



Exhibitor Technical Manual

22nd International exhibition for domestic and industrial heating, water supply, engineering and plumbing systems, ventilation, air-conditioning, equipment for pools, saunas and spas

6-9 February 2018, Crocus Expo, Moscow, Russia

www.aquatherm-moscow.ru





TABLE OF CONTENTS

MAIN CONTACTS	4
HOW TO FIND US	5
DEADLINES: Installation, Exhibition, Dismantling	6
INFORMATION AND CONDITIONS	
Address of Exhibition Centre	7
Medical aid	7
Noise level	7
Stand limits	7
Flooring	7
Floor load	7
Height limits	7
Location	7
Stand design approval. Submission of the custom-build stand design	8
Stand design	8
Deadlines	8
Insurance	8
Intellectual property	8
Photos	8
Security Computer use rules (with Internet connection)	8 9
Exhibits	9
Hazardous exhibits and equipment	9
Operating equipment and exhibits	9
Fire safety requirements	10
Health and safety requirements	10
Catering	11
CUSTOM BUILD STAND	12
ENTRY PROCEDURE FOR CROCUS EXPO	13
EDELOUT HANDLING OLIOTOMO	
FREIGHT, HANDLING, CUSTOMS	14
Customs	14
Delivery address	15
Cargo transportation and handling Detailed instructions for cargo transportation	15 15
Courier delivery	15
Procedure for equipment and exhibits delivery and removal	15
Vacant containers	15
GENERAL AND ADDITIONAL SERVICES	46
General services	16 16
Octicial scivices	10





Stands cleaning	16
Lighting and electrical equipment	16
Water supply	16
Audiovisual equipment	17
Internet	17
Parking	17
Vehicle access	17
Stand temporary personnel	17
Furniture rent	17
Additional equipment of standard stands	18
Fascia panel	18
Requirements to graphic files	18
Travel agent and visa support	19
Banners/Technical suspensions from the ceiling of the pavilion	19
STAND BUILDING	
Shell scheme stands	20
Mobile stands	21
Engagement of third party contractors and workers	21
Custom-build stands. Procedure for obtaining building permit in Crocus Expo	21
Info on hoisting equipment	22
Glass partitions	22
Requirements for stand projects and design	23
Fire safety regulations for exhibitions and fairs held in Crocus Expo	24
Regulations for electrical and plumbing work	28
FORMS	
Form 1 – Connections: utility and Internet	30
Form 2.1 – Modified shell scheme / option №1	31
Form 2.2 – Modified shell scheme / option №2	32
Form 2.3 – Modified shell scheme / option №3	33
Form 3 – Standard shell scheme / Fascia panel name / Graphic works	34
Form 4 – Additional stand elements	35
Form 5 – Standard furniture	36
Form 6 – Lighting and electrical equipment	37
Form 7 – Stand layout	38
Form 8 – Personnel, cleaning, car passes	39
Form 9 – Audiovisual equipment	40
ORDER CONFIRMATION	41
Form T5 — Ceiling suspensions	42
Form T5.1 – Hanging Structures Application Form	43
ANNEXES	
Samples of shell scheme equipment and furniture	44
Letter of equipment and exhibits delivery and removal	46





MAIN CONTACTS

Exhibition Organiser



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E-mail: elena.zelenina@reedexpo.ru

www.reedexpo.ru

Exhibition Centre



Crocus Expo IEC,

Mezhdunarodnaya 20 (Pavilion 3), P.O. box 92, Krasnogorsk ,143402, Krasnogorsk area,

Moscow region

Tel/Fax: +7 (495) 727-2626 www.crocus-expo.ru



Official technical agent

ExpoSystem

Contact: Evgeny Levit Tel. +7 (929) 908 9255

E-mail: evgeny.levit@expo-system.ru

Official custom-build stand contractor

ExpoSystem

Contact: Evgeny Levit Tel. +7 (929) 908 9255

E-mail: evgeny.levit@expo-system.ru

Travel agent



Reisebuero WELT

Contacts:

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www.welt.ru

Official cargo carriers

DHL Logistic LLC

(representative office at Crocus Expo)

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www.dhl.com

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Russia

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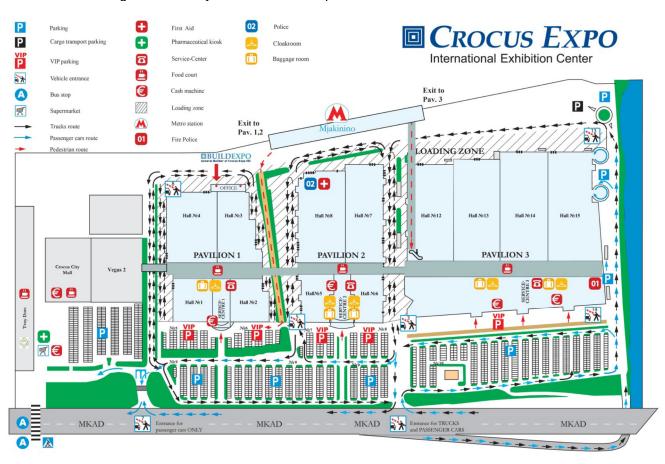


HOW TO FIND US

Exhibition Centre

Crocus Expo is a state-of-the-art exhibition centre, designed and in line with the highest international standards based on advanced architectural solutions and cutting-edge construction materials. It is located at MKAD (Moscow Ring Highway), and it usually takes approximately 30-60 minutes to get to Crocus Expo from Moscow centre.

The exhibition halls are equipped with power, heat and water supply systems, telecommunication systems and air conditioning to meet every need of Crocus Expo Exhibitors.





How to get to Crocus Expo

By public transport:

Since December 2009, metro brings exhibitors and visitors directly to Crocus Expo! The new **metro station Myakinino** is located next to the exhibition centre.

It takes just 40 minutes from Moscow city centre by a comfortable direct train to the entrance of the pavilion.

By car to:

Intersection of MKAD (65-66th km) and Volokolamskoye shosse.





DEADLINES

Build-up, Exhibition, Dismantling

February 1 Thursday	14:00 – 20:00	Build-up (for not equipped space only)
February 2	08:00 - 20:00	Build-up (for not equipped space only)
Friday		
February 3	08:00 - 20:00	Build-up (for not equipped space only)
Saturday		
February 4	08:00 - 20:00	Build-up (for not equipped space only)
Sunday		
February 5	08:00 - 20:00	Build-up (including standard shell scheme)
Monday	14:00	Latest time for exhibitors to arrive on the stand
	16:00	All goods (exhibits) must be unpacked
	18:00	All stands must be ready and cleaned, equipment and
		containers must be taken out of the pavilion (incl. shell scheme)
February 6	08:00 - 19:00	Working hours of the pavilion (for exhibitors)
Tuesday	10:00 - 18:00	For visitors
February 7	09:00 - 19:00	Working hours of the pavilion (for exhibitors)
Wednesday	10:00 - 18:00	For visitors
February 8	09:00 - 19:00	Working hours of the pavilion (for exhibitors)
Thursday	10:00 - 18:00	For visitors
February 9	09:00 - 20:00	Working hours of the pavilion (for exhibitors)
Friday	10:00 - 16:00	For visitors
•	16:00 - 20:00	Dismantling (removal of exhibits without dismantling of stands)
	20:00	Standard shell scheme must be vacated
February 10	08:00 - 20:00	Working hours of the pavilion
Saturday	08:00 - 20:00	Dismantling. Access of cars incl. trucks
February 11	08:00 - 18:00	Dismantling
Sunday	18:00	All works should be finished
-	18:00 - 20:00	Final cleaning of the pavilion.

YOUR ARE HIGHLY RECOMMENDED NOT TO LEAVE YOUR STAND UNATTENDED AS LONG AS YOUR EQUIPMENT AND PERSONAL BELONGINGS ARE AT THE STAND

Please make sure your contractors and stand decorators are aware of the above schedule. Please note that any works that are out of schedule are charged separately, so you are recommended to plan all your decorative activities in advance.

DISMANTLING REMINDER

Exhibitors are to be at the stands and the stands are to operate up until 16:00 on February 9. No exhibition materials or equipment may be removed from the exhibition until that time.

No small exhibits, personal belongings or valuables are allowed at the stand after the exhibition is closed. Contractors or Exhibitors who leave exhibits or stand equipment in the hall unattended after the exhibition is closed will be fully liable for such exhibits or equipment.

All Exhibitors who use standard stands are to remove their exhibits and other belongings by 20:00 on February 9 to allow stand dismantling.

Any stand equipment left in the stand area after 18:00 February 11, 2018, will be considered waste and will be removed at the Exhibitor's expense.

Please contact Reed Exhibitions for availability and prices for extra build-up/dismantling hours.

<u>Please note that no orders for extension of working hours in pavilion will be accepted on February 5.</u>

The deadlines for setting up large and heavy equipment must be agreed in advance with the Official technical agent.





INFORMATION AND CONDITIONS

ADDRESS OF EXHIBITION CENTRE

Crocus Expo IEC address: Mezhdunarodnaya 20 (Pavilion 3), P.O. box 92, Krasnogorsk 143402, Krasnogorsk area, Moscow region.

MEDICAL AID

In urgent cases, please call 03 or contact the Organiser's office. There is a small medical cabinet for minor problems in pavilion 2 hall 8 and a pharmaceutical kiosk in the shop "Tvoi Dom".

NOISE LEVEL

Maximum noise level generated by the speakers may not exceed 70db+/-3db over the surrounding noise level at each stand. The Organiser reserves the right to monitor the compliance with this rule and set the acceptable volume level of any background or audio and video presentations.

STAND LIMITS

All exhibits must be placed within the stand limits. No Exhibitors may be allowed to block the aisles with exhibition materials or place demonstration materials outside the stand limits. Any information materials must be distributed from the stand area and in NO CASE in the passages between the stands or in other areas of the halls.

FLOORING

The floor of standard stands is covered with grey exhibition carpet. Exhibitors which equip their exhibition area themselves may order any kind of flooring through their contractors. All stands built by the third party contractors or by Exhibitors themselves MUST have carpet or other floor covering.

FLOOR LOAD

Floor load: 2 500 kg per m²

Please contact the Organiser if you are planning to demonstrate any heavy exhibits, as you may need to use floor plates to distribute the exhibit weight evenly over the floor. You are not allowed to cause any damage to the exhibit centre floors. According to technical specification of the exhibition hall, permitted floor load is up to 2 500 kg per m².

HEIGHT LIMITS

The height of your stand must not exceed the maximum allowable height of 600 cm.

No stand elements of Exhibitor's displays at shell scheme stands may be higher than 2.5 m. If the stand wall is higher than the next stand's wall, the Exhibitor whose stand is higher, is obliged to finish with due quality (to cover, paint, etc.) the backside of the higher wall to the satisfaction of the Exhibitor at the next stand and the Organisers.

LOCATION:

Columns, pillars, fire points and/or utility connection points for your or neighbouring stands may be located within your stand area. Fuse boxes, power cables, and pipes with dimensions of up to 50 mm might be laid in the aisle or within your stand without your previous consent. Please pay attention to this circumstance planning podium (raised floor) for your stand. For additional information please contact the Reed Exhibitions Official technical agent.





STAND DESIGN APPROVAL. SUBMISSION OF THE CUSTOM-BUILD STAND DESIGN

Exhibitors which build their exhibition area themselves are to submit their stands design for approval **not later than 45 days** before the exhibition begins. The stand design will be approved by the Organisers. You do not have to submit any information in relation to standard stands, provided such stands comply with the requirements regarding limits, heights of displayed exhibits and fascia panel decoration. All used materials must comply with the fire safety requirements set by the local administration.

STAND DESIGN

The Exhibitor shall bear full responsibility for preliminary inspection of the place allocated for the stand building. This inspection is required to avoid any costly stand changes due to any obstacles or limited ceiling height, which are not always marked on the exhibition layout. Unequipped area must be built up by the Exhibitor's contractor in full; still, the Organiser is to approve the stand design before the installation. Corner stands have only a back wall and a side wall. Peninsular stands (three open sides) have only a back wall. No stands can be built on open sides due to two reasons. First of all, open space is preferable at intersections of passages between the stands, so that the visitors can have a good view of the entire exhibition. Secondly, this allows avoiding conflicts with the next-by stands, whose view can be blocked. Exhibitors with peninsular stands should obtain Organiser's approval before placing the order if they want to build walls on their stands.

DEADLINES

Exhibitors are to comply with the deadlines set by the Organiser for the information provision. Please see each form for the specific deadlines. Should you fail to comply with these deadlines, you may be charged a penalty (in some cases up to 100% of the order value).

INSURANCE

The Organiser has obtained insurance against general losses and its liability in case of any incidents which may take place during the exhibition. The Exhibitor will be fully responsible for its insurance and must have all information regarding its insurance available during the exhibition.

INTELLECTUAL PROPERTY

By signing the contract to take part in the **22nd International exhibition "Aquatherm Moscow"**, the Exhibitor warrants to the Organiser that the stand design itself and all its decorative elements, as well as any articles displayed at the stand, do not infringe any trade laws, copyright or any other intellectual property rights of any third parties.

PHOTOS

The Exhibitors may take photos of their stands and general photos of the exhibition. However, photos of other stands or certain areas of the exhibition may only be taken upon the express consent of other Exhibitors or Organisers.

SECURITY

Exhibitors will be fully responsible for the security of their own stands at any time. Stands must be attended by the employees, especially during installation and dismantling, when the stand is especially vulnerable.

The Organisers will provide general security of the exhibition during installation and dismantling. However, neither Organiser nor administration of the exhibition centre will bear any liability for any loss or damage to the stands, exhibits, goods, property or personal belongings, regardless of the way in which such loss/damage occurred. The Exhibitor will be fully liable for the security of the stand, exhibits and personal belongings at any time. If the Exhibitor needs to arrange night storage of any valuable or fragile items, it must contact the Organisers.

YOU ARE REQUESTED TO NOTIFY ORGANISER'S OFFICE OF ANY LOSS OR DAMAGE. SHOULD YOU





FAIL TO COMPLY WITH THIS PROVISION, INSURANCE COMPANY MAY REJECT YOUR CLAIM FOR INSURANCE REIMBURSEMENT.

