard).
- 1.3. In the case where a subcontractor is commissioned by the exhibitor to carry out electrical installation and services at the exhibition stand (or in case where the exhibitor carries out the installation on his own), EXPOCONSTA will authorize the subcontractor's personnel assigned to carry out such services according to the personnel list signed by the subcontractor. EXPOCONSTA and EXPOCENTR's Energocentr will supervise the installation progress. The manager of the installation company (or the exhibitor himself) will assign a person to be responsible for the electrical equipment at the stand and will submit the authorized personnel list for permits to be issued by EXPOCENTR.
- All electrical installations must be carried out according to the current Regulations for the Operation of Electrical Equipment (PTEEP), Safety Regulations (PTB), Regulations for Electrical Installation (PUE), Fire Protection Regulations and Construction Engineering Regulations of the Russian Federation (SNiP). Special requirements for fairs and exhibitions must be also observed.
- 1.4. Electrical installations must be carried out according to the stand layout to be provided by the exhibitor. The layout should detail the positions of the electric power and lighting equipment, rated voltage, maximum permissible loads for all electrical units, and terminal points for connecting the equipment to power supply sources.
- 1.5. Upon issuing the permits to work at the exhibitor's stand, installation companies shall be in charge of supervising the personnel authorized to carry out electrical installations.
- 1.6. All operations at or near power circuits must be carried out only after disabling the power supply.
- 1.7. When laying exposed circuits, provided no mechanical damaging is possible, cables with a fire protection shield must be used.
- 1.8. At exposed places and where people pass, cables must be protected with special ramps/gangways.
- 1.9. Open wiring and mounting of lighting equipment on structures are not permitted.
- 1.10. For all wire / cable connections and junctions, special clips and plugs must be used. Connection of power-consuming equipment to mains through direct wiring is not permitted.
- The supply cables for the 380/220 B leading-in device (power panel) of the exposition stand must be five-wire. The lines of single-phased electric wiring must be three-wire. It is permitted to use four-wire cable if the thread section is not less than 10 mm 2 along copper.
- The stand hardware must have neutral ear thing according to PUE requirements.
- 1.11. For mobile and portable power-consuming equipment, flexible wires/cables protected against mechanical damaging must be used.
- 1.12. All stands must be required with power panels with RSD (residual current protective device) according to PUE requirements and with proper design load of extra current and overload protective devices installed separately for the lighting network and the power supply for equipment, as well as stand-by equipment which is permanently switched on (such as fax machines, refrigerators etc.)
- 1.13. Free access must be provided to the main electricity terminal.
- 1.14. Lighting equipment for halls and stands must comply with the Fire Hazard Regulations grade B2 Lighting equipment with lenses made of plexiglass, polystyrol and/or other easily flammable materials may not be used. Lights should be installed so that the distance to flammable surfaces shall be no less than 40 cm.
- 1.15. Upon completion of installation work and presenting the Act of Quality Control of Installation Work Conducted by Constructor at Exhibition signed by EXPOCONSTA, a representative of EXPOCENTR's Energocentr must check the quality of the installation and connect the installed equipment to the power supply sources of EXPOCENTR according to the layout.
- 1.16. EXPOCENTR's Energocentr must switch on the power supply to the switchbox at the exhibitor's stand upon presenting the Act of Quality Control of Installation Work Conducted by Constructor at Exhibition and in the presence of the exhibitor's representative in charge of the electrical equipment (installation), and upon signing the Division of Liability Act for the Operation of Electrical Equipment Rated at max. 1000 V which specifies the division of liability between EXPOCENTR and the exhibitor (power consumer), see Section 3 of the present Enclosure.
- 1.17. The exhibitor must supervise the state of the electrical equipment installed and operated at exhibitors' stands for the duration of the exhibition in accordance with the Division of Liability Act.
- 1.18. Upon termination of the exhibition a representative of the exhibitor/subcontractor in charge of dismantling the electrical equipment must apply to a technician of EXPOCENTR's Energocentr authorized to disable the power supply to the switchbox of the exhibitor's stand.
- 1.19. The dismantling of electrical equipment and its disconnection must be carried out by the same personnel who carried out the installation.