The Organisers reserve the right to take any measures they may deem necessary to ensure the exhibition security. The guards may detain and inspect any person, box, bag, etc., as well as any vehicles entering or leaving the exhibition. Besides, the Organisers reserve the right to handle the situation with any suspicious items or vehicles left unattended at the exhibition or near the exhibition hall using any methods which the Organisers may deem necessary.

COMPUTER USE RULES (with Internet connection)

- These Rules are binding upon Exhibitors which use Internet connected computers at the exhibition. These Rules are intended to ensure fault-free exhibition operation for the benefit of all Exhibitors, and to avoid any damage which may be caused by using technological equipment without proper care.
- These Rules are applicable to any hardware, such as PCs, laptops, servers, pocket-books or similar devices used by the Exhibitor (or any third party) and connected using wires or wireless connection to the Organisers' or their contractors' computer network (networks) during the exhibition period.
- Exhibitors are to take all reasonable efforts to prevent any unauthorized access to the network and exclude any external impact on the network, such as viruses, worms, Trojans, computer bombs or similar software, or failures from their computers connected to the network.
- Updated antivirus applications and firewalls are to be installed and properly configured on all computers. These applications are to be regularly updated during the entire exhibition period.
- The Organisers reserve the right to conduct random testing of Exhibitor's hardware at stands in order to confirm their compliance with these Rules.
- Should the check prove that no antivirus applications or firewalls are installed, operated or there is other violation of these Rules, Organisers reserve the right to disconnect the respective computer.
- In case of such disconnection the Exhibitor is to install antivirus software and/or firewall or rectify other violation of these Rules. When such measures are taken only to the Organisers' satisfaction, the Exhibitor will be allowed to connect to the network again.
- Internet connection provided by the Organisers during the exhibition will be used by the Exhibitors at their own risk. Organisers disclaim any liability for any damages (direct, indirect, consequential or implicit, including, but not limited to, loss of profit, business interruption, loss of program code or any other data) which may arise out of using such connection.

WARNING: failure to comply with these Rules may entail Exhibitor's liability to the Organisers or other Exhibitors for any damages which may be caused by such Exhibitor's actions.

EXHIBITS

Hazardous Exhibits and Equipment

No hazardous equipment may be used unless approved in writing by Organisers, exhibition centre's management or, when applicable, local authorities. The Organisers disclaim any liability if no such permits may be obtained due to any reasons.

Operating Equipment and Exhibits

- a) Any equipment which moves during the demonstration will be installed and enclosed at the Exhibitor's expense and approved by the Organisers. If the Organisers believe that such equipment is too noisy or may cause inconvenience or put other Exhibitors or visitors in jeopardy, the Organisers reserve the right to request such equipment disconnection.
- b) No engines, generators, motors, furnaces or other power equipment and devices may be demonstrated at the exhibition without proper fire safety measures taken or without the Organisers' prior written approval. The Organisers may suspend or revoke such approval, if such equipment causes inconvenience and disturbs other Exhibitors or visitors.
- c) Safety stops and other safety devices may only be removed from the equipment when it is offline and





disconnected from the power supply, solely for the purpose of demonstrative to the visitor design and structure of removable parts. When such demonstration of the safety device is completed, the device should be immediately returned to its place.

FIRE SAFETY REQUIREMENTS

In case of any fire or smoke generation, however insignificant they can seem, please advise the Organisers office or the guard post. Please do not contact emergency services such as 911 from your mobile – this can create confusion. Should need arise to evacuate employees, Organiser's security department will make the respective order.

All passages, access ramps, entrances, exits, corridors, lobbies, halls, access roads and approaches to electrical, firefighting and water systems in the exhibition halls are to be free, unblocked and may not be used for any purposes other than accessing exit. All firefighting panels and hatches in the exhibition hall and outside are to be easily accessible. Demonstration and other equipment as well as Exhibitors' stand structures are to be located within the stand area and may not block passages between the stands.

All promotional materials and pamphlets are to be kept in closed containers which may not be placed in passages or near exits. Fire safety requirements do not allow storing flammable materials outside the stand walls and in service spaces between them.

Organiser's written permit will be required to:

- demonstrate (in operation and idle mode) any mechanical, chemical and other equipment, which may be classified as hazardous in terms of fire safety. If there are any doubts whether a piece of equipment is safe or not, you should present it for inspection to identify any potential hazard;
- demonstrate any toxic or hazardous materials, including inflammable liquids, compressed gases and hazardous chemicals.

All materials used to build stands or make visual aids are to be treated with fireproof substances or to be made of non-flammable components. All materials and products used at the Exhibitor's stand will be considered part of the stand and are to comply with the fire safety requirements.

A full list of fire safety requirements can be found on pages 24-28.

HEALTH AND SAFETY REQUIREMENTS

Reed Exhibitions strictly observes health and safety requirements at its events and require all Exhibitors and contractor to exercise the same care.

These health and safety requirements are designed to ensure to the most practicable extent the protection of the health of all employees, their safety and well-being. Besides, they are applied to make sure that all devices, items, substances or work systems used at the exhibition are safe and will not cause any damage to the health of people. All employees and contractors engaged by you will be granted access to information, guidelines, trainings and will work under supervision to ensure their own safety and safety of other people who work at the exhibition or visit it.

Before the exhibition and during it you should be aware of the following:

- You should be aware of and comply with the fire safety and personal safety rules; you should also know where first aid posts are. This information should be available to all of your employees.
- Certain aisles in the exhibition halls must be open at any time. You will be informed of them during the show build-up and dismantling.
- All hanging works must be performed in accordance with the required safety measures using special equipment, such as ladders, scaffolding, safety helmets, etc.
- All loading/unloading motor equipment, such as fork-lift trucks, cranes, etc. must be operated under the supervision of DHL, ADEFA, HANSA and EXPOTRANS which are the official cargo





handlers of the exhibition. No other persons will be allowed to operate loading/discharge machines and vehicles inside the exhibition hall.

- When personal safety equipment is required, please make sure that workers who use it have received proper training in using such equipment and are aware of the limits of such equipment use.
- You must make sure that portable power equipment is only used for the intended purpose and in accordance with the respective safety measures. As few as possible power cables must be used; such cables cannot be laid at passages intersections. The capacity of the used equipment should comply with the sockets capacity. If the power equipment is under voltage, it may not be left unattended. Please, avoid any accident-prone situations.
- All employees must be trained in safe work methods, should keep their workplaces clean to reduce the possibility of any hazardous situations.
- Please make sure your contractors are aware of the necessity to stick to the above safety rules. The Exhibitors are to obtain from the contractors a copy of their respective safety standards, description of safety procedures, information about skills and training level of their employees as well as contact details of the person in charge of safety in the company.

Please, note that you may be requested to produce the above documents before starting the installation.

CATERING

The exclusive rights to provide catering services at Crocus Expo have been assigned to certified partners of Crocus Expo:

- Backstage Catering (contact: Anna Zaiko, tel.: +7 (926) 007-0587, e-mail: info@backstagecatering.ru)
- Sucre (contact: Nurana Orudzheva, tel.: +7 (926) 208-5555, e-mail: sucre.banket@gmail.com)

Catering services include all types of catering from coffee breaks to gala dinners.

For the purpose of health protection of exhibitors, visitors and guests of Crocus Expo, no participation of any other organisations for providing catering services and/or food products sale without permit of "Crocus Expo" should be allowed. A penalty of 500 000 Roubles should be imposed for this violation.





CUSTOM BUILD STAND

Dear Exhibitors of Aquatherm Moscow 2018!

If you want to get the unique design of your stand and interesting technical solutions, we are ready to provide you our service of **Custom Build Stand**.

Our professionalism and experience will help you avoid the complications associated with building a custom stand, and guarantee successful participation in the exhibition.

We are dealing with reliable partners and can guarantee the highest quality of our services.

A whole range of additional services are included:

- Development of an original stand design
- Plan of the stand in 3D format
- Design and approval of necessary project documentation (strength calculation, electrical plan, fire safety acts, insulation resistance measurement acts, etc.)
- Selection of decorative elements, individual furniture and flower arrangements
- Control and supervision of stand construction
- Ordering of technical connections and services power, water, compressed air, daily cleaning and stand security etc
- Ordering of Internet, telephone and fax connections
- Ordering of presentation equipment, plasma screens, video walls and LED screens
- Ordering of additional personnel interpreters, models and stand attendants





If you are interested in this service, please contact us:



Mr. Evgeny Levit

Tel.: +7 (929) 908 9255

E-mail: evgeny.levit@expo-system.ru







ENTRY PROCEDURE FOR CROCUS EXPO

1. Equipment move-in / move-out procedures.

To move in local customs cleared exhibits and equipment to the territory of exhibition centre, you need to prepare a letter on the letterhead of your company in 3 copies signed by the head of the company and stamped with the corporate seal (see a sample of the letter on the last page). To move in, please leave your car at the parking area, and get your letter signed at the Organiser's office on-site and at the Service Centre desk in the lobby of your pavilion (they keep one copy).

Access to the gates will be allowed upon the presentation of the approved letter to the security at the entrance (they take 2nd copy) and an entrance pass bought from the Service Centre (for more details see Point 5 hereafter).

Attention! If you move in additional exhibits and/or promotion materials during the exhibition, you need to include them in both copies of the letter (yours and the one remaining at the Service Centre in order to avoid problems when moving out). Move in/out of equipment during the exhibition is only allowed from 09:00 to 09:30 and from 18:00 to 18:30.

- 2. **Exhibitors who have ordered not equipped space** and/or builders of such stands, who have not passed through the technical control and have not got the approval of BuildExpo, are not allowed to proceed with build-up works.
- 3. When bringing in materials for decoration work, including **standard shell scheme**, exhibitors and/or stand builders, prepare on company's letterhead (as described under 1.), a letter in three copies, including: a list of equipment and materials to be brought in, the name of the exhibiting company, stand number and size of booked space.

Any independent stand construction within an equipped space must undergo technical certification.

A preliminary signature from a representative of the Fire Safety Department of Crocus Expo must be obtained on the letter. For all material and exhibits brought in, a fire safety certificate must be supplied. All materials and constructions without relevant fire safety certificates (wooden constructions, carpet, flammable decorations, drapery, etc) must be treated with a relevant flame retardant.

Crocus Expo Fire Safety Department:

Tel. +7 (495) 983 06 73; +7 (916) 547 0623, +7 (916) 547 0725 Room 133 (near Hall 15), Pavilion 3

4. **Work passes** (which are <u>not</u> valid during the exhibition) will be issued by the Service Centre of your pavilion to all staff engaged during build-up and dismantling.

Stand Builders apply for these passes at Buildexpo during the expertise procedure and can receive them in the Service Centre during build-up.

To receive work passes for other build-up personnel you need to present a letter in 2 copies listing the name of the company and, names and all passport details of the build-up personnel to the Service Centre not earlier than two weeks before the build-up.

- 5. Orders for loading/unloading operations (unloading, storage of goods and packaging, delivery of exhibits to stands) are accepted by the official on-site transport agent, latest 14 days before the build-up upon the exhibitors' application. Storage of packaging at the stand is forbidden in accordance with fire safety rules.
- 6. To organise bringing exhibits and equipment in and out of Crocus Expo pavilions, a loading and unloading zone of 30 metres around the perimeter of the pavilions has been assigned.

Entry of vehicle transport into this zone is organised through paid passes, which can be acquired in the Service Centre of your pavilion on the basis of the letter for bringing in and removing cargo (see p.46). Please note: waiting times in the loading and unloading zone are limited to: Freight vehicles - 2 hours; passenger vehicles - 1 hour. The administration of Crocus Expo will impose fines for overstaying in the loading and unloading zone.

Transport must exit the confines of Crocus Expo territory directly after dropping off exhibits and equipment. Overnight parking on the territory is FORBIDDEN.

For stand builders and exhibitors who have ordered loading and unloading services from the Transport and Logistics Department of Crocus Expo, access to the loading and unloading zone is free of charge.





Exhibitors may not use their own cranes or loaders. To bring mobile exhibits into halls and to open exhibition spaces, services for their accompaniment must be ordered.

- 7. **Exhibitor Badges** are issued at the registration desks in the pavilion lobby on the last day of build-up.
- 8. General security of the pavilion is provided at the exhibition. In order to ensure safety of your exhibits, we highly recommend that your stand is manned when the doors are open. Crocus Expo and Reed Exhibitions cannot be held liable for the safety of your goods.
- 9. Move out of exhibits and equipment on the last day of the exhibition is permitted after 16:00 only with passenger cars and mini vans. Trucks are admitted to the territory starting from 08:00 on the next day.
- 10. Business trip documents can be signed and stamped at the Service Centre in the lobby of the pavilion or at the Organiser's office.

FREIGHT, HANDLING, CUSTOMS

CUSTOMS

DHL, ADEFA, HANSA and EXPOTRANS are the official cargo agents for the exhibition. These companies will be responsible for all cargo handling operations in Crocus Expo, including customs clearance and other services, such as lifting works. You are not obliged to use the services of the official contractors, still you are highly recommended to engage them in this case. Customs procedures can be quite complicated in Russia, and the official cargo agents have extensive experience in this area.

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EXPOTRANS SPA

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15, Antonova-Ovseenko str., bldg. 4, office 102, 123317 Moscow, Russia

Tel.: +7 (495) 988-0967

Website: www.expotransmoscow.ru





DELIVERY ADDRESS

Please note that the cargos for the exhibition cannot be accepted before the exhibition build-up starts at 14:00 on February 1. All cargos are to be addressed as follows:

Company name and stand number 22nd International exhibition "Aquatherm Moscow" Crocus Expo IEC, Mezhdunarodnaya 20 (Pavilion 3), P.O. box 92, Krasnogorsk 143402, Krasnogorsk area, Moscow region.

Please note that the Organiser disclaim any liability for Exhibitor's cargos and may not sign for Exhibitors to confirm receipt thereof.

CARGO TRANSPORTATION AND HANDLING

DHL, ADEFA, HANSA and EXPOTRANS are the official cargo carriers for the exhibition. Unless you are using your own transport for cargo transportation, you are highly recommended to engage the services of the official carrier for this purpose, as it may track the cargos dispatched to the exhibition (please see information list in the beginning of this Manual).

Please note that you are to discuss the cargo carriers' rates before the exhibition and book their services; late or untimely orders will be subject to full rates, regardless of their actual volume.