2. Liability.

- 2.1. Property rights and liability for electrical equipment and networks for the duration of the exhibition are stipulated in the Division of Liability Act (see Section 3 of the present Enclosure) to be signed by the parties to the power supply contract (Power Supplier and Power Consumer) immediately prior to the delivery of power to the stand.
- 2.2. Energocentr is in charge of operating the power supply sources of EXPOCENTR's Fairgrounds.
- 2.3. During mounting, running and dismantling periods of the exhibition, electrical equipment of the stand including the mains cable will be operated by the exhibitor.
- 2.4. EXPOCENTR's Energocentr as the electric power provider for the exhibitor's stand has the right to disable the power supply in case of emergency to prevent accidents and as a preventive measure in the case of incidents which may be caused by gross violation of the regulations specified in PTEEP and PTB.
- 2.5. The exhibitor as the electric power consumer at the exhibition may not connect additional loads which are not specified in the application to the stand terminal without obtaining the permission of EXPOCENTR's Energocentr.
- 2.6. In the case of violation of these Regulations, the exhibitor shall be liable according to the Russian law.

CUSTOM CLEARANCE, TRANSPORTATION

Panalpina is the official forwarding partner dealing with cargo delivery and customs clearing. The official forwarder has an exclusive right to handle all the cargoes on the territory of the exhibition venue. To deliver your cargo to the exhibition venue you can turn to a different forwarder. Detailed information about the costs, terms and customs clearance procedure can be obtained at the main office of Panalpina:

PAN-FAIRService Hamburg
Nagelsweg 37 D-20097 Hamburg/Germany
Mr. Jesse Strehse / jesse.strehse@panalpina.com
Tel.: +49 40-23771 1183 Fax.: +49 40-23711 1245
Mr. Tim Kistenmacher / tim.kistenmacher@panalpina.com
Tel.: +49 40-23771 1281 Fax.: +49 40-23771 1900

Customs clearance. Please turn to the official forwarder of the trade fair for the customs clearance services.

NB. If you send the cargo directly, please, verify the delivery address with Panalpina.
Please, verify the number of the warehouse license with Panalpina before sending the cargo.
In order to avoid any problems with the delivery of your cargo, please, provide Panalpina with all the details of your delivery. The Exhibitor is financially responsible for all the customs fees, taxes, etc. liable on any cargoes that remain on the Russian territory after the fair is over. That is why we highly recommend the exhibitors not to give their goods to the customers during the fairs. You can arrange the storage of the cargo via Panalpina so that the customer could make the customs clearance of the purchased goods and take them from the Panalpina warehouse after submitting the customs declaration. The storage can be carried out up to the last dismantling day of the trade fair. Please, inform Panalpina who bears all the expenses for the cargo storage.

FORM T1

Electricity

Equipped stands. The cost of the stand is included the electrical connection up to 2 kW, 220 V. You can order an additional power in form T1 and the required number of sockets and fixtures in form T3.

Raw Space Only sites. The cost of the stand is included the electrical connection up to 2 kW, 220 V. You can order an additional power in form T1. Exhibitors with space only sites or their stand builders need to provide their own fused switchbox and cabling to the main suppliers. If you or your stand builder do not have such equipment, please order it through the Technical Division in Form T1.

Electricity will be supplied for the exhibition. During set-up and dismantling exhibitors or their contractors should use battery powered tools or bring an extension cable drum to reach one of the few on-site plug sockets.

Exhibitors are obliged to order enough electrical capacity for their stand. Exhibitors are responsible for any damage to electrical networks being done due to incorrect information about maximum capacity of the equipment at the stand.

Telecommunication. You can order a card telephone or a fax for your stand using Form T1.

Internet connections through the exhibitor's network Ethernet (port 10 Base-T) can be ordered on Form T1. Please note that the speed is variable with a rate of 256 Kbps and 1024 Kbps. The connection prices include traffic volume of 2 GB.

Water Connection. Please place your order on Form T1. Items such as sinks, etc. are not included in the connection price but may be ordered separately on Form T3. If you wish to order this service, please contact the Technical Division for discussing technical details of the connection.

Compressed Air. You can order a compressed air connection on Form T1. Please advise details of gas consumption (cubic meters per hour, number of hours per day, number of days (dates)). The pressure is up to 6 Bar.

Car Parking Passes. Parking in the streets around the exhibition centre is limited. Car passes allow parking only within the allocated parking areas inside or adjacent to the exhibition site. They do not permit vehicle access directly to the cargo gates or entrances of the pavilions during the exhibition for either loading or passenger drop-off.

There are two types of car passes available: one for the set-up and dismantling period and one for the exhibition period. Please place your order on Form T1. Please note that the vehicle registration number must be entered in the car pass. Taxis are not allowed to enter the venue! Ordered car passes can be collected from the Organiser's Management stand.

FORM T2

Temporary Personnel. Interpreters, stand attendants, cleaning and security guards for your stand can be ordered using Form T2.

Security. Security guards will maintain general law enforcement in the exhibition hall. However they will not be responsible for any loss or damage to the property of exhibitors and their staff. To protect your property against loss or damage during the exhibition hours from 11.00 to 19.00, from 08.00 to 11.00 and from 19.00 to 20.00 (the pavilion is opened but not guarded), you can order a security service. Individual security can be ordered in Form T2. Any security personnel of your own are not allowed to stay in the pavilion overnight.

Cleaning. General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided they are placed in plastic bags or cartons in front of the stand in the evening. To have individual daily cleaning for your stand, place an order using Form T2. Exhibitors are advised that their stand areas should be completely cleared before they leave. Exhibitors will be charged for the removal of any refuse left behind.

Fascia/Graphic Works. Exhibitors with equipped space have to indicate the company name on the fascia panel in Form T2. You can also order your company logo at an extra charge. If you need other graphic works for wall panels, etc., please specify these details in Form T2 and you will be given a quotation. Exhibitors with space only sites have to contact their stand builder to order their fascia panel or other graphic works.

Standard Package. You can order a standard equipped package using Form T2a if you have not booked this earlier through the application form. The standard package details are indicated in this form. Additional equipment can be ordered on Form T3 (see below).

Double-decker stands. There is a surcharge on the space occupied by double-decker stands. If this has not already been booked through the space application form it must be paid in full before the start of the exhibition. You can pay the surcharge through Form T2. Please note that for constructing this type of stand you have to meet the requirements indicated in the section "Space Only Sites" on Page 3.

FORM T3

Please refer to your space application form to see what is included in the type of stand you have booked.

Additional furniture, lights, kitchen equipment, etc., can be ordered using Form T3. Drawings of the most popular items (furniture, etc.) can be found on page 12. Please indicate the positions of all ordered items on your stand layout (Form T3) and return it with your order forms. If you are interested in ordering special items not listed in Form T3, please do not hesitate to contact the Technical Division for information about availability and cost. Please note that only those items that are listed in Form T3 or that have been confirmed/quoted by the Technical Division are available.

FORM T4

A custom built stand will raise your company's profile and maximize your exposure at the show. If you are interested in the individually designed stand, please complete Form T4.

PROFORMA-INVOICE T

The proforma-invoice is a form which summarizes all services ordered in this section. The proforma-invoice must also be returned together with the order forms completely filled in, signed and stamped.

Without the accompanying completed proforma-invoice your orders cannot be processed. Please tick the yes boxes under "Order placed" on the proforma-invoice to avoid confusion about missing order forms.

A DEFINITE HOME ADVANTAGE!

We are happy to introduce a new online service for our exhibitors! Now you can estimate the price and make arrangements for your stand construction in 4 simple steps!

Fairconstruction

Your stand is in your own hands! Fairconstruction provides the service of system stand construction and a wide range of rental furniture and additional equipment. Working with our team of professionals guarantees the advantage starting at the planning phase, from the first architectural ideas to organization and construction.

System solutions – Flexible and efficient.

Our variable stand packages and system, thanks to the well-conceived architecture, can be extended at any time by simply adding the modules required, so they are the ideal basis for your trade-fair presentation. This means you can be sure of getting not simply what is available but what you need for a successful presentation at the fair, and that's what we understand by fair partnership.

Our stand configurator – for quick and easy information.