DETAILED INSTRUCTIONS FOR CARGO TRANSPORTATION AND FORMS

The carrier will mail the detailed transportation guidelines, including the required shipping documents, labels and order forms, to each registered participant. Should you need additional copies of the above materials for your contractors and colleagues, please contact the carriers and notify them of your request.

NOTA BENE!

Please note that the procedure of the exhibition cargos import to Russia is very strict. You are kindly requested to follow all guidelines of the logistic team. Should you have any questions regarding any aspect of your cargo delivery to Moscow, please contact managers of official carriers.

Courier Delivery

International courier companies will not be allowed into the exhibition centre premises to deliver packages to the stand. We highly recommend engaging official carriers to deliver even minor cargos, as they can track cargos dispatched to the exhibition's address.

The Exhibitors are requested to indicate the stand number and the phone number when filling in the cargo shipment documents.

PROCEDURE FOR EQUIPMENT AND EXHIBITS DELIVERY AND REMOVAL (for local customs cleared goods)

A letter (see sample on page 46) with the list of exhibits/goods is to be issued in three counterparts: one to be signed at the Organiser's office on-site and then at the Service Centre desk (lobby of the Pavilion 3, near the registration desk); second – to the hall guard, the third is to be retained by the Exhibitor for the purposes of the further removal procedure. All letters should bear original signatures and stamps.

Please note that ENTRANCE PASSES to cargo zone of pavilion are charged separately.

VACANT CONTAINERS

The carrier will be responsible for storing vacant containers during the exhibition. Labels will be distributed for the containers marking. No vacant boxes, packages, pallets or packaging materials are allowed within the stand area – they are to be removed for the exhibition period by the carrier or by the Exhibitor itself. Any package materials found in the exhibition area without marking will be disposed of as wastes.

All packages must be removed from the halls by 18:00 on February 5th. Any boxes remaining after this time will be removed at extra charge.





GENERAL AND ADDITIONAL SERVICES

GENERAL SERVICES

Any orders for additional services (audiovisual, computers, shell scheme modifications) will be placed using standard forms attached hereto and sent to the Official technical agent.

For Italy:
Mrs. Barbara Di Simone
tel. +39 051 3540452
barbaradisimone@kdm-international.com

STANDS CLEANING

During the exhibition build-up and dismantling, stand builders are to remove any waste as it appears or upon request, if such waste pose any danger to other people. Certain hours are to be assigned to waste removal every day. Waste produced by builders who fail to observe this rule will be removed by the exhibition cleaning personnel at the builders' expense. In extraordinary cases stand building works may be suspended until waste is removed to the administration's satisfaction. This rule is binding without any exceptions to ensure health and safety protection and to make sure other builders have unrestricted access to all halls and can work in clean environment.

During the exhibition period, before the opening the cleaners will clean aisles between stands using vacuum cleaners. Exhibitors are to gather waste in plastic bags and leave it at the passage by the stand to have it removed. Exhibitors which need additional cleaning services are recommended to order them separately (please use **Form 8**).

LIGHTING AND ELECTRICAL EQUIPMENT

The General Stand Builder of the exhibition centre is only allowed to connect stands to the power supply and perform electrical works on standard stands. Exhibitors which build their stands by themselves (i.e. purchased unequipped area) are to order and pay for their stands connection to the power supply and power consumption during the exhibition period. Make sure your contractor have all the required licenses and permits and obtain the permit to connect the stand to the power supply. All Exhibitors are requested to comply with the electrical safety rules (see pages 28-29).

Types of power supply connection: single-phase 220V, 50Hz; three-phase 380V, 50Hz.

<u>Please note that electricity is not included in space contract and standard/modified shell scheme.</u>

Average plug socket load:

Kettle: 2000 W

Coffee machine: 1500 W Vacuum cleaner: 1000 W Computer/printer: 500 W TV/refrigerator: 250 W

Laptop: 100 W

Charger for mobile phones: 10 W

Kettles/water heaters are to be connected through designated grounded sockets.

All stands electrical circuits will be checked and tested before connecting them by the exhibition centre's technical staff.

WATER SUPPLY

You can order the water supply for your stand using the respective form attached hereto or contacting our technical service provider.





Important!

Water pipes have a diameter of 15 mm and drainage pipes 32 mm. Any other pipes or adapters must be provided by the exhibitor or you can rent in with BuildExpo (if available).

Please note: Specialists from your company, or your stand builder, should connect equipment to the pipes – with the exception of sinks for shell scheme ordered through the Organiser. They will be connected by the exhibition stand builder.

Quite often water supply connection is delayed because fork-lift trucks work in the halls. You are kindly asked NOT to use water at the stand until the final connection, as it may lead to water flood and stand damage. You are unlikely to be able to use the water supply system before until the first day of the exhibition.

Regulations for plumbing work can be found on page 29.

AUDIOVISUAL EQUIPMENT

You can order audiovisual equipment **on Form 9**. If the required audiovisual equipment is not listed in Form 9, it can be ordered upon request.

Please note: in order to obtain the permission to use your own audiovisual equipment (LCD/plasma screens, projectors, PA systems, videowalls (ORION, LED screens etc.), it is necessary to obtain accreditation from BuildExpo, the General Stand Builder of Crocus Expo (Pavilion 1, office 119, tel. +7 (495) 727-26-71, e-mail: ingener@buildexpo.ru). There will be a fee for this accreditation, if there are no documents certifying that the equipment belongs to the Exhibitor. A penalty will be imposed to Exhibitors using their audiovisual equipment without accreditation. For more detailed information about the accreditation procedure and prices, please contact BuildExpo.

INTERNET

You can order an internet connection for your stand using **Form 1.** The cost of connection includes: channel installation and testing, providing necessary data to the exhibitor for setting up his equipment. For a cable connection, an Ethernet RJ-45 cable will be provided. For a Wi-Fi connection, we will provide a password for each device.

Please note: operating capability is not guaranteed for Wi-Fi devices operating at a 2,4 GHz frequency.

PARKING

Parking is free at the Crocus Expo area; but if you want be sure in free parking space please order parking pass to special zone on **Form 8**. The vehicle registration number must be entered on the pass. For HGV entry, please see section "Entry procedure for Crocus Expo"

STAND TEMPORARY PERSONNEL

If you are going to need temporary personnel for your exhibition stand, please place an order using the respective form attached hereto or contact the Official technical agent. Please see **Form 8**.

FURNITURE RENT FOR SHELL SCHEME & MODIFIED SHELL SCHEME

Shell scheme packages will include a basic furniture set. Any additional pieces are to be ordered using the respective forms attached to this Manual.

Please note that exhibitors are not allowed to use their own furniture made of Octanorm or similar exhibition systems (showcases, info counters, shelf racks etc.). Please consult the Official technical agent to make sure that your furniture is allowed for use.





ADDITIONAL EQUIPMENT OF SHELL SCHEME & MODIFIED SHELL SCHEME

(Please see Forms 4, 5, 6)

To order additional equipment please fill in the respective form or contact the Official technical agent.

FASCIA PANEL (please use Form 3)

Standard package of the stand equipment ordered from the Organiser includes fascia panels with the Exhibitor's name on one open side of the stand. Unless you return the respective form, the Organiser will use the Exhibitor's corporate name from the exhibition services contract to place it on the panel. To make any changes with the fascia name during the show build-up you will have to pay a surcharge (unless a mistake was made by the Organiser).

REQUIREMENTS TO GRAPHIC FILES

If you place an order for graphic materials for your stand (logos, banners, etc.) you are kindly requested to prepare your graphic files in accordance with the following requirements:

- Files up to 5 MB are to be submitted by e-mail: evgeny.levit@expo-system.ru; for files over 5MB please use a free file sharing service of your choice and send a download link.
- Roman letters and figures may only be used in the names of files and folders.
- Only ZIP format (PC) can be used for compressing files.
- Colour model can only be CMYK.

Please note that if another model is used for the image or its part, no colour rendition can be guaranteed, and no claims regarding colour deviations will be accepted.

File formats

Raster-type files: TIFF (.tif, no compression)

PSD layers (.psd)

Vector files: Adobe Illustrator EPS or AI (.eps, .ai), CDR (Corel Draw)

(no QuarkXPress files will be accepted)

Scale and resolution

Raster-type for printing up to 150x250cm 1:1, 56 dpi at least Raster-type for printing above 150x250cm 1:10, 400 dpi at least

Vector 1:10

Other requirements

- If a vector file contains raster images, such images are to be enclosed in separate files. All raster images are to be prepared in accordance with the above requirements. If a vector file is scaled down, 1:10 for example, the inserted raster files are to be also scaled down proportionally, and their resolution is to be increased accordingly.
- You are not recommended to use pure black and grey colours (proportion of a pure black), for example CMYK 0-0-0-100. Such pure colours may be distorted in printing. Instead, you are recommended to use composite colours, such as CMYK 50-50-50-100, and present the required grey colours as percentage of such composite colour, for example CMYK 10-10-10-20.
- Image areas with coverage less than 2% and more than 300% may be printed incorrectly. Light areas with coverage less than 2% will be printed as white, while areas with 300% coverage may not dry, and the paint will smudge.
- All fonts in vector files must be transformed into lines.
- If a raster file resolution is not sufficient, please do not try to improve it artificially. It may harm the print-out quality.
- All dummies must be prepared "edge to edge", without any picture whites, such as invisible objects, masks, etc.

If graphic files presented by the Exhibitors do not comply with the requirements, our designers will have to work on them, which will be charged extra.





TRAVEL AGENT

With all question, related to accommodation, visa support and other services, concerning reception of foreign and Russian citizens abroad and in Russia, you can address to Reisebuero WELT, which have long customer relationship experience. For further information, please, contact:

Reisebuero WELT

Contacts:

Yana Kozhanova: kyv@msk.welt.ru Anna Kondreva: las@msk.welt.ru

Tel: + 7 495 933-78-78 Fax: +7 495 933-78-77

www.welt.ru

You are urging to obtain necessary visas beforehand the exhibition!

BANNERS/TECHNICAL SUSPENSIONS FROM THE CEILING OF THE PAVILION

To hang banners/technical suspensions from the ceiling of the pavilion, the following documents must be submitted to ITE Group Technical Service Department before the deadline mentioned on Form T5:

1. Plan indicating location of the stand; 2. Sketch of structure for suspension with weight (with and without equipment), estimated number of suspension points, estimated load on each point, and estimated height of suspension above the floor; 3. List and total weight of equipment hung on structure; 4. View from above stand showing location of the suspended structure; 5. Information about the representatives of the company responsible for the design, installation and safety of the structure.

Orders for suspensions are accepted by the Organiser on Form T5, together with the application form, only after approval of the full package of documents by the engineering and technical services at Crocus Expo.

Please note that for the lifting and/or exact orientation of the suspended structure, you may need to order additional services - lifting mechanisms (hoists), or additional points of suspension (braces). The strength of the suspension structure and the use of winches must be agreed with BuildExpo when obtaining accreditation for your stand. Suspensions from the ceiling are not possible in every part of the pavilion.

Fire safety certificates must be provided for banners (burning group - G1 and G2; flammability group - B1 and B2; smoke-forming ability group - D1 and D2; toxicity group - T1 and T2; flame propagation group – RP1 and RP2).

Structures using lighting and / or other electrical elements must comply with rules for electrical work (see page 16 and 28 of this Manual).

Prices for additional services for ceiling suspended structures can be obtained from ITE Group Technical Department.

After approval of the technical characteristics of the suspension, please fill in, stamp and send Form T5 to ITE Group Technical Service Department.

Form T5 should be sent to ITE Group by the specified deadline. Late orders are accepted if technically possible and are subject to extra charges.





STAND BUILDING

The Exhibitors may either rent one of the stands offered by the Organiser, or rent an unequipped area and engage the contractor to build a stand. Please note that the Exhibitors with custom-build stands are to submit the stand design to the Organiser for approval *not later than 45 days* before the show build-up begins. This Manual contain the list of binding requirements which must be observed to make sure the exhibition runs smoothly. Please, read this list carefully and observe these requirements. Should you have any questions or need advice, please contact the Official technical agent. Our technical manager will be happy to assist you in any issue.

SHELL SCHEME STANDS

Standard stands are offered in the following configurations:

Linear (open on one side) Corner (open on two sides) Peninsular (open on three sides)

Stands offered by the Organiser, include the following:

Standard shell scheme specification

Walls: 2.5m high and 1m wide panels Floor: floor is covered grey carpet

no false floor

Supports: forged aluminum

Furniture: 2 standard chairs (№300)

1 table (№310) 1 rubbish bin

Fascia panel: white panel of 300 mm. height containing

company's name in small and capital letters. If the stand has more than one open side, you can order an additional fascia panel name at surcharge using **Form 3**. We will use the name of your company from our previous correspondence,

unless otherwise instructed.

Fascia panels are placed on open sides of standard stands. The walls are erected only from internal closed sides of the stands. No additional walls may be placed on open sides of stands due to two

reasons. First of all, open space is preferable at intersections of aisles between the stands, so that the visitors can have a good view of the entire exhibition. Secondly, this allows avoiding conflicts with the next-by stands, whose view can be blocked. Exhibitors with peninsular stands should obtain Organiser's approval before placing the order if they want to build walls on their stands.

Please note: Exhibitors with shell scheme (including modified shell scheme) are not allowed to make any unauthorized changes: full or partial dismantling, changes of electrical equipment, connection to electrical networks, water pipes, using of exhibitor's furniture made of Octanorm or similar exhibition systems, dismantling of audiovisual equipment, using of exhibitor's lights, connection of electrical appliances on neighbouring stands to plug sockets on your stand, unauthorized covering of panels with self-adhesive film, attaching of any materials to panels with self-adhesive tape or other sticking materials, using of staplers for attaching of materials to panels, drilling of constructions, placing within the stand boundaries of any exhibition equipment and constructions which cannot be considered as exhibits.

Walls of standard stands should not be damaged. Unauthorized covering of panels with self-adhesive film, attaching of any materials to panels with self-adhesive tape or other sticking materials are prohibited. In case of non-compliance with this rule, the Exhibitor will be charged for the service "covering with customer's material" (52 EUR per 1 sq.m. of covered surface).