A successful exhibition stand is the result of a multitude of factors. Accordingly, we offer our different stands in a variety of sizes. The modular design of our system stands means it is no problem to add to, extend or, if necessary, down-size a stand. And it is also very easy to find out about our attractive price structure. All you have to do is go to fairconstruction.com where you will find our stand configurator. Without any obligation on your part, it will help you create your own exhibition stand and, after only four steps, give you an initial overview of the costs for your exhibition stand.

www.fairconstruction.com



260 Door extensible 	264 Curtain 	220 Wall panel 2,5x1 m 	224 Wall panel with glass 	259 Door element 
---	---	--	---	--

226 Wall panel curved R-1 m 	Round bar counter R-1 	384 Podium 1x1 m h=0,8 m 	382 Podium 1x0,5 m h= 0,8 m 	394 Showcase 1x0,5 m; h-1,1 m 
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398 Showcase, high 	318 Info counter 100x50x110 cm 	203 Info counter 	272a Wall shelf, inclined 	272 Wall shelf 
--	--	--	---	--

311 Table 120x70 cm 	300 Chair 	306 Bar stool 	310 Table 70x70 cm 	314 Round table 
---	---	---	--	---

314 Bar table 	321 Cupboard h=1,1 m 	320 Cupboard h=0,7 m 	325 Brochure holder 	331 Wall coat rack 
---	--	--	---	--

516 Halogen spot-console, 100W 	354 Refrigerator 360 l 	340 5 shelf unit 	601 Sink, boiler 	255 Ceiling lattice 
--	--	--	--	---

Fluorescent light 40 W 	510 Spotlight100W 	Halogen projector 300 W 	Plug socket 220 V 	Plug socket 380 V(32 A) 
---	---	--	--	--

Deadline: APRIL 12

e-mail to: sergey.dubovickiy@businessmediarussia.ru

Company name:

Contact:

A surcharge of 50% will be applied to all orders placed after April 12, 2013

Electricity (The cost of the stand is included the electrical connection up to 2 kW, 220 V)

KW	Q-ty	Cost	Total Eur
2KW		315	
5KW		390	
10KW		500	
15KW		640	
20KW		760	
more 20KW		810	

Raw Space Only: Exhibitors with Space Only Sites or their stand builders need to provide their own fusebox and cabling (at least 25 m) to the main supplies or order it through the Organiser if they do not have such equipment.

Equipped stands: lights and extra sockets can be ordered through Form T3

Telecommunications

Telephone *	Q-ty	Cost	Total Eur
Telephone/s with local line		120	
Fax/s with local line		150	

* The tariffication of telephone calls (inter-city, long distance and international) is payable SEPARATELY. For more information about this service, pls contact with the Technical Department of the exhibition.

Internet	Q-ty	Cost	Total Eur
Speed up to 256K6/c		275	
Connection Speed up to 512K6/c		445	
Speed up to 1024K6/c		625	

The cost of connection includes the traffic volume of 2 GB. On your stand there will be a cable with a standard RJ-45 for a computer.

Water

Description	Q-ty	Cost	Total Eur
Water connection		390	

Water supply to the kitchen and/or other exhibitor's equipment is via floor-mounted connectors. Water / waste water pipes and connecting fittings are to be provided by exhibitors or their stand constructors.

For technical details and ordering other services (filling tanks etc.) please contact the Technical Department of the exhibition.

Car passes

Description	Q-ty	Cost	Total Eur
For set-up and dismantling period		120	
For the exhibition period		310	

Compressed air (connection)

The pressure is up to 6 bar. Please advise details of what you want to have connected.

<input type="checkbox"/> Consumption less than 30 m ³ /h	375
<input type="checkbox"/> Consumption more than 30 m ³ /h	570

Suspension points

To place your order or request the quote, please contact the Technical Department of the exhibition via phone: +7 (495) 649-69-11. Prices for this service are available upon request.

Extra time for Build-up / Dismantling

Description	Qty m	Qty hours	Cost	Total EUR
Build-up / Dismantling			7	

The price is given for 1 sq.m. 1 hour

* All prices are quoted in Euro and exclude 18% VAT

TOTAL: EUR

Deadline: APRIL 12

e-mail to: sergey.dubovickiy@businessmediarussia.ru

Company name

Contact

A surcharge of 50% will be applied to all orders placed after April 12, 2013

Standard package equipment
 (for raw space only)

* Samples of stand equipment can be found on [page 9](#)

Standard



Name Complete line and corner stands	unit	Quantity		
		9-18 sq.m.	19-30 sq.m.	over 30 sq.m.
Table	pcs.	1	2	3
Chair	pcs.	4	6	10
Plug socket	pcs.	1	2	2
Spotlight	pcs.	2	4	5
Rubbish bin	pcs.	1	1	1
Wall coat rack	pcs.	1	1	1
Fascia name	pcs.	15 sign		
Fascia panel.	pcs.	On length of the stand by the passage between blocks of the stands		
Carpet		The entire area of the stand		
Wall panels	pcs.	According configuration of the stand		