You should be careful when placing your exhibits and displays on the walls. Light materials may be fixed using hooks or binder clips (provided by Exhibitor) which can be attached to the top beams of the wall panels. When placing heavy materials, please consult the official technical agent as you may need to install special beams.

The cost of repair or replacement of damaged equipment is fixed in triple size of the rental charge.

MOBILE STANDS

Mobile stands which are equipped with lighting equipment are to be agreed with the General Stand Builder (**BuildExpo LLC**) technical department. The following documents are to be submitted (45 days before the show build-up):

- 1) Stand photo (or 3D model)
- 2) Regulation appointing the person in charge for the structure installation
- 3) Stand certificate

Contact phone No.: +7 (495) 727-2671 E-mail: ingener@buildexpo.ru

ENGAGEMENT OF THIRD PARTY CONTRACTORS AND WORKERS

All contractors and workers engaged in the works at the exhibition are to comply with all statutory requirements, applicable, directly or indirectly, to their activities. The Exhibitors are to make sure that their contractors and subcontractors are bona fide market players and use fair methods of work in their internal and external relations.

WARNING: The Organisers reserve the right to request any person to discontinue any works, if the Organiser reasonably believes that the works are performed with violation of rules and guidelines. In this case the Organisers may request such persons to leave the exhibition centre.

CUSTOM-BUILD STANDS

Exhibition Centre Requirements to Building

Any works associated with custom-build stands are allowed only after technical approval of the exhibition centre administration was received.

Not later than 45 days before the show build-up begins, the EXHIBITOR'S BUILDER is to submit to BuildExpo LLC a complete package of technical documents as well as certificates attesting to its right to perform construction and erection works.

The stand builder will cover the cost of services associated with the documents technical expert examination as well as services of electrical laboratory to measure the insulation resistance.

Attention! Please provide a copy of this Manual to your stand builder. Please pay attention on new rules of accreditation! **Visit http://eng.buildexpo.ru/bexpo/services/terms.php for details.**

BuildExpo LLC

Phone: +7 (495) 727-2671, E-mail: ingener@buildexpo.ru

Procedure for obtaining building permit in Crocus Expo IEC

What should be done aiming to avoid problems during stand build up:

1. Prepare all necessary documentation for the stand construction. A graphical 3D model of stand design. Please indicate location of engineering equipment (if available) on the layout including water and compressed air tie-in points.

List of qualified electricians (at least 3rd admission group according to applicable Russian rules and regulations) and copies of electricians' IDs to be authorized for electric wiring of the stand and connection of electric equipment.

A detailed stand plan with layout of electrical installations and electric control board diagram (to provide electric protection of electrical installations), draw-off points (supported by a detailed description of symbols) aiming to demonstrate stand lighting system and power connections.

Goods delivery and removal application with a list of equipment and materials to be delivered to the stand and appropriate fire and health safety certificates for used materials and equipment authorizing the use of





the materials and equipment in the Russian Federation territory.

A list of stand builders to execute build up and break down works to receive passes to the exhibition centre. Copy of an order appointing the supervisor in charge of electrical equipment installation at the stand and order appointing the supervisor in charge of build up and break down works and safety at the stand. Static calculation for load-bearing units at a multi-storey stand and wind load at an outdoor stand. The calculation may be made by you and inspected by our technical staff or ordered at our company.

- 2. The Exhibitors are to submit all design documents for the exhibition equipment for approval by the Fire Safety department at Crocus Expo. Fire Safety department is located in Pavilion 3, 1st floor, office 133.
- 3. Undergo technical expertise at BuildExpo LLC engineering department (staff entrance, 1st floor, office 119). Engineering department will check your documentation on compliance with the requirements of Crocus Expo and will issue a technical expertise act (provided you have submitted all necessary documents). Please be informed that technical expertise is a paid service and a delay in the paperwork has a higher price. Should you fail to submit the paperwork to the engineering department well in advance (for example you reside out of Moscow) feel free to send the documents by e-mail at: ingener@buildexpo.ru or managerexpo@buildexpo.ru. Buildexpo's specialists will return the result of technical expertise. You are requested to submit original paperwork to the engineering department when you start build up works.

A contractor permission to perform build up works will be approved stamped only against payment in full!

4. Payment procedure.

All payments of the prices invoiced are due 3 bank days after the invoices received. If the invoices are not paid within the deadlines or not paid in full amount BuildExpo LLC has the right to delay the issue of admission passes or to withdraw from the contract.

BuildExpo LLC provides full package of necessary documents: contract application, act for performed works and invoice. Thus, you need to have either a stamp or Power of Attorney. A contractor permission to perform build up works will be approved stamped only against payment in full!

5. The transport of equipment and materials to the stand site should be made on the first day of the exhibition build-up period. Storage of building and stand fitting materials during the Event build up/break down periods is only allowed within the space contracted. Gangways between the stands shall be kept clear. All exhibitors are obliged to follow rules and regulations during build-up and electric installation works in Crocus Expo IEC. We ask you to respect other participants: please refrain from hoarding up your equipment on the space of neighbouring stands, it will impede their construction; it is forbidden to use other participants' furniture and equipment, to use other participants' structures as support for temporary storage of the materials, etc. Check the correspondence between the constructors' timing and the time allocated for build-up and breakdown by the Organisers of the exhibition. Check the number of workers assigned to build-up and break down your stand. All forfeits, and faulty and/or inadequate documentation are chargeable, you and your company can lose money on that.

All rubbish and waste materials must be cleared from the halls, all stains removed at the end of the breakdown period. The adhesive tapes applied shall not leave marks after removal.

Info on hoisting equipment.

BuildExpo LLC reminds you that electric facilities and feeding cable condition and electric control board operability shall be exclusively subject to the sole responsibility of the exhibitor!!!

Foreign stand constructors shall present certificates on the equipment and certificates of the personnel operating the equipment in order to get permission for hoisting equipment usage. The permission issue is a paid service and it costs 25 euro per each hoisting equipment unit.

All operators of hoisting equipment are obliged to have the certificate for the works in the Russian Federation. Some of foreign constructors may not have such certificates. BuildExpo LLC renders services on chief installation for foreign stand constructors. The service costs 20 euro per each hoisting equipment unit.

GLASS PARTITIONS

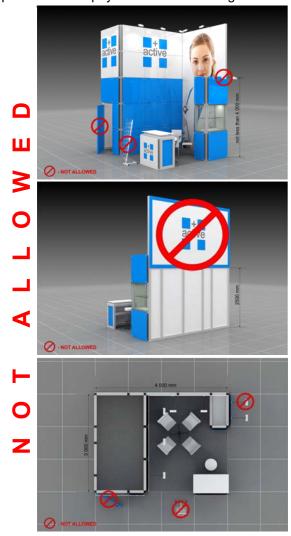
Exhibitors or contractors willing to use glass in their structures should note that the Stand Build Rules prohibits the use of non-toughened or non-laminated glass. All glass used for the construction must be either toughened or laminated, which should be confirmed either with marking on the glass, or with a copy of the respective certificate. When a transparent glass can be mistaken for an open passage, such glass panels should be distinctly marked when installed. Any marking may be applied, including solid or dash lines, company's logo at the eye level (1.5 meter above the ground), etc. Polycarbonate may be used instead of glass. No organic glass may be used at the exhibition.





REQUIREMENTS FOR STAND PROJECTS AND DESIGN

- 1. Each stand must be completed with a floor covering (e.g., carpet) and also rear and side walls of a minimum height of 250 cm.
- 2. Construction may exceed a height of 250 cm, but only with permission in writing from the Organiser, on receipt of the proposed stand design, prior to the exhibition (example of minimum package 3 views are given below). Maximum height of stand structure should be 6 m.
- 3. No part of the stand structure (including spotlights, flags, and decor elements) may extend beyond the boundaries of the site allocated including vertical perspective of the stand, exception can be made for light-weight spotlights installed at a minimum height 4 m from floor.
- 4. The open sides of the stand according to the space application form and general floor plan of the exhibition shall not be closed by the exhibitor without permission in writing from the Organiser.
- 5. Please note that company names, logos and graphics are not permitted on the reverse side of your wall overlooking neighbouring stands.
- 6. The reverse side of your wall/s visible from aisles and also if it overlaps the height of those on neighbouring stands (2.5 m shell scheme) must be of neat appearance (only white colour accepted).
- 7. In order to ensure the safety of visitors to the exhibition, store rooms, offices and other premises with doors at your stand and which open directly to the aisles between stands must be equipped either with sliding doors or doors which open to the inside.
- 8. Stand design should not block access any fire, electricity or emergency exits points.
- 9. There is a surcharge on the space occupied by double decker stands. Double decker stand has to be booked and paid through the space application form. Construction of double decker stands will only be permitted after payment of the surcharge.









FIRE SAFETY REGULATIONS FOR EXHIBITIONS AND FAIRS HELD IN CROCUS EXPO

I. GENERAL PROVISIONS

1. These provisions have been developed on the basis of Federal law 69-F3 "On fire safety" of December 21 1994 and according to Federal Law No. 123-FZ "Technical Regulations for Fire Safety Requirements" as of July 22, 2008, the rules of fire safety in the Russian Federation (PPB 390) confirmed by Order #390 of the Ministry of Emergency Situations of Russia dated April 25 2012, the general instructions on fire safety in buildings and premises of Crocus Expo confirmed by the General Director of Crocus Expo from 10 February 2012 no.22, and the general instructions on holding events at Crocus Expo confirmed by the Directorate of the Krasnogorsk branch of Crocus Expo from 25 October 2011.

The instructions set out the main procedures for fire prevention in exhibition pavilions and at open-air spaces of the exhibition centre, according to the requirements of the GOST 12.1.004-91 "Fire safety rules. General requirements" standards, building regulations and rules, and procedures for ensuring the safety of people and property and the creation of conditions for successful fire extinguishing. These requirements are compulsory for all employees of Crocus Expo, employees of the tenant company and of stand builders and designers, exhibiting companies, and anyone else in the pavilion.

- 2. The deputies to the Senior Engineer of Crocus Expo are responsible for fire safety in the pavilions.
- 3. Authorised heads of organisations stand builders and participants at rented exhibition space are responsible for observing fire safety rules during set-up (stands), the exhibition itself and dismantling, and during exhibitions and other events.

Compliance with fire safety regulations during set-up (dismantling) of exhibition stand equipment (exhibits) and during exhibition and other events is monitored by authorised employees of the Fire Department of JSC Crocus, responsible representatives of the Department of Exhibition Organisation, the Department of Non-Exhibition Event and Congress Organisation of Crocus Expo, and representatives of the General Builder of Crocus Expo.

- 4. Official persons responsible for observing fire safety rules must:
- Undergo the minimum required standard of fire and technical training at a specialised organisation (training centre) licensed to teach fire safety measures by the State Fire Prevention Service of the Ministry of Emergency Situations of the Russian Federation, as well as holding a certificate of completion of the training
- Official representatives of organisations that hold large-scale events, responsible for fire safety, are required to undergo a fire safety briefing at Crocus Expo on controlling and maintaining fire safety and the safe evacuation of people (visitors and exhibitors) in the event of a fire
- Ensure a fire engine and crew are available on site at exhibitions 10,000 sgm and over;
- Ensure adherence to stand building and set-up requirements, coordination of design documentation, letters for bringing in stand building and design materials, fire safety requirements and smoking rules on site at the exhibition and at working areas
- Take immediate measures to disconnect offending networks, equipment or installations if faults are discovered in engineering systems, along with calling qualified experts of Crocus Expo in order for them to remove the problem
- When work at the exhibition is over, organise and oversee the cleaning of work sites and stands and the turning off of lighting systems, electric devices, computers and other equipment
- Ensure the protection of available (rented) fire extinguishing means, fire prevention equipment and tools, communication and alarm facilities, and regular and emergency exits.
- The use of fire extinguishing and protection equipment for commercial reasons, or in a manner or in situations unrelated to putting out fires, is prohibited.
- · Return according to agreement all hired fire-fighting equipment before exhibits begin to be removed
- Carry out in good time all fire safety measures put forward by authorised employees of Crocus Expo
- 5. Builders of exhibition stands and participants of exhibitions and other events should know, observe and maintain the fire safety procedure in pavilions and premises, and not undertake any actions that may cause fire.
- 6. Organisers builders, set-up companies, exhibitors guilty of infringing fire safety regulations bear responsibility according to effective labor, administrative, criminal and civil legislation of the Russian Federation, depending on the type of infringements and their consequences, and are exposed to penalty provisions according to the order 22 of the President of JSC Crocus of 10 February 2012, 'Basic Requirements for Holding Events at Crocus Expo', approved by the Director of the Krasnogorsk subsidiary of Crocus Expo on 25 October 2011.

All issues not covered in this instruction which arise during set-up, the exhibition itself or dismantling are resolved onsite by event organisers, responsible directors or assistants to the Chief Engineer of Crocus Expo and authorised representatives of JSC Crocus.

II. MAINTENANCE OF PAVILIONS

7. The territory around the pavilion buildings and exhibition halls of Crocus Expo must be kept clean and regularly cleared of rubbish, combustible waste and packaging.

Combustible waste, oily cleaning materials and disposable packaging must be stored in fireproof containers kept no closer than 10m from the pavilions in dedicated and equipped areas.

Starting fires or burning waste and containers on the territory next to the pavilion closer than 50m to it is forbidden. Storing construction materials, structures, equipment and property in exhibitions halls during set-up (dismantling) and during the event itself is only allowed within the exhibition space allocated for building. Blocking the aisles between the stands is not permitted.





Storing combustible waste, packaging or containers in pavilions, even for a short space of time, is forbidden. Unneeded shipping boxes, containers and exhibition equipment should be removed from the exhibition halls, or their storage should be arranged in a warehouse (container warehouse) or at a specially designated site.

Building or other materials, exhibition equipment, packaging, containers with flammable and combustible liquids, or cylinders with combustible gases must not be stored close to the outer walls of pavilion buildings or under passages between pavilions. Storage locations are to be agreed upon with JSC Crocus and should be located at least 10m from outer walls of pavilion buildings.

Temporary structures (tents, booths, stalls, pavilions, containers, stands, etc) must be located at least 15m from pavilion buildings and structures.

- 8. Smoking in pavilions and on the exhibition territory is strictly prohibited.
- 9. Firefighting crews must have free access to roads, passages and entrances of buildings and structures of Crocus Expo pavilions, external fire evacuation stairs and fire hydrants; they must also be kept in a good condition and clear of snow and ice in winter. Vehicles must not be parked on the covers of fire hydrants or within a radius of 2m from them.
- 10. When using evacuation routes and exits, it is forbidden:
- To block evacuation routes and exits (passageways, corridors, platforms, galleries, lift halls, ladder platforms, flights of stairs, doors, evacuation hatches, etc), access to fire hydrants, fire extinguishing means, alarm systems or fuse boxes with exhibition stands (exhibits), advertising posters, boards, information desks, any materials, products, equipment, rubbish and other objects. It is also forbidden to board up or lock emergency exits
- To establish drying areas, coat racks or cloakrooms in the landings of main and emergency exits, or to store stock or materials there, even temporarily
- · To prop open or remove entirely self-closing doors of staircases corridors, halls and landings
- 11. Every day upon completion of work at the exhibition, stands should be examined by those responsible for fire safety. The exhibition can only be closed following cleaning, removal of rubbish, packaging and waste, and the switching off of electrical devices, office equipment and the lighting system.

III. MEASURES TO ENSURE FIRE SAFETY DURING SET-UP AND DURING EXHIBITION EVENTS

- 12. Companies organising exhibition and other events at which many people will gather are to agree on an Exhibition Placement Plan for the event with the fire department of JSC Crocus no later than 14 calendar days prior to the beginning of the overall event period. The plan should be compiled in accordance with fire safety requirements:
- Ensure free access to fire hydrants
- · Ensure the width of aisles between rows of display stands (exhibits) and around the stage floor (podium)
- · Provision of free and easy access to emergency exit doors
- · Ensure the use of fire-prevention gaps with a width of no less than 8 meters if the exhibition space is 8000 sqm
- 13. Companies building display stands (exhibits), stage boxes, podiums, tribunes, etc. must finalize all project documentation for building, equipping and designing exhibition stands (exhibits) and for mounting exhibits at exhibition spaces with JSC Crocus, no later than 14 calendar days prior to the start of the overall event period. The following must be supplied for this:
- Letter to bring in equipment and materials
- A general building plan indicating all sizes in relation to space borders, main and emergency exits, and the width of
- A stand (exhibit) building plan as an isometric image
- Fire safety certificates (conclusions of a fire test laboratory, declarations of conformity) for building and other materials, decoration, drapery, banners, equipment etc used in stand building and design (floor, walls, ceiling)
- Agreement on fireproof treatment of materials, decoration and drapery used in stand (exhibit) building and decoration, and of stage boxes and podiums, etc, as well as copies of licenses from the Ministry of Emergency Situations of Russia awarded to the organisation which carried out fireproof treatment, and the fire safety certificate of the treatment applied by them
- A copy of the order appointing the officials responsible for fire safety during stand (exhibit) building and also certificates confirming their completion of the minimum required standard of fire and technical training
- 14. All construction equipment, decoration materials, drapery, cladding and so forth used in stand design and construction in exhibition halls should be certified according to the law of the Russian Federation 'On certification of products and services' dd. June, 10, 1993 № 5151-1 by certifying authorities.
- 15. Stand building materials with a fire danger rating higher than the following are not permitted:
- G2 (moderately combustible), B2 (moderately inflammable), D3 (high smoke generating capability), T3 (highly dangerous by toxicity of combustible products) for decoration, drapery of walls and ceilings and filling of suspended ceilings
- G2 (moderately combustible), B2 (moderately inflammable), RP2 (weakly spreading flame), D3 (high smoke generating capability), T2 (moderately dangerous) for floor coverings.
- Combustible materials with higher fire danger must be treated, or other compensating fire prevention measures coordinated with the fire department of JSC Crocus must be carried out.

Frames of suspended ceilings should be made from non-combustible materials.

Carpets, rugs and other floor coverings should be fixed firmly to the floor around the perimeter and at junctures.

16. Stands should be built from parts of a high degree of readiness that have been assembled and painted beforehand at the stand builder's production premises.





The installation of spiral staircases, staircases that are curvilinear in full or in part in plane, as well as triangular and curvilinear steps and steps with varying width of tread and varying heights within the flight of stairs and staircase is not allowed at stands with more than one level.

17. Display and advertising stands, information stands, decorations and various equipment should be set up and installed so that there is no blocking of evacuation passageways and exits from halls, foyers, lobbies, office doors, warehouses and technical premises, and so that there is free access to control elements (fire hydrants, fire extinguishing equipment, fuse boxes, wiring closets, emergency stairs) located on pillars and along walls of showrooms.

A specific location for placing external and internal advertising stands, boards and information racks is to be agreed by companies organising events with the Department of Advertising and Information of JSC Crocus and with the fire department of JSC Crocus.

To ensure free access (no less than 0.8 m) to fire hydrants, fire extinguishing equipment and fuse boxes, the installation of easy to open constructions (curtains, folding doors, boards on magnet, etc) is permitted.

The width of passageways between stand (exhibit) aisles and around the stage floor (podium) should be no less than 3 meters.

Free and easy access to emergency exit doors equal to the width of doorways but no less than 1.5 m from exhibition halls and 0.8 m from offices, warehouses and technical premises must be provided.

- 18. When setting up temporary structures (tents, booths, marquees, pavilions, etc.) in open territories (areas) as well as multi-layered stands and closed stands, ceilings in pavilion halls must be equipped with wireless smoke detectors or additional automatic fire detectors connected to a receiving control device of the fire alarm system in the fire department control room of JSC Crocus. Detectors are to be installed by the General Builder on the territory of Crocus Expo.
- 19. The following is forbidden in exhibition halls, at stands, display areas and at exhibits:
- · Smoking or using open flames
- Installing equipment and using materials not detailed in the project documentation
- Using finishing or decorative materials made of combustible plastic, polystyrene, polyvinyl chloride or vinyl artificial leather without fireproof treatment certification or a conclusion from a fire test laboratory)
- · Storing promotional materials and goods, or setting up workshops
- Using exhibition hall territory (free space) behind stands for smoking, eating, as locker rooms, or for storing packaging, exhibits, supplies and other materials
- Using diffusers made from organic glass, polystyrene or any other combustible material in lamps, wrapping up electric lamps with paper, fabric or other combustible materials, or operating lamps with caps (diffusers) removed that are part of the design of the lamp
- Using non-standard (self-made) electrical devices or systems, temporary electric networks, sparking power tools, or electrical wires with twists and terminal blocks
- Turning off all the pavilion lights during working hours of the exhibition or other events with a large number of people in attendance
- Setting up extra electric loads not provided for in manufacturing guidelines
- Leaving switched-on electrical devices unattended
- Using damaged sockets, switches, cables and wires, other faulty electrical products, and also boilers and heaters with open heating elements or coils
- Installing booster lights, spotlights, projectors or electric lamps closer than 0.5 meters from exhibition equipment, stands, decoration or drapery or fire sprinklers
- Using stationary circular saws or flat-grinding machines that do not have dust extraction capabilities
- Storing decoration, drapery, equipment and packaging underneath it, or various combustible materials under stage floors, flights of steps and landings, or spectators' stands
- · Use flammable paints or spray cans for painting stands or exhibits
- · Storing or using flammable liquids or fuel tanks, empty gas tanks, or storing packaging under fuel or oil
- Filling exhibition vehicles with fuel or taking fuel from them, holding open fuel tanks, or allowing fuel or oil to leak
- Recharging batteries directly from exhibition vehicles
- Parking fuel tankers or flammable gas transportation vehicles in exhibition halls
- Using pipes of fire-fighting equipment to hang any equipment
- Connecting stand parts, equipment or devices to supply pipes of fire-fighting equipment
- Tampering with the fire sprinkler system or smoke alarms
- Using fire extinguishing equipment or internal fire hydrants installed in the sprinkler system for any other purpose than putting out fires
- Blocking or closing fire hydrants or access to them with any equipment or stands, as well as blocking the working area of fire alarms with banners, posters, decoration, curtains, floating or tethered equipment (balloons, airships, blimps, etc) or any other objects
- 20. All mounted armchairs and chairs should be lined in rows and fastened firmly to the floor in exhibition and conference halls and at spectators' stands. When there are no more than 200 seats, chairs do not have to be fastened to the floor, but they must be joined to each other in rows.
- 21. If there are exhibition or other events with a presentation (display, installation) of more than 25 vehicles, the event organiser must develop a plan for arranging the vehicles, describing the sequence and order of their evacuation in case of fire. The plan should be agreed with the fire department of JSC Crocus. Exhibition halls and open areas where vehicles





are shown should be equipped with towing cables or bars at the rate of one cable (bar) per 10 exhibition vehicles. Venues for test drive demonstrations should be equipped with fire extinguishing means rented from CJSC Crocus Expo, and if necessary, fire posts should be put out by the fire department of JSC Crocus.

All power and lighting equipment and electric wiring must be mounted and used in strict conformity with the Electric Equipment Installation Rules and with the Users' Electric Installations Technical Operation Rules. Connection to an electric network in exhibition halls of IEC Crocus Expo may be done only by Technical Operation Service experts on the basis of the Electric Connections Card filled in by the General Builder of Crocus Expo.

All portable wires and cables used for connection of lighting devices and other equipment in exhibition halls should be laid to prevent damage to them.

Wires and lighting cables laid on the floor in places where people will walk and that will bear weight should be protected with crossovers.

Portable lamps and electric devices may be plugged in sockets only when they are being used.

22. When display stands (exhibits), pavilions, tents, marquees, etc. are placed in open territories (areas), organisers of events must hire fire extinguishing equipment (portable, mobile, or automatic fire extinguishers) from CJSC Crocus Expo, in the quantity indicated in Appendixes 1, 2 of Fire Prevention Rules of the Russian Federation, and ensure that a mobile fire point is set up (1 fire engine with a fire- fighting crew) with fire department professionals of JSC Crocus.

The use of open flames (torches, candles, chandeliers, etc) or demonstration by exhibitors of open flames, shooting, fireworks and other pyrotechnic and smoke effects is allowed only with written permission of Crocus Expo and when an individual fire post is provided. Imitation of shots and explosions can be carried out only with specialised equipment that can guarantee full fire safety.

- 23. To receive permission to carry out fireworks, salutes, fire shows and other special pyrotechnic effects, the organisers must submit a written statement to the fire department of JSC Crocus no less than 5 days prior to the planned
- A plan of pyrotechnic installations arrangement, a plan of storage and installation locations of fireworks and pyrotechnic products linked to the area with distances to buildings indicated, and a security cordon plan for the fireworks venue with borders of the danger zone indicated.

Fire shows and other special pyrotechnic effects should be organised according to the requirements of "Instructions on Fire Safety Measures when Organising and Carrying out Fireworks, Salutes, Fire Shows and Other Special Pyrotechnic Effects on the Territory of JSC Crocus".

Following the activity, a careful check must be made in the area where special effects have taken place, with smoldering and unburned waste being cleaned away. The area must then be ventilated with ventilation equipment.

24. The organiser of the events must prepare an admission warrant signed by the Chief Engineer of Crocus Expo for performing all kinds of fire-hazardous operations at exhibition venues (stands), and the executor of these operations should receive fire-prevention training.

Only emergency operations are accepted, as they are permitted and coordinated onsite.

25. In order to avoid hot metal particles and sparks coming into contact with neighboring stands; going to adjacent floors or under equipment or installations; or coming into contact with technical and access hatches or ventilation, installation or other openings (holes) in floor and ceiling canopies, walls, and partitions where hot work is taking place, cover them with non- combustible materials or fire blankets, and if necessary pour water on them. The venue for hot work should be checked by an employee of Crocus Expo. It should also be cleared of combustible substances and materials and fitted with fire extinguishing equipment (fire extinguisher, a box with sand and a spade, bucket of water, fire blanket, etc).

The performer of the hot work is obliged to carefully check the venue where hot work has taken place within 3 hours of its completion.

26. Demonstration of functioning models and installations using flammable and combustible liquids is permitted only when liquids are transferred by pipeline from a reservoir installed outside pavilion buildings and no less than 10 m from them, and when exhaust gases are removed outside.

The use of cylinders with combustible and toxic gases or the storage of empty gas cylinders at display stands inside pavilion buildings is not allowed. The use of cylinders with inert gases is permitted, but only if they are taken outside the pavilion immediately after use.

The placement of group cylinder installations to supply gas to a welding and cutting venue is permitted outside the pavilion building, near solid (without apertures) external walls.

The supply of gas from group cylinder installations to a demonstration venue at a display stand is permitted via high-pressure hoses, the length of which must not exceed 30 m and which should be covered with protective bridges. Gas containers should be stored in special constructions in open areas at least 10 m from pavilion buildings. Special constructions should protect containers from precipitation, sun rays and other sources of heat, and they should also be naturally ventilated and made from non-flammable materials. Safety notices (posters) ("Pathway is blocked", "Do not smoke", "Do not enter with fire" and others) should be hung in places where gas containers are stored.

Containers with flammable gas should be stored separately (in different warehouses or in different areas) from containers of oxygen, compressed air, chlorine, fluorine or other oxidizers, or containers with toxic gases. When containers with oxygen are stored and transported, oil (grease) must not get in and the container reinforcement must not come into contact with oily materials. It is prohibited to touch valves when filling containers with oxygen manually. The valves of stored containers should be protected by safety valves.

Gas cylinders with boots should be stored in a vertical position in special slots, cages or other devices to prevent them from falling.





Cylinders without boots should be stored in a horizontal position on frames or racks made from non-flammable materials. The stack height should not exceed 1.5 m and valves should all face the same way.

If a gas leak from the cylinders becomes evident, they should be taken away from the special construction to a safe place.

The storage of any other substances, materials and equipment in a gas cylinder storage location is prohibited.

Empty and full gas containers must be handled according to the same security measures.

Gas container storage locations and venues for welding and cutting work should be equipped with fire extinguishing equipment. Fire extinguishing means can be rented from JSC Crocus for the overall event period.

The following documents must be at a display stand:

- · Certificates of conformance and fire safety for welding and cutting equipment.
- Copies of the order for appointing an official responsible for fire safety, and copies of certificates confirming their completion of the minimum required standard of fire and technical training
- · A welder's certificate
- An admission warrant for carrying out dangerous work
- · A gas container inspection certificate.

Fire safety measures and workplace requirements are set out in "Instruction on Fire Safety Measures when Carrying Out Welding Work in Crocus Expo Pavilions".

IV. ACTION IN CASE OF FIRE

- 27. Upon detection of a fire (burning) or any signs of a fire (smoke, smell of burning, and rise in temperature), each employee, builder, and exhibitor at the event must:
- 27.1 Inform everyone at and around the stand of the fire
- 27.2 Inform Crocus Expo by phone **35-01**, **21-61**, **+7** (**495**) **727-11-37**, **+7** (**916**) **547-03-78**, the duty worker of the security service, the hall administrator or any other representative of the Crocus Expo pavilion administrator immediately of the exact location of the fire (number and name of stand, location, floor), what is burning, and the name and telephone number of the person reporting the fire
- 27.3 Take measures to evacuate people from the stand and the exhibition hall
- 27.4 Begin fire extinguishing with available fire extinguishing equipment
- 28. Once at the location of the fire, managers and those responsible for fire safety in exhibitions and exhibition stands must:
- 28.1 Send a message confirming there is a fire to the fire department of Crocus Expo and make the security service exhibition and management aware (55-55,(495) 980-11-11).
- 28.2 If life it at risk, immediately organise rescue of the people at risk with all available means, and to remove anyone not involved in fighting the fire from the premises
- 28.3 To organise, alongside putting out the fire, evacuation and protection of material assets
- 28.4 Upon arrival of the firefighting team from Crocus Expo's fire department or from the fire protection territorial bodies of the Ministry of Emergency Situations of the Russian Federation, convey the situation, the structural and technological features of the stand, its location, and all other necessary information.

REGULATIONS FOR ELECTRICAL AND PLUMBING WORK

Electrical work:

- 1. Installation booth wiring shall be carried out in accordance with the "Rules for Operation of Customers' Electrical Installations", requirements of "Safety Rules for Operation of Customers' Electrical Installations" and guidelines "On Fire Safety in the Premises of IEC Crocus Expo".
- 2. Each independent electrical installation (booth, machine and etc.) should be equipped with a separate device protecting against short circuits and overload (switchboard and PCD protective cutout device) with rated triggering current. This device should be installed in an easily accessible place at the height of 1.8 m above floor level.
- 3. Prior to holding an Event, each Individual Contractor shall agree the electrical diagrams of the booths with the General Developer indicating the necessary capacity with breakdown into groups within the terms and according to the procedure established in the "Basic Requirements of the General Developer BUILDEXPO LTD for arrangement of Events at IEC CROCUS EXPO".
- 4. All electrical works carried out in booths by Individual Contractors must be performed by trained and certified electrical personnel with access category not lower than grade 3. The Access Certificate shall allow electrical personnel to service electrical devices of the organization where they were certified and received access of the relevant category from the manager in charge of electrical facilities.
- 5. Prior to connecting the booths to the electrical network of IEC Crocus Expo, electrical check measurements shall be performed and the Certificate of Operational Responsibilities shall be signed. All current-conducting elements of the booth should be secured against accidental touching.
- 6. All switchboards, necessary for layout of internal wiring in the booths of Individual Contractors shall be equipped with protective cutout devices (PSD). The feeding cable from the booth switchboard to the terminal point of the IEC electrical network shall be provided by the contractor. Minimum cable length: 30 m. Mandatory requirement to the cable 5 wires.





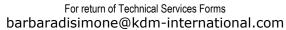
- 7. The Feeding cable from the electrical hatch or mobile switchboard to the cutout device should be shielded against mechanical damage, placed in cable channel kind of Legrand 90-18 (black) or hall defender (kind of Adam Hall Defender III). The maximum length of the electrical hatch or mobile switchboard cable should not exceed 1.5 m. The Independent Contractor or Exhibitor should place the excess cable within the booth.
- 8. Cable wire connections should be connected using closed fork connectors. Connections by twisting wire pairs, pull boxes and making connection with the help of lay-up as well as build-up (extension) of wiring with terminal blocks are not allowed. The booth wiring should be secured excluding the possibility of mechanical impact.
- 9. It is forbidden to carry out electrical works placing the open channel of the bus duct facing "up" or "side". The bus duct should be installed at a height of not less than 2.5 m above floor level with the open channel facing down. Installation of bus ducts at a height of less than 2.5 m and/or with the open channel of the bus duct facing "up" or "to the side shall be possible subject to protection of the bus duct against mechanical damage and ingression of foreign objects.
- 10. It is prohibited to fasten electrical equipment generating heat during operation (projectors, lighting, etc.) using caprone and plastic straps. This equipment should be fastened with metal fixings. Lighting and sound equipment located on the outboard structures must be additionally insured by metal cables or chains. In the case of non- compliance with this requirement, a suspension mounting structure will be banned.
- 11. All metal structural elements of the exposition (booth), housings of electrical switchboards, metal chutes, metal wiring pipes, etc. shall be earthed.
- 12. Connection of the booth shall be carried out only subject to compliance with all the above requirements.

Plumbing work:

- 1. Plumbing and maintenance of the water supply and drainage system at exhibitors' stands shall only be carried out by persons complying with professional requirements and having the relevant qualification for existing standards and regulations in Russia.
- 2. Plumbing work should only be carried out after the water supply to the relevant parts has been turned off.
- 3. When laying exposed water supply and drainage lines provided no mechanical damage is possible, pipes with a fire resistant covering must be used; in places where people pass, pipes must be covered by special ramps.
- 4. The laying of water supply and drainage lines near electrical wires and equipment must comply with existing Russian standards and regulations.
- 5. Water supply lines on stands and at places connected to structures shall be equipped with water pressure valves.
- 6. Free access must be provided to water input devices.
- 7. Upon completion of plumbing work, the pavilion's engineering and technical service will check the quality of the installation and connect the installed equipment to the water supply, according to the plan of the exhibition.
- 8. The water supply to the stand is turned on a representative of the engineering and technical service in the presence of the stand builder and exhibitor.
- 9. The engineering and technical service shall supervise the state of the plumbing equipment installed and operated at exhibitors' stands for the duration of the exhibition.
- 10. At the end of the exhibition, the water supply to the stand will be turned off by the engineering and technical service at the request of the stand builder or exhibitor.
- 11. The dismantling and disconnection of plumbing equipment must be carried out by the same personnel who carried out the installation.
- 12. During the exhibition, and set-up and dismantling periods, plumbing equipment at stands, including pipes and valves, shall be operated by the installer.
- 13. The engineering and technical service has the right to turn off the water supply in case of emergency and to prevent accidents which may be caused by gross violations of the PTEEP and PTB regulations.
- 14. Exhibitors and stand builders may not connect additional water supply lines not specified in the exhibition plan to the water mains without obtaining the permission of the engineering and technical service.



DEADLINE





Form 1

Connections: Utilities and Internet

Form status: Applicability:	Obligatory To be completed by all Exhibitors
Company name: Client name:	

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and modifications will incur 100% surcharge.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •VAT if any applicable is included in all quoted prices.

Description	Code	Price per unit, EUR	Number of units required	Subtotal, EUR
Electricity for standard / modified shell scheme*				
Supply and Consumption 220v – 2 kW	-	455		
Supply and Consumption 220v – 5 kW	-	715		
Supply and Consumption 220v/380v – 10 kW	-	1100		
Supply and Consumption 380v – 20 kW	-	1690		
Supply and Consumption 380v – 40 kW	-	2600		
Electricity for not equipped space**			•	
Supply and Consumption 220v – 2 kW	-	425		
Supply and Consumption 220v – 5 kW	-	645		
Supply and Consumption 220v/380v – 10 kW	-	950		
Supply and Consumption 380v – 20 kW	-	1495		
Supply and Consumption 380v – 40 kW	-	2400		
Water				
Water Supply, Consumption and Drainage on 1st level, cold water	-	710		
Water Supply, Consumption and Drainage on 1st level, hot water	-	325		
Single fill/removal into a container, per 1m3	-	195		
Compressed Air (please provide necessary adapter)				
6 bar Connection up to 30 cubic metres/hour	-	650		
6 bar Connection over 30 cubic metres/hour	-	915		
Internet				
Internet Connection (includes cable with a standard RJ-45 socket, speed up to 4 Mbps , Ethernet)	-	590		
Internet Connection (includes cable with a standard RJ-45 socket, speed up to 20 Mbps , Ethernet)	-	2070		
Wi-Fi connection (speed up to 1 Mbps), per 1 device***	-	220		

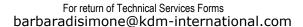
^{*} Includes 1 single plug socket 220v up to 1 kW (code 504a), please see Form 6 for ordering additional plug sockets.

Form 1 Total, EUR.:	
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^{**} Your stand builder should provide the fusebox/es and cabling (approx. 30 m) to the main supplies in pavilion.
*** Operating capability is not guaranteed for devices operating at a 2,4 GHz frequency.



DEADLINE





Form 2.1

Modified Shell Scheme/Option №1

Form status: Applicability:	Optional To be completed by all Exhibitors
Company name: Client name:	

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and modifications will incur 100% surcharge.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •Available: corner, linear type of the exhibition stand.
- •Additional furniture and logos should be ordered according to the price list.
- •VAT if any applicable is included in all quoted prices.



Content of the modified stand	9-12 sq.m.	13-18 sq.m.	19-25 sq.m.	26-36 sq.m.	37-50 sq.m.
Carpet (grey, blue, red, green)	yes	yes	yes	yes	yes
Walls h=3600mm	yes	yes	yes	yes	yes
Light Column	2	2	2	3	3
Storage Room h=2500mm with folding door, sq.m.	1	2	2	3	4
Chair (code 300)	3	4	5	7	8
Table (code 310/314)	1	1	1	2	2
Coat Rack, hanging (code 331)	1	1	1	1	1
Plug socket 220 W, 1 kW (code 504a)	1	1	1	2	2
Information Counter R500 x R1000, H = 1100mm (code 709)	1	1	1	1	1
Bar Stool (code 306)	1	1	1	1	1
Halogen light on arm 150 W, (code 516)	4	4	4	6	6
Laminating with ORACAL film of the internal perimeter, up to 1,0 m high	yes	yes	yes	yes	yes
ORACAL logo 1000 x 400mm	2	2	2	2	2
Company name (15 signs)	1	1	1	1	1
Rubbish bin	1	1	1	1	1
Electricity connection and consumption	no	no	no	no	no

Additional graphic works can be ordered on Form 3.

To order modified shell scheme, please complete (unless already ordered on your space application form):

MODIFIED SHELL SCHEME (Option №1), per sq.m.	200 euro	X	Total, euro	
Attention! Electricity is not included! Please	e, order electric	ity on Form 1 .		
UPGRADE STANDARD SHELL SCHEME TO MODIFIED SHELL SCHEME (OPTION №1), per 1 sq.m.	125 euro	X	Total, euro	

Form 2.1 Total, EUR.:	
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DEADLINE

For return of Technical Services Forms



barbaradisimone@kdm-international.com

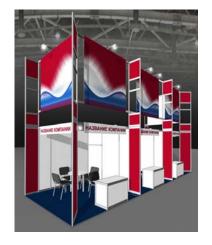
Form 2.2

Modified	Shell	Scheme/O	ption	№ 2
	_			

Form status: Applicability:	Optional To be completed by all Exhibitors	
Company name: Client name:		

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and modifications will incur 100% surcharge.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •Available: peninsular, corner, linear type of the exhibition stand.
- •Additional furniture and logos should be ordered according to the price list.
- •VAT if any applicable is included in all quoted prices.



Content of the modified stand	9-14 sq.m.	15-18 sq.m.	19-24 sq.m.
Carpet (grey, blue, red, green)	yes	yes	yes
Walls h=2500mm	yes	yes	yes
Pylons h=5000mm in the corners	yes	yes	yes
Banner h=2000mm on open sides	yes	yes	yes
Storage room with folding door, sq.m.	no	1	1
Meeting Chair (code 303)	4	5	6
Round Table (code 314)	1	1	2
Filing cabinet 500×1000, H=800mm with sliding doors (code 320)	1	1	2
Coat Rack, hanging (code 331)	no	1	1
Spotlight 75 W (code 510)	4	4	5
Halogen light on arm 150 W (code 516)	2	2	2
Plug socket 220 W, 1 kW (code 504a)	1	1	2
Pylon laminating with ORACAL film, one colour	yes	yes	yes
Fascia panel 2000mm, H=300mm on open sides	yes	yes	yes
Fascia panel name (15 signs) on open sides	yes	yes	yes
Rubbish bin	1	1	1
Electricity connection and consumption	no	no	no

Additional graphic works can be ordered on Form 3.

To order modified shell scheme, please complete (unless already ordered on your space application form):

MODIFIED SHELL SCHEME (Option №2), per sq.m.	180 euro	X	Total, euro	
---	-------------	---	----------------	--

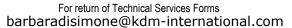
Attention! Electricity is not included! Please, order electricity on Form 1.

•		•		
UPGRADE STANDARD SHELL SCHEME TO MODIFIED SHELL SCHEME (OPTION №2), per 1 sq.m.	105 euro	x	Total, euro	

Form 2.2 Total. EUR.:	



DEADLINE





Form 2.3

Modified	Shall	Scheme/C	ntion	No3
Modified	Sileii	Scheme/C	puon	IA52

Form status: Applicability:	Optional To be completed by all Exhibitors
Company name: Client name:	

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and modifications will incur 100% surcharge.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •Available: peninsular, corner, linear type of the exhibition stand.
- •Additional furniture and logos should be ordered according to the price list.
- •VAT if any applicable is included in all quoted prices.



Content of the modified stand	9-14 sq.m.	15-18 sq.m.	19-24 sq.m.
Carpet (grey, blue, red, green)	yes	yes	yes
Walls h=2500mm	yes	yes	yes
Pylons h=4000mm with radial top in the corners	yes	yes	yes
Storage room with folding door, sq.m.	no	1	1
Meeting Chair (code 303)	3	4	5
Round Table (code 314)	1	1	2
Filing cabinet 500×1000, H=800mm with sliding doors (code 320)	1	1	2
Coat Rack, hanging (code 331)	no	1	1
Spotlight 75 W (code 510)	2	3	4
Halogen light on arm 150 W (code 516)	1	1	2
Plug socket 220 W, 1 kW (code 504a)	1	1	2
Pylon bottom laminating with ORACAL film, one colour	yes	yes	yes
Logo or printed graphics on pylon radial top	yes	yes	yes
Fascia panel 2000mm, H=300mm on open sides	yes	yes	yes
Fascia panel name (15 signs) on open sides	yes	yes	yes
Rubbish bin	1	1	1
Electricity connection and consumption	no	no	no

Additional graphic works can be ordered on Form 3.

To order modified shell scheme, please complete (unless already ordered on your space application form):

:MODIFIED SHELL SCHEME 160 (Option №3), per sq.m. euro X Total, euro

Attention! Electricity is not included! Please, order electricity on Form 1.

UPGRADE STANDARD SHELL SCHEME
TO MODIFIED SHELL SCHEME
(OPTION №3), per 1 sq.m.

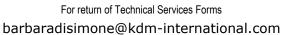
85
euro

Total, euro

Form 2.3 Total. EUR.:	
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DEADLINE





Form 3

Form status:	Obligatory				
Applicability:	To be completed by all Shell Scheme Exhibi	tors			
Compony name:					
Company name: Client name:					
Client name.					
Please carry f	orward the total amount at the	bottom of th Page 41	is form to the C	Order Confirmation	on Form on
●Late orders – after modifications will inco No work is allowed Fascia panel name Your company nam fascia names on this	to be carried out unless full payment i size is standard, therefore the font siz e will be placed on one side of the sta	s availability. It s received before te will be decre	f accepted, a 50% ore the show build ased as amount o	surcharge will apply -up commences. f lettering.	. On-site orders an
,	nell scheme, please complete (unless	already ordere	d on vour space a	pplication form)	
	SHELL SCHEME,	andady cracio	a on your opace a	opiiodiion ronny.	
per	1 sq.m. als, carpet (grey), fascia c chairs (code 300), 75 euro	X	Tot eu	•	
Fascia panel	name (on one open side):				
Fascia name parame up to 15 for modified	eters: in dark grey colour on white bac shell scheme, additional names and s	signs should be	e ordered below.		
Fascia name parame up to 15 for modified Please indicate colou economy-cal)	eters: in dark grey colour on white bac shell scheme, additional names and s ur and ORACAL № (http://www.orafol.	signs should be com/gp/europe if you need to	e ordered below. e/en/products/color change the fascia	ur-films-product-deta	
Fascia name parame up to 15 for modified Please indicate colou economy-cal)	eters: in dark grey colour on white bac shell scheme, additional names and sur and ORACAL № (http://www.orafol.	signs should be com/gp/europe if you need to	e ordered below. e/en/products/color change the fascia	ur-films-product-deta	
Fascia name parame up to 15 for modified Please indicate colou economy-cal)	eters: in dark grey colour on white bac shell scheme, additional names and sur and ORACAL № (http://www.orafol.	signs should be com/gp/europe if you need to the copen side	e ordered below. e/en/products/color change the fascia e(s)):	ur-films-product-deta	ails/items/oracal-64
Fascia name parame up to 15 for modified Please indicate colou economy-cal)	eters: in dark grey colour on white bac shell scheme, additional names and s ur and ORACAL № (http://www.orafol.	signs should be com/gp/europe if you need to	e ordered below. e/en/products/color change the fascia	ur-films-product-deta	
Fascia name parame up to 15 for modified Please indicate colou economy-cal) Additional fa	eters: in dark grey colour on white bac shell scheme, additional names and s ur and ORACAL № (http://www.orafol. scia panel name (on the orange) Description	signs should be com/gp/europe if you need to the copen side	e ordered below. e/en/products/color change the fascia e(s)): Price per unit,	ur-films-product-deta	ails/items/oracal-64
Fascia name parame up to 15 for modified Please indicate colou economy-cal) Additional fa	eters: in dark grey colour on white bac shell scheme, additional names and s ur and ORACAL № (http://www.orafol. scia panel name (on the orange) Description	signs should be com/gp/europe if you need to ther open side	e ordered below. e/en/products/color change the fascia e(s)): Price per unit, EUR	ur-films-product-deta	ails/items/oracal-64
Fascia name parame up to 15 for modified Please indicate colou economy-cal) Additional fa Additional fascia na Additional signs for Logo on fascia pane	eters: in dark grey colour on white back shell scheme, additional names and sur and ORACAL № (http://www.orafol.scia panel name (on the other panel) Description me fascia panel name el in one colour, up to 1 m. wide	signs should be com/gp/europe if you need to ther open side Unit pcs.	e ordered below. e/en/products/color change the fascia e(s)): Price per unit, EUR 75	ur-films-product-deta	ails/items/oracal-64
Fascia name parame up to 15 for modified Please indicate colou economy-cal) Additional fascia na Additional signs for Logo on fascia pane	eters: in dark grey colour on white backshell scheme, additional names and sur and ORACAL № (http://www.orafol.escia panel name (on the orange of the orange) Description Imme fascia panel name el in one colour, up to 1 m. wide up to 1 sq.m.*	signs should be com/gp/europe if you need to ther open side Unit pcs. pcs.	e ordered below. e/en/products/color change the fascia e(s)): Price per unit, EUR 75 6	ur-films-product-deta	ails/items/oracal-64
Fascia name parame up to 15 for modified Please indicate colou economy-cal) Additional fascia na Additional signs for Logo in one colour, Additional colour for	eters: in dark grey colour on white back shell scheme, additional names and sur and ORACAL № (http://www.orafol.uscia panel name (on the orange of the orange) Description Ime fascia panel name el in one colour, up to 1 m. wide up to 1 sq.m.* r each ordered logo	unit pcs. pcs. pcs. pcs. pcs.	e ordered below. e/en/products/color change the fascia e(s)): Price per unit, EUR 75 6 85	ur-films-product-deta	ails/items/oracal-64
Additional fascia na Additional signs for Logo in one colour, Additional colour for Oracal film covering	eters: in dark grey colour on white bac shell scheme, additional names and sur and ORACAL № (http://www.orafol.uscia panel name (on the orange of the orange) Description Ime fascia panel name el in one colour, up to 1 m. wide up to 1 sq.m.* r each ordered logo g (please mark film colour) up to 2 sq.s.	unit pcs. pcs. pcs. pcs. pcs. pcs. pcs. pcs.	e ordered below. e/en/products/color change the fascia e(s)): Price per unit, EUR 75 6 85 125	ur-films-product-deta	ails/items/oracal-64
Additional fascia na Additional signs for Logo in one colour, Additional colour for Oracal film covering Oracal film covering Total for the covering Oracal film covering to the total film covering Oracal film covering to the total film covering Oracal film covering the total film covering the	eters: in dark grey colour on white bac shell scheme, additional names and sur and ORACAL № (http://www.orafol.scia panel name (on the orange fascia panel name fascia panel name el in one colour, up to 1 m. wide up to 1 sq.m.* r each ordered logo g (please mark film colour) up to 2 sq.g (please mark film colour) above 2 sq.g (please mark film colour) above 2 sq.g (please mark film colour) above 2 sq.g	unit pcs. pcs. pcs. pcs. pcs. pcs. pcs. pcs.	e ordered below. e/en/products/color change the fascia e/(s)): Price per unit, EUR 75 6 85 125 20	ur-films-product-deta	ails/items/oracal-64
Additional fascia na Additional signs for Logo in one colour, Additional following in Covering With custo	eters: in dark grey colour on white bac shell scheme, additional names and sur and ORACAL № (http://www.orafol.scia panel name (on the orange fascia panel name fascia panel name el in one colour, up to 1 m. wide up to 1 sq.m.* r each ordered logo g (please mark film colour) up to 2 sq.m. g (please mark film colour) above 2 sq.mer's material, per 1 sq.m.	Unit pcs. pcs. pcs. pcs. pcs. pcs. pcs. pcs	e ordered below. e/en/products/color change the fascia e/(s)): Price per unit, EUR 75 6 85 125 20 52	ur-films-product-deta	ails/items/oracal-64
Additional fascia na Additional fascia pane Logo on fascia pane Logo in one colour, Additional colour for Oracal film covering Oracal film covering Covering with custo Full colour printing ocovering), per 1 sq.	eters: in dark grey colour on white bac shell scheme, additional names and sur and ORACAL № (http://www.orafol.uscia panel name (on the orange fascia panel name) Description Ime fascia panel name el in one colour, up to 1 m. wide up to 1 sq.m.* r each ordered logo g (please mark film colour) up to 2 sq. grey grey in the colour of the colour o	Unit pcs. pcs. pcs. pcs. pcs. pcs. pcs. pcs.	e ordered below. e/en/products/color change the fascia e/(s)): Price per unit, EUR 75 6 85 125 20 52 42	ur-films-product-deta	ails/items/oracal-64
Additional fascia na Additional fascia pane Logo on fascia pane Logo in one colour, Additional colour for Oracal film covering Oracal film covering Covering with custo Full colour printing ocovering), per 1 sq.	eters: in dark grey colour on white bac shell scheme, additional names and sur and ORACAL № (http://www.orafol.scia panel name (on the orange fascia panel name fascia panel name el in one colour, up to 1 m. wide up to 1 sq.m.* r each ordered logo g (please mark film colour) up to 2 sq.m. g (please mark film colour) above 2 sq.mer's material, per 1 sq.m. on ORAJET self-adhesive film (includice shell).	Unit pcs. pcs. pcs. pcs. pcs. pcs. pcs. pcs.	e ordered below. e/en/products/color change the fascia e/(s)): Price per unit, EUR 75 6 85 125 20 52 42 52	ur-films-product-deta	ails/items/oracal-64
Additional fascia na Additional fascia na Additional fascia na Additional signs for Logo on fascia pane Logo in one colour, Additional colour for Oracal film covering Covering with custo Full colour printing of covering), per 1 sq. Banner printing (incoper 1 sq.m. *to fit on wall panel,	eters: in dark grey colour on white bac shell scheme, additional names and sur and ORACAL № (http://www.orafol.uscia panel name (on the orange fascia panel name) Description Ime fascia panel name el in one colour, up to 1 m. wide up to 1 sq.m.* r each ordered logo g (please mark film colour) up to 2 sq. grey grey in the colour of the colour o	Unit pcs. pcs. pcs. pcs. pcs. pcs. pcs. pcs	e ordered below. e/en/products/colorchange the fascia e/(s)): Price per unit, EUR 75 6 85 125 20 52 42 52 120	ur-films-product-deta	ails/items/oracal-64



DEADLINE

For return of Technical Services Forms barbaradisimone@kdm-international.com



Form 4

A	dd	itic	nal	Stand	Elements
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Form status: Applicability:	Optional To be completed by all Shell Scheme Exhibitors
mpany name: ent name:	

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and modifications will incur 100% surcharge.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •VAT if any applicable is included in all quoted prices.

ORDER DETAILS: Additional Structural Elements for Schell Scheme Stands only

Description	Code	Price per unit, EUR	Number of units required	Subtotal, EUR
Wall panel 1000 x 2500 mm.	220	100		
Wall panel 500 x 2500 mm.	221	75		
Wall panel Radial R=1000, H=2500 mm.	222	140		
Wall panel Radial R=500, H=2500 mm.	223	100		
Wall panel Diagonal 700 x 2500 mm.	224	100		
Wall panel 1000 x 2500 mm. with glass insert 1000 x 1270 mm.	401	145		
Wall panel 500 x 2500 mm. with glass insert 500 x 1270 mm.	402	135		
Fascia panel, total H=300 mm. per 1 m. without fascia name	270	42		
Wall panel, laminated chipboard 1000 x 2500 mm.	228	160		
Wall panel for plasma wall mounting 1000 mm. x 600 mm.	239	80		
Slatwall panel 1000 x 2500 mm. (without hooks)	225	185		
Door – folding, lockable 1000 x 2500 mm.	240	200		
Door – hinged, lockable 1000 x 2500 mm.	241	240		
Curtain 1000 x 2500 mm.	242	80		
Ceiling Lattice 1000 x 1000 mm. (beams H=70 mm./ H=175 mm.)	250	48		
Ceiling Grid 1000 x 1000 (without ceiling lattice)	260	48		
Carpet – per 1 sq.m.	-	28		
Barrier H=500, 800, 1100 mm., per each running meter	282	40		
Chain decorative, per each running meter	280	17		
Advertising cube (1000x1000x1000), rotating white	707a	200		
Advertising ellipse (H=1000, R=1000) , rotating white	707b	200		
			Total FUR:	

Form 4 Total, EUR.:



DEADLINE

For return of Technical Services Forms barbaradisimone@kdm-international.com



Form 5

Stan	da	rd	Fπ	rn	itı	ıre
Otali	uu	·	·			

Form status: Applicability:	Optional To be completed by all Shell Scheme Exhibitors
Company name: Client name:	

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and modifications will incur 100% surcharge.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •VAT if any applicable is included in all quoted prices.

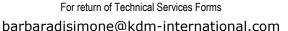
ORDER DETAILS: Additional Structural Elements for Schell Scheme Stands only

Description	Code	Price per unit, EUR	Number of units required	Subtotal, EUR
Chair	300	47		
Meeting Chair	303	73		
Bar stool	306	63		
Table 800x800 mm.	310	79		
Round table D=800 mm.	314	84		
Table 800 x 1200 mm.	315	84		
Replacement of square table (310) with round table (314)		7		
Information Counter 500 x 1000, H=1100 mm.	318	195		
Information Counter 500 x 1000, H=1100 mm. with narrow shelf on top	319	195		
Information Counter Radial (small) R=1000, H=1100 mm.	709	300		
Information Counter Radial (big) R1=500, R2=1000, H=1100 mm.	708	370		
Literature Rack/ Brochure Holder (free standing, 4 pockets A4 included)	324	58		
Coat Rack, hanging	331	42		
Clothes stand	332	79		
Filing-Cabinet 500 x 1000, H= 800 mm. (doors 645 x 500)	320	120		
Filing-Cabinet 500 x 1000, H=1100 mm. (doors 950 x 500)	321	150		
5 Shelf Unit 300 x 1050, H=2070 mm.	340	120		
5 Shelf Unit 500 x 1000, H=2070 mm.	701	185		
Wall Shelf, straight - 1000 x 300 mm. (indicate height from floor)	380	34		
Wall Shelf, sloping – 1000 x 300 mm. (indicate height from floor)	381	42		
Wall grid 800 x 1500 mm. cell 50*50 (without hooks)	375	84		
Podium 500 x 1000, H=800 mm.	382	120		
Podium 500 x 1000, H=500 mm.	382b	105		
Podium 1000 x 1000, H=800 mm.	384	155		
Podium 1000 x 1000, H=500 mm.	384b	140		
Showcase, glass – 500 x 1000, H=1100 mm.	394	240		
Showcase, glass, radial H=1100, R external=1000 mm.	394r	335		
Showcase, glass - 500 x 1000, H=2000 mm., with 2 glass shelves	396	335		
Showcase, glass – 500 x 500, H=2500 mm., with lighting	398a	295		
Showcase, glass – 500 x 1000, H=2500 mm., with lighting	398	375		
Showcase, glass – 500 x 1000, H=2500 mm., with lighting and sliding doors at the bottom	398d	415		
Showcase, glass, Radial H=2500, R external = 1000 mm., with lighting	399	470		
		Form 5	Total, EUR.:	

Please note: Exhibitors are not allowed to use their own furniture made of Octanorm or similar exhibition systems (showcases, info counters, shelf racks etc.).



DEADLINE





Form 6

L	iahtina	&	Electrical	Ea	uip	mer	nt
_	-33			_ ~			

Form status: Applicability:	Optional To be completed by all Shell Scheme Exhibitors	
Company name: Client name:		

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and Modifications will incur 100% surcharge.
- •Hire of some items like coffee percolators, remote controls for electronic equipment, keys for doors and showcases, is subject of a returnable deposit in addition to rental fee.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •VAT if any applicable is included all quoted prices.

ORDER DETAILS: Additional Structural Elements for Schell Scheme Stands only

Description	Code	Price per unit, EUR	Number of units required	Subtotal, EUR
Spotlight 75W	510	52	required	
Spotlight, metal halide 70W	511	100		
Spotlight, halogen 75W	515	84		
Floodlight, metal halide 150W	514	140		
Halogen Light on arm 150W	516	110		
Fluorescent Light 40W	520	63		
Plug Socket 220V, single, up to 1kW	504a	52		
Plug Socket 220V, single, from 1kW to 2.5kW	504b	100		
Plug Socket 220V, triple, up to 1kW	505a	74		
Plug Socket 220V, triple, up to 2.5kW	505b	140		
Plug Socket 16A/380V up to 10kW	506a	120		
Plug Socket 32A/380V up to 20kW	506b	240		
Plug Socket 220V 24hrs, single, up to 1kW	508a	58		
Refrigerator 200l, (24hrs plug socket not included)	350	220		
Refrigerator 280l, (24hrs plug socket not included)	351	335		
Kitchen Unit (sink) 550x900, H=850 mm. (please order water connection)	600	310		
Cooler with hot and cold water 500W (plug socket not incl.), incl. 1 bottle of water (19l.)*		190		
Additional bottle of water (19I.)		52		

^{*}Water bottles cannot be ordered without renting a cooler. Exhibitor must leave a deposit upon receiving cooler. If the cooler or bottles will be missing or broken after the show, the deposit will not be returned.

Please note: Exhibitors are not allowed to use their own lighting unless they have undergone technical expertise and been approved by BuildExpo to be used.

Form 6 Total, EUR.:	
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DEADLINE





Form 8

Form status: Applicability:	Optional To be completed by all Exhibitors
Company name: Client name:	

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and modifications will incur 100% surcharge
- •Car Passes may be needed to have an access to the special VIP parking zone next to the entrance to the Pavilion.
- •Cancellation at short notice will incur a 3-full-day compensation charge.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •VAT if any applicable is included in all quoted prices.

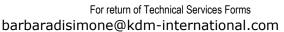
Description	Price,	Quantity	Subtotal,
Daily Stand Cleaning, for 4 days, per 1 sq.m.	EUR	required	EUR
Includes vacuum cleaning or wet wiping of the floor and emptying the waste basket (once a day from 08:00 to10:00, order only for all exhibitor's space)	12		
Discounts: 50 sq.m 10%, 100 sq.m 15%, 150 sq.m 20%, 200 sq.m 25%, 250 sq.m.	sq.m. –	TOTAL with	
30%, 300 sq.m. – 35 %, 350 sq.m. – 40%, 400 sq.m. – 45%	1	discounts:	
Interpreter Russian – European language, per day, language	310		
Interpreter Russian – Oriental language, per day, language	355		
Stand Attendant, per person per day	205		
Model, per person per day	235		
Model (English speaking), per person per day	300		
Security Guard, daytime (10:00 - 18:00)	160		
Security Guard, night time (18:00 -10:00)	315		
Build-up & Dismantling Period Passes			
Car pass for VIP parking for build-up and dismantling period, per car **	120		
Exhibition Period Passes	•		
Car pass for VIP parking for the exhibition, per car**			
Build-up/ Exhibition / Dismantling Period Passes	•	•	
Car pass for VIP parking for build-up, exhibition and dismantling period, per car**	285		

^{**} Passes are valid **only for parking passenger vehicles**, they do not give access to the mounting gates for loading / unloading of your goods. If you need a pass to enter the loading / unloading zone (access to mounting gates), please contact the Service Centre in the lobby of the Pavilion. The vehicle registration number must be entered on the pass. It is forbidden to buy parking car passes for the purpose of advertising.

Form 8 Total, EUR.:



DEADLINE





Form 9

Aud	iovisua	I Equip	oment

Form status: Applicability:	Optional To be completed by all Exhibitors
Company name: Client name:	

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 41

- •Late orders after the deadline are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and modifications will incur 100% surcharge.
- Equipment is provided on a rental basis only, for the whole exhibition period. Rental price includes delivery, consent to bring into the venue, installation, all show opening days rental and dismantling. Risk of loss of presentation equipment during rental period lies upon Exhibitor.
- •Hire of some items like remote controls for electronic equipment, keys for doors and showcases, is subject of a returnable deposit in addition to rental fee.
- •No work is allowed to be carried out unless full payment is received before the show build-up commences.
- •VAT if any applicable is included in all quoted prices.

Description	Type of mounting*	Exhibitor's device to be connected*	Price per unit, EUR	Unit/Days	Subtotal, EUR
Presentation equipment for all days (4 days)					
42" Plasma screen*			495		
50" Plasma screen*			660		
60" Plasma screen*			825		
Presentation equipment per 1 day					•
Multimedia projector, 4000 Lum, XGA			530		
Projection screen on tripod :					
1) 2,0x2,0 m.			110		
2) 2,5x2,5 m.			130		

^{*} Includes wall mount (for 42" and 50" screens only, max height 2,0 m.) or floor stand. Please mark what type of mounting you prefer and what type of device will be connected to it (notebook, flash drive etc.).

Please note! Wall mounts can be ordered together with a special wall panel only, please order it on Form 4 (code 239).

F	_	T-4-1	CUD.	
Form :	9	ı otaı,	EUR.:	



DEADLINE

For return of Technical Services Forms



barbaradisimone@kdm-international.com

Form status: Applicability:	Obligatory To be completed by all Exhibitors				
.,	To be completed by all Exhibitors				
Company name: Responsible persor	n:				
	dress:				
	at email address is right, the Organiser		the invoice to this	s address.	
	Description	Option	Applicable for	Returned/filled Yes/No	Amount, EUR
Form 1. Connection	ns: Utilities & Internet	optional	All exhibitors	700710	
Form 2.1. Modified	Shell Scheme / Option №1	optional	All exhibitors		
Form 2.2. Modified	Shell Scheme / Option №2	optional	All exhibitors		
Form 2.3. Modified	Shell Scheme / Option №3	optional	All exhibitors		
Form 3. Standard S Graphic W	Shell Scheme / Fascia Panel Name/ orks	obligatory	Shell scheme		
Form 4. Additional	Stand Elements	optional	Shell scheme		
Form 5. Standard F	- Turniture	optional	Shell scheme		
Form 6. Lighting &	Electrical Equipment	optional	Shell scheme		
Form 7. Stand Layo	out	obligatory	Shell scheme		
Form 8. Personnel,	Cleaning, Car Passes	optional	All exhibitors		
Form 9. Audiovisua	l Equipment	optional	All exhibitors		
% surcha	arge for late orders				
		-	TOTAL (order, EUR:	
	deadline – are subject to resources availability. I	f accepted, a 50%	surcharge will apply.	On-site orders and m	odifications will inc
00% surcharge.No work is allowed to b	e carried out unless full payment is received before	ore the show build-	up commences.		
	s included in all quoted prices.				
	company details for issuing of an invoic	e.			
International payr	nents:				
Company Name Registered Address					
Authorised Signatu					
Authorised Signatu					
General Director					
Phone / Fax					
I hereby confirm the	order for services as indicated above	and consent to	the issue of an in	voice for paymer	nt of the fees.
Authorised Signatur	e Stamp			Date:	



8 January 2018

DEADLINE

For return of Technical Service Form Fax: +74997500830



Form T5 Ceiling Suspensions

Applicability: To be completed by all Exhibitors		Return to: Dmitry Shishanov Technical Manager ITE Technical Division			
Company name: Client name: Stand No. E-mail:	- - -	Fax:	e: +7 499 7500828 + ext. 4714		
_					
PLACEMENT OF BANNERS IN PAVILIONS (the c	ost for the e	ntire period o	of the exl	hibition)	
	Total	space		Cost 1 m ²	Total
Placement of banners			Χ	€ 50	
Total amount after discount of %					
Discount: 10 to 20 m ² - 5%; 20 to 30 m ² - 10%; more than m ² - 15%.	30 Mo	re than 40 m	n² – disco	ount upon reque	est
CEILING SUSPENSION* the cost for the entire period	od of the exh	nibition)			
		antity		Cost	Total
Suspension Point up to 10 kg	Qui		Χ	€ 365	. 5 (6)
Suspension Point up to 50 kg			X	€ 500	
Suspension Point up to 100 kg			X	€ 600	
Hanging of hoist (excl. hoist)			X	€ 405	
Roping without lifting			X	€ 405	
Going down to the structure			X	€ 365	
Laying of cable, for 10m		·	X	€ 175	
Guying (for more detailed orientation)			X	€ 405	
Additional regulate of structure height			X	€ 185	
Costs apply to the suspension of light and/or power struct (technical suspension). Placement of banners/advertising technical suspensions must be agreed separately.	on tog	e attached pag	ly complet (e) and afte	spension of structured Hanging Structurer the approval of the lended from the ITE	ures Application Fo the technical deta
(technical suspension). Placement of banners/advertising	on tog	gether with a ful se attached pag	ly complet (e) and afte	ed Hanging Structuer the approval of the	ures Application Fo the technical deta
(technical suspension). Placement of banners/advertising technical suspensions must be agreed separately.	on too (se of	gether with a ful se attached pag	ly complet (e) and afte	ed Hanging Structuer the approval of the	ures Application Fo the technical deta
(technical suspension). Placement of banners/advertising technical suspensions must be agreed separately. SURCHARGE FOR THE LATE ORDER	on tog	pether with a ful ee attached pag the structures t	ly complet (e) and afte	ed Hanging Structuer the approval of the	ures Application Fo the technical deta
(technical suspension). Placement of banners/advertising technical suspensions must be agreed separately. SURCHARGE FOR THE LATE ORDER Orders received from 09.01.18 to 26.01.18 Orders received later 26.01.18	on tog (se of	gether with a ful ee attached pag the structures t 50%	ly complet (e) and afte	ed Hanging Structuer the approval of the	ures Application Fo the technical deta
(technical suspension). Placement of banners/advertising technical suspensions must be agreed separately. SURCHARGE FOR THE LATE ORDER Orders received from 09.01.18 to 26.01.18 Orders received later 26.01.18 The above-mentioned total amount has to be parameters of the control of the con	on tog (se of	gether with a ful be attached page the structures to 50% 00% tely:	ly complet ge) and afte o be suspe	ed Hanging Structuer the approval of the ITE	ures Application Fo the technical deta
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Form T5.1

Hanging Structures Application Form

Form status: Applicability:	Optional To be completed by all Exhibitors	Return to: Dmitry Shishanov Technical Manager ITE Technical Division
		Disease 17 400 7500000 and 4744
		Phone: +7 499 7500828 + ext. 4714 Fax: +7 499 7500830
Stand No		E-mail: Dmitry.Shishanov@ite-russia.ru
L-111a11		E mail. Diffit y.onionatiov e ite rassia.ru
	Technical details of the	suspended structures
Company name	(Customer)	
Pav. №	Hall №	Stand №
Structure dimen	sions	
Materials		
Weight of the st	ructure	
Inventory and to	otal weight of the equipment fixed on the str	ucture (lighting devices, advertising media, decoration)
Total weight of t	he equipped structure	
Rated quantity o	of hanging points	
Rated load on e	ach hanging point	
Rated hanging h	neight above the floor (to the highest structu	re point)
Person respon	sible for designing	
	sible for mounting and safety (last name	, position, mobile number)
•	V 1,	· • • • • • • • • • • • • • • • • • • •
Signature		Date





Samples of shell scheme equipment and furniture













On Exhibitor's letterhead

To: Management of Aquatherm Moscow 2018

Letter for EQUIPMENT AND EXHIBITS DELIVERY AND REMOVAL TO/FROM International Exhibition Centre Crocus Expo

Exhibi	tor:			
Pavilio	on 3, Hall №	, Stand №		
AQUA	e kindly permit us to bring THERM MOSCOW 2018 OF EXHIBITS AND EQUI	to be held in Crocus Ex	ke out) the exhibits and e po from February 6 to Fe	quipment for the bruary 9, 2018.
No.	Exhibit	ts / Equipment	Quantity	Note**
Equi	pment will be brought in	(taken out) by vehicle, ty	pe plate number	
Pers	on of contact during build	l-up:	(full name, telephone)	
Mana	ager	1	(Iuli Hame, telephone)	1
	(signature)		(full nam	
Seal	here			

^{*} Indicate total quantity of packages (boxes) if bringing in any consumables, promotion materials, food products, etc. For example: "Advertising brochures 200*100*50; 5 packages; 20 kg;____".

** When bringing in the large equipment and exhibits indicate their weight and dimensions. Terms of build up of large and heavy equipment and exhibits must be confirmed in advance with the technical service of Reed Exhibitions.