	Cost	Total EUR
Quantity of sq.m	55	

Standard+



Name Complete line and corner stands	unit	Quantity		
		9-18 sq.m.	19-30 sq.m.	over 30 sq.m.
Table	pcs.	1	2	3
Chair	pcs.	4	6	10
Plug socket	pcs.	1	2	2
Spotlight	pcs.	3	6	8
Rubbish bin	pcs.	1	1	1
Infocounter	pcs.	1	2	3
Shelfs	pcs.	2	3	4
Wall coat rack	pcs.	1	1	1
Fascia name	pcs.	15 sign		
Fascia panel.	pcs.	On length of the stand by the passage between blocks of the stands		
Carpet	m ²	The entire area of the stand		
Wall panels	pcs.	According configuration of the stand		

	Cost	Total EUR
Quantity of sq.m	75	

* All prices are quoted in Euro and exclude 18% VAT

TOTAL: EUR

Company name:

e-mail to: sergey.dubovickiy@businessmediarussia.ru

Contact:

A surcharge of 50% will be applied to all orders placed after April 12, 2013

Additional Stand Equipment (for equipped stands only)

Samples of stand equipment can be found in page 9

STAND CONSTRUCTION		Qty	Cost	Total EUR
	Carpet, grey color (1 sq. m.)		17	
220	Wall element, white 100X250 cm		65	
221	Wall element, white 50X250 cm		50	
	Slat-Walll, white 100x250 cm		115	
	Chipboard panel, white 100x250 cm		94	
	Glass panel 50x250 cm		72	
	Glass panel 100x250 cm		110	
259	Door extensible		130	
260	Door element		100	
262	Glass door		215	
264	Blind		45	
252	Ceiling grid 100x100 cm		19	
252	Ceiling lattice 100x100 cm		19	
266	Chain decorative (1 l.m.)		9	
	Electrodynamic cube 1mx1mx1m		320	
	Increasing the height of the walls up to 3 m		59	

KITCHEN EQUIPMENT *		Qty	Cost	Total EUR
350	Refrigerator 150 L (24 hour socket is not included)		100	
354	Refrigerator 360 L (24 hour socket is not included)		145	
601	Kitchen Unit (please order water, electricity connection)		175	

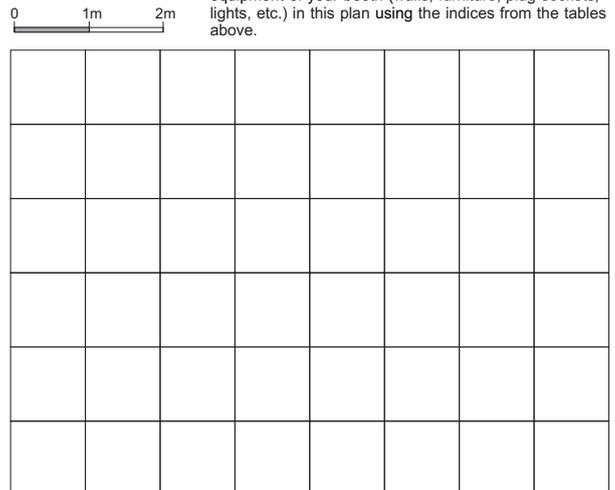
OFFICE EQUIPMENT AND FURNITURE		Qty	Cost	Total EUR
300	Chair		22	
306	Bar stool		36	
310	Table 70x70 cm		36	
311	Table 70x120 cm		50	
314	Round table, D=80 cm		43	
313	Bar table, D=80 cm		65	
318	Information counter 50x100x110 cm		110	
	Round bar counter		155	
332	Coat rack, standing		29	
331	Wall coat rack		15	
321	Cupboard 50x100x110 cm		110	
320	Cupboard 50x100x70 cm		80	

OFFICE EQUIPMENT AND FURNITURE		Qty	Cost	Total EUR
272	Wall shelf 30x100 cm		15	
272a	Wall shelf, inclined 30x100 cm		22	
384	Podium 100x100x100 cm		107	
382	Podium 100x50x100 cm		79	
	Podium 100x50x50 cm		55	
340	5 shelf unit		65	
394	Showcase H=110 cm		115	
396	Showcase H=180 cm		145	
398	Showcase H=250 cm		190	
325	Brochure holder		29	

ELECTRICAL APPLIANCES / FITTINGS *		Qty	Cost	Total EUR
510	Spotlight 100 W		29	
	Halogen projector 300 W		86	
	Halogen spot-console 150 W		79	
	Fluorescent light 40 W		40	
	Socket 220 V up to 1 kW		29	
	Socket 380 V (to 10 kW)		125	
	Socket 220 V up to 1 kW (24h)		55	
	Plasma TV 42" + DVD		500	

STAND LAYOUT

Please draw your stand layout. Please indicate all the equipment of your booth (walls, furniture, plug sockets, lights, etc.) in this plan using the indices from the tables above.



Please remember to order electricity (please see Form T1) when ordering items marked with *.

Please do not re-order items which are included in your standard package.

For additional equipment not specified in this guide, please contact the Technical Department of the exhibition.

* All prices are quoted in Euro and exclude 18% VAT

TOTAL: EUR

Authorised by: _____

Signature and stamp: _____ Date: 2013
Obligatory

e-mail to: sergey.dubovickiy@businessmediarussia.ru

Company name:

Contact:

Stand size	Length	Width	Height	# of storeys	2-nd floor space
sq.m.	m.	m.	m.		sq.m.

Stand Location

- 1 side open
 2 sides open
 3 sides open
 4 sides open

Stand Areas

Presentation Area Floor ↓ Area details (showcases, shelves, podiums, lighting, furniture)

Amount			<input type="checkbox"/> Podium
Size			Covering
sq.m.	sq.m.	sq.m.	Color

Meeting Area Floor ↓ Area details (showcases, shelves, podiums, lighting, furniture)

Open Indoor Podium

Amount			Covering
Size			Color
sq.m.	sq.m.	sq.m.	

Technical Area ↓ Area details (showcases, shelves, podiums, lighting, furniture)

Kitchen	Storage space	Cabins
sq.m.	sq.m.	sq.m.

Additional Equipment

Screens Plasma
 Projectors Other

↓ Please indicate the size, main characteristics and location

Graphic Materials

Banner ↓ Please indicate the size, amount and location
 Posters
 Logo
 Flourish

↓ Note corporate style colors

Color	Pantone	CMYK			
		C	M	Y	K
		C	M	Y	K
		C	M	Y	K

Description of Exhibits **Additional Information about Stand**

	↓ Scope of budget []



Deadline: APRIL 12

e-mail to: sergey.dubovickiy@businessmediarussia.ru

Company name			
Contact			
Postcode:	Country	City	
Address			E-mail:
Country code:	City code:	Telephone	Fax:

A surcharge of 50% will be applied to all orders placed after April 12, 2013

■ This form summarises all your orders and is a basis for invoicing.

■ The proforma-invoice is to be sent to the Technical department with all the other forms duly filled in, signed and stamped. Please tick the "yes" box in the "Order placed" column of the proforma-invoice and indicate the order cost for every position in the field "Total cost in EUR".

■ Without the proforma-invoice duly filled in your orders cannot be processed.

■ After the deadline some services might not be available any more.

Form	Description of service	Order placed	Total cost in EUR
T1	electricity, telecommunication, water, car passes, compressed air	<input type="checkbox"/> Yes	
T2	temporary personnel, fascia panel details, graphic works	<input type="checkbox"/> Yes	
T2a	standard package	<input type="checkbox"/> Yes	
T3	stand construction, furniture, stand layout	<input type="checkbox"/> Yes	
T4	custom design and custom built stand	<input type="checkbox"/> Yes	
	custom modular stand equipment	<input type="checkbox"/> Yes	
FORMS T TOTAL COST :			EUR

<input type="checkbox"/> Surcharge for orders placed after April, 12	50%	<input type="text"/>
<input type="checkbox"/> Surcharge for on-site orders	100%	<input type="text"/>

TOTAL COST:	EUR
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- 100% of the invoice must be paid by the exhibitor within 5 working days from the date of invoicing but anyway before the trade fair starts.
- Please note that the costs quoted in this manual do not include 18% VAT and other taxes of the Russian Federation.

We hereby confirm our acceptance of the Contract for participation in the Exhibition

Name:
Job title: