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## **Exhibitor Technical Manual**

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15th International specialized exhibition  
for heating, ventilation, air conditioning,  
water supply, sanitary equipment,  
environmental technology and pools.

8 - 11 February 2011, Crocus Expo, Moscow, Russia

[www.aquatherm-moscow.com](http://www.aquatherm-moscow.com)

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## MAIN CONTACTS

### Exhibition Complex



Crocus Expo  
65-66<sup>th</sup> km of MKAD,  
Krasnogorsk-4 settlement, town of Krasnogorsk,  
143000 Moscow region

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

### Official cargo carriers



PANALPINA Welttransport GmbH  
PAN-FAIRService  
NageLsweg 37  
20097 Hamburg  
P.O.Box 10 50 40  
20035 Hamburg  
Telefax: +49 (0) 40 23 771 1245  
Contact:  
**Mr. Sascha Kairies**  
Tel.: +49 (0) 40 23 771 1186  
e-mail: sascha.kairies@panalpina.com  
**Mr. Volker Baumann**  
Tel.: +49 (0) 40 23 771 1182  
E-mail: Volker.baumann@panalpina.com

### Official cargo carriers



DANZAS MESSEN GMBH  
Franz-Lehner-Strasse 11  
85716 Unterschleissheim  
Deutschland  
http://www.dhl.com  
Contact: Mrs. Helga Paule (Branch Manager Munich,  
Product Manager Russia)  
E-mail: helga.paule@dhl.com  
Tel.: +49 (0)89 32101-601  
Fax: +49 (0)89 32101-600

### Recommended Custom Stand Builder

#### Business Media Russia

Tel: +7 (495) 649 6911  
Fax: +7 (495) 649 6911  
Contact: Yulia Trushkina  
E-mail: yulia.trushkina@businessmediarussia.ru,

### Exhibition Organizer



Bolshaya Nikitskaya, 24/1  
bld. 5, entrance 2  
Moscow 125009 Russia  
Tel.: +7 (495) 937-6861  
Fax: +7 (495) 937-6862

### Technical support

Tel: +7 (495) 649 6911  
Fax: +7 (495) 649 6911  
Contact: Yulia Trushkina  
E-mail: yulia.trushkina@businessmediarussia.ru

### Official cargo carriers



BTG Expo GmbH  
Carl-Benz-Strasse 21  
D - 60386 Frankfurt/Main  
Germany www.btg.de  
Mr. Eric Awater  
Tel.: 069 / 40 89 87 - 102  
Fax.: 069 / 40 89 87 - 222  
E-mail: eric.awater@btg.de

### Travel agent



S-Continental  
Travel Management Company

Phone: +7 (812) 7176688  
8 (800) 5555 001  
Fax: +7 (812) 3320091  
E-mail: info@scontinental.com  
expo@scontinental.com  
Web: www.scontinental.com

## HOW TO FIND US

# AQUA-THERM MOSCOW 2011

### Exhibition Center

Crocus Expo is a state-of-the-art exhibition center, designed and built 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 center.

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

##### Metro station Myakinino

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

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

#### By car to:

Intersection of MKAD (65-66<sup>th</sup> km) and Volokolamskoye shosse.



## DEADLINES

### Build-up, Exhibition, Dismantling

<b>Build-up</b>	February 4	8.00 am – 8.00 pm
	February 5	8.00 am – 8.00 pm
	February 6	8.00 am – 8.00 pm
Standard stands move in by the Exhibitors:	February 7	8.00 am – 8.00 pm

Stands move in and stand decorating must be completed by 6.00 pm on February 7.

### EXHIBITION HOURS

February 8	10.00 am – 6.00 pm
February 9	10.00 am – 6.00 pm
February 10	10.00 am – 6.00 pm
February 11	10.00 am – 4.00 pm

### Dismantling

Removal of small exhibits/decoration elements:	February 11	5.00 pm – 8.00 pm
Exhibition dismantling:	February 12	8.00 am – 8.00 pm
Exhibition dismantling:	February 13	8.00 am – 4.00 pm

### **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 4.00 pm on February 11. 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 8.00 pm on February 11 to allow stand dismantling.

Any stand equipment left in the stand area after 4.00 pm February 13, 2011, will be considered waste and will be removed at the Exhibitor's expense.

## 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 #7*).

## COMPUTER USE RULES (with Internet connection)

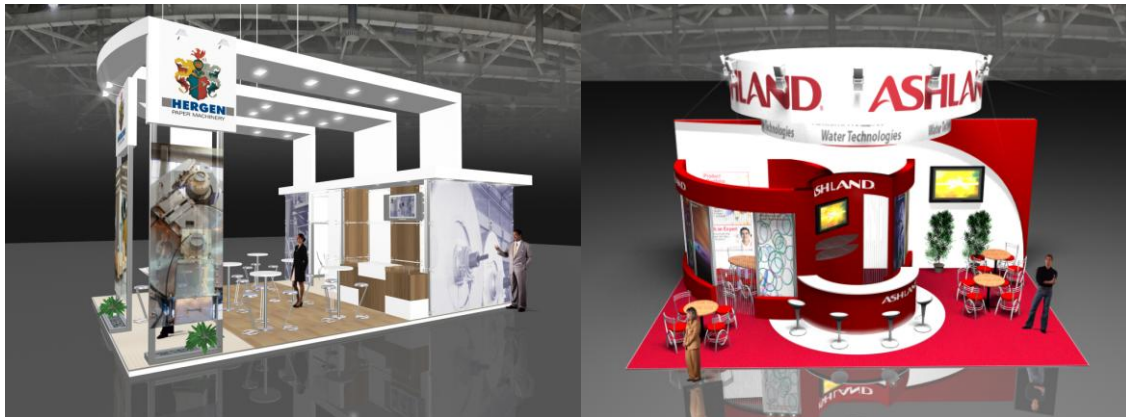
- These Rules are binding upon Exhibitors which use Internet connected computers at the exhibition. These Rules are intended to ensure fault-free exhibition operation for the benefit of all Exhibitors, and to avoid any damage which may be caused by using technological equipment without proper care.
- 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 Organizer's or its 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 Organizers 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, Organizers 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 Organizer's satisfaction, the Exhibitor will be allowed to connect to the network again.
- Internet connection provided by the Organizers during the exhibition will be used by the Exhibitors at their own risk. Organizer disclaims 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 Organizers or other Exhibitors for any damages which may be caused by such Exhibitor's actions.

## CONTRACTORS

Reed Exhibitions are ready to provide you our new service: Custom Build Stand.

We will create your exclusive design of your stand in 3D, provide technical inspection and support during build-up and assist you with ordering additional services and temporary staff.



For further information please contact us:

Andrey Dinaburg  
+7-495-937-6861 ext. 110  
Andrey.dinaburg@reedexpo.ru

The Exhibitors will be fully liable for the choice of their contractors, i.e. their contractors are to be capable of meeting all Exhibitors' requests, and their equipment, materials and services are to comply with the set objectives. To avoid any problems when preparing the exhibition, all Exhibitors are to provide to Organizers contact details of their selected contractors.

### CUSTOMS

The Organizers have appointed DANZAS MESSEN, PANALPINA or BTG official cargo managers 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 official contractors, still you are highly recommended to engage them in this case. Customs procedures can be quite complicated in Russia, and BTG, DANZAS MESSEN, PANALPINA have extensive experience in this area.

#### *Official cargo carriers*

**PANALPINA Welttransport GmbH**  
PAN-FAIRService  
NageLsweg 37  
20097 Hamburg  
P.O.Box 10 50 40  
20035 Hamburg  
Telefax: +49 (0) 40 23 771 1245  
Contact:

**Mr. Sascha Kairies**  
Tel: +49 (0) 40 23 771 1186  
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**Mr. Volker Baumann**  
Tel: +49 (0) 40 23 771 1182  
e-mail: Volker.baumann@panalpina.com

#### *Official cargo carriers*

**DANZAS MESSEN GMBH**  
**Franz-Lehner-Strasse 11**  
**85716 Unterschleissheim**  
**Deutschland**  
<http://www.dhl.com>

Contact: Mrs. Helga Paule (Branch Manager Munich,  
Product Manager Russia)  
E-mail: helga.paule@dhl.com  
Direct phone: +49 (0)89 32101-601  
Direct fax: +49 (0)89 32101-600

#### *Official cargo carriers*

**BTG Expo GmbH**  
**Carl-Benz-Strasse 21**  
**D - 60386 Frankfurt/Main**  
**Germany www.btg.de**  
Mr. Eric Awater  
Telefon: 069 / 40 89 87 - 102  
Telefax: 069 / 40 89 87 - 222  
Email: eric.awater@btg.de

## DEADLINES

Exhibitors are to comply with the deadlines set by the Organizer 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 per cent of the order value).

## DELIVERY ADDRESS

Please note that the cargos for the exhibition cannot be accepted before the exhibition installation starts at 8.00 am on February 4. All cargos are to be addressed as follows:

*Company's name and stand's number*  
*14<sup>th</sup> International specialized exhibition "Aqua-Therm Moscow"*  
*Crocus Expo Exhibition Center*  
*65-66<sup>th</sup> km of MKAD,*  
*Krasnogorsk-4 settlement, town of Krasnogorsk,*  
*143000 Moscow region*

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

## HANGING FITTINGS

All hanging works at the exhibition are to be approved by the Organizers. Any requests to suspend banners, lighting supports, stand design components, etc. to the pavilion's ceiling are to be submitted to Reed Exhibitions. Reed Exhibitions is to define whether such works are feasible, to arrange all elevated works and charge the Exhibitor for such works. Please note that hanging workers of the exhibition center are only entitled to perform any elevated works.

## LIGHTING AND ELECTRICAL EQUIPMENT *(Please use the respective form)*

The Prime Builder of the exhibition center 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.

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

**Please note that electricity is not included in space contract and standard shell scheme.**

### Standard plug socket load:

Computer/printer/video player/TV/refrigerator: 500W, 2A

Vacuum cleaner: 1,000 W, 4.2 A

Coffee percolator: 2,000 W, 8.4A

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 center's technical staff.

## 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 Organizers reserve the right to request any person to discontinue any works, if the Organizer reasonably believes that the works are performed with violation of rules and guidelines. In this case the Organizers may request such persons to leave the exhibition center.

## EXHIBITS

### Hazardous Exhibits and Equipment

No hazardous equipment may be used unless approved in writing by Organizers, exhibition center's management or, when applicable, local authorities. The Organizers 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 Organizer. If the Organizer believes that such equipment is too noisy or may cause inconvenience or put other Exhibitors or visitors in jeopardy, the Organizer reserves 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 Organizer's prior written approval. The Organizer 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.

### FASCIA PANEL *(please use form No.3)*

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

## FIRE SAFETY REQUIREMENTS

In case of any fire or smoke generation, however insignificant they can seem, please advise the Organizer's 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, Organizer's security department will make the respective order.

All passages, access ramps, entrances, exits, corridors, lobbies, halls, access roads and approaches to electrical, fire fighting 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 fire fighting 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.

Organizer'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.

## **MEDICAL AID**

A qualified healthcare professional will be present in the exhibition center during the show build-up, dismantling and exhibition period. If you need medical aid, please contact the Organizer's office.

## **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 flooring.

## **FLOOR LOAD**

Floor load: 20 tones per square meter

Exhibition hall floor is made of concrete. Please contact the Organizer 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 center floors. According to technical specification of the exhibition hall, permitted floor load is up to 20 tonnes per 1 square meter.

## **CARGO TRANSPORTATION AND HANDLING**

The Organizers have appointed DANZAS MESSEN, PANALPINA, BTG the exhibition official cargo carriers. 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 the Guidelines).

**\*\* Please note that your are to discuss DANZAS MESSEN, PANALPINA, BTG rates before the exhibition and book their services; late or untimely orders will be subject to full rates, regardless of their actual volume. \*\***

## **Courier Delivery**

International courier companies will not be allowed into the exhibition center premises to deliver packages to the stand. We highly recommended engaging official carriers, DANZAS MESSEN, PANALPINA, BTG 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**

This letter is to be issued in three counterparts: one to be delivered to the Expo Service manager (hall of the Pavilion 1, 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.

### **MOBILE STANDS**

Mobile stands which are equipped with lighting equipment are to be agreed with the Prime Builder (BuildExpo City) 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**

### **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 6.00 pm on February 7<sup>th</sup>. Any boxes remaining after this time will be removed at extra charge.

### **FURNITURE RENT**

Standard stand packages will include basic furniture set. Any additional pieces are to be ordered using the respective forms attached to these Guidelines.

The Exhibitors may use their own furniture. You are recommended to mark your furniture to avoid any mistakes during show build-up and dismantling. You can also rent a refrigerator through the furniture suppliers. Please contact technical department:

**Yulia Trushkina**, Technical Manager  
Tel: +7 (495) 649 6911  
Fax: +7 (495) 649 6911  
E-mail: [yulia.trushkina@businessmediarussia.ru](mailto:yulia.trushkina@businessmediarussia.ru)

### **GENERAL SERVICES**

Any orders for additional services (audio/video, computers, standard stand modifications) will be placed using standard forms attached hereto and sent to technical department.

**Yulia Trushkina**, Technical Manager  
Tel: +7 (495) 649 6911  
Fax: +7 (495) 649 6911  
E-mail: [yulia.trushkina@businessmediarussia.ru](mailto:yulia.trushkina@businessmediarussia.ru)

### **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 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 are to be submitted on CD-ROM.

A colored print-out is to be enclosed with the CD-ROM.

Roman letters and figures may only be used in the names of files and folders.

The disc is to be recorded in one session, ISO.

Only ZIP format (PC) can be used for compressing files.

Color model can only be CMYK.

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

### File formats

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

PSD layers (.psd)

Vector files: Adobe Illustrator 8.0 EPS or AI (.eps, .ai), CDR (Coral 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 colors (proportion of a pure black), for example CMYK 0-0-0-100. Such pure colors may be distorted in printing. Instead, you are recommended to use composite colors, such as CMYK 50-50-50-100, and present the required grey colors as percentage of such composite color, 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.

## 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 DANZAS or PANALPINA or BTG which is the official cargo handler 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.**

## Height Limits

*Maximum height of the exhibition stands is 6 m.*

No stand elements of Exhibitor's displays at standard 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 Organizers.

## INSURANCE

The organizer 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.

## COMPUTER HARDWARE AND AUDIO/VIDEO EQUIPMENT

Should your company have any requests regarding computer hardware and audio or video equipment at the exhibition, you can contact Technical Manager.

**Yulia Trushkina**, Technical Manager  
Tel: +7 (495) 649 6911  
Fax: +7 (495) 649 6911  
E-mail: [yulia.trushkina@businessmediarussia.ru](mailto:yulia.trushkina@businessmediarussia.ru)

## 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 in FORM #7

## INTELLECTUAL PROPERTY

By signing the contract to take part in the *15<sup>th</sup> International specialized exhibition "Aqua-Therm Moscow"*, the Exhibitor warrants to the Organizer 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 Organizers.

## 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 Organizers will provide general security of the exhibition during installation and dismantling. However, neither Organizer nor administration of the exhibition center 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 Organizers.

**YOU ARE REQUESTED TO NOTIFY ORGANIZER'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 Organizers 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 Organizer reserves 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 Organizer may deem necessary.

## **ADDITIONAL EQUIPMENT OF STANDARD STANDS**

*(Please see forms Nos. 5, 6(1), 6(2))*

To order additional equipment please fill in the respective form or contact Technical Department.

**Yulia Trushkina**, Technical Manager  
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Fax: +7 (495) 649 6911  
E-mail: [yulia.trushkina@businessmediarussia.ru](mailto:yulia.trushkina@businessmediarussia.ru)

## **NOISE LEVEL**

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

## **STAND DESIGN APPROVAL. SUBMISSION OF THE CUSTOM-BUILT 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 Organizers. 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 Organizer is to approve the stand design before the installation.

Corner walls 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 Organizer's approval before placing the order if they want to build walls on their stands. Walls of standard stands should not be damaged. You should be careful when placing your exhibits and displays on the walls. Light materials may be fixed using stickers or adhesive tape which can be easily removed. When placing heavy materials, please consult with the standard stand builder as you may need to install special beams. Additional elements of standard stands may be provided at extra charge. You can order them using a respective form attached hereto, or contacting Technical Manager.

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## 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 our technical service provider. Please see form #7

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E-mail: [yulia.trushkina@businessmediarussia.ru](mailto:yulia.trushkina@businessmediarussia.ru)

## 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 S-Continental, which have long customer relationship experience. For further information, please, contact:

### S-Continental

Phone: +7 (812) 7176688  
8 (800) 5555001  
Fax: +7 (812) 3320091  
E-mail: [info@scontinental.com](mailto:info@scontinental.com)  
[expo@scontinental.com](mailto:expo@scontinental.com)  
Website: [www.scontinental.com](http://www.scontinental.com)

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**You are urging to obtain necessary visas beforehand the exhibition!**

## VEHICLE ACCESS

Vehicles can access the exhibition pavilion directly only by special permits. Please order the required number of permits for vehicles to be loaded/discharged during the installation and dismantling. You can use the respective form or contact our technical service provider.

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## WATER SUPPLY

To have the water supply connection works performed before the installation begins, you have to order and pay for water supply not later than on December 5, 2010. Late orders will be subject to surcharge. If you need to connect a water heater, please order 13A plug socket using electrical equipment order form.

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.

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

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## Cargo Transportation, Customs, Cargo Handling

Reed Exhibitions has appointed PANALPINA, DANZAS MESSEN, and BTG as the prime contractors for the transportation, customs and handling services at the exhibition. No other transport company may be allowed to act as a carrier or customs broker for this show in the exhibition center.

### *Official cargo carriers*

#### **PANALPINA Welttransport GmbH**

PAN-FAIRService  
NageLsweg 37  
20097 Hamburg  
P.O.Box 10 50 40  
20035 Hamburg  
Telefax: +49 (0) 40 23 771 1245  
Contact:

**Mr. Sascha Kairies**  
Тел: +49 (0) 40 23 771 1186  
e-mail: sascha.kairies@panalpina.com

**Mr. Volker Baumann**  
Тел: +49 (0) 40 23 771 1182  
e-mail: Volker.baumann@panalpina.com

#### *Official cargo carriers*

**DANZAS MESSEN GMBH**  
**Franz-Lehner-Strasse 11**  
**85716 Unterschleissheim**  
**Deutschland**  
**htth://www.dhl.com**

Contact: Mrs. Helga Paule (Branch Manager Munich, Product Manager Russia)  
E-mail: helga.paule@dhl.com

#### *Official cargo carriers*

**BTG Expo GmbH**  
**Carl-Benz-Strasse 21**  
**D - 60386 Frankfurt/Main**  
**Germany www.btg.de**  
Mr. Eric Awater  
Telefon: 069 / 40 89 87 - 102  
Telefax: 069 / 40 89 87 - 222  
Email: eric.awater@btg.de

Direct phone: +49 (0)89 32101-601  
Direct fax: +49 (0)89 32101-600

**htth://www.dhl.com**  
Contact: Mrs. Helga Paule (Branch Manager Munich, Product Manager Russia)  
E-mail: helga.paule@dhl.com  
Direct phone: +49 (0)89 32101-601  
Direct fax: +49 (0)89 32101-600

## 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 you contractors and colleagues, please contact the carriers at the below details 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.

**Please note that ENTRANCE PASSES to cargo zone of pavilion is PAYMENT !**

## STAND BUILDING

The Exhibitors may either rent one of the stands offered by the Organizer, or rent an unequipped area and engage the contractor to build a stand. Please note that the Exhibitors with custom-built stands are to submit the stand design to the organizers for approval **not later than 45 days** before the show build-up begins. These Guidelines 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 our technical department. Our technical managers will be happy to assist you in any issue.

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### SHELL SCHEME STANDS

Standard stands are offered in the following configurations:

- Linear (open from one side)
- Corner (open from two sides)
- Peninsular (open from three sides)

Stands offered by the Organizer, include the following:

#### Standard shell scheme specification

- Walls: 2.5m high, made of 4mm thick and 1m wide panels
- Floor: floor is covered with the same carpet as the hall floor.  
No false floor
- Carpet: grey carpet flooring
- Supports: forged aluminum
- Ceiling: no ceiling
- Furniture: 2 standard chairs (300)  
+ Table (310)
- Fascia panel: If the stand has more than one open side, you can order additional fascia panels at surcharge using form No.3. White panel of 300 mm. width containing company's name in small and capital letters. 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 Organizer's approval before placing the order if they want to build walls on their stands. Walls of standard stands should not be damaged. You should be careful when placing your exhibits and displays on the walls. Light materials may be fixed using stickers or adhesive tape which can be easily removed. When placing heavy materials, please consult with the standard stand builder as you may need to install special beams.

### Smart Option (Modified shell scheme)

**Be Smart. «All on time! All works!»**

Modified shell scheme at Aqua-Therm Moscow 2011 will allow make your stand exclusive with minimum waste of time and money.

#### Option № 1 (Available: peninsula, corner, linear type of the exhibition stand)

Price: 1 sq.m. = 176 euro



<u>Content of the standard stand:</u>	9-12 sq.m.	13-18 sq.m.	19-25 sq.m.
Carpet	yes	yes	yes
Walls h=2500	yes	yes	yes
Column h=5000, with showcase	2	2	2
Storage Room 1 x 1 m	1	1	1
Chair (code 300)	2	3	4
Table (code 310/314)	1	1	1
Coat Rack, Hanging (331)	1	1	1
Spot light 100 W (510)	2	3	4
Plug socket 220 W, 1 kW (504a)	1	1	1
Information Counter 500×1000, H=1100	1	1	1
Bar Stool	1	1	1
Spot light, halogen on arm (150 W)	3	3	3
Fascia Panel, H=350	7	9	11
Laminating by ORACAL film	14	14	14
Laminating by ORACAL film (showcases and fascia panels)	7	9	11
Plexiglass H=1 m (yellow, green, red, blue)	7	9	11
ORACAL logo (one color) 1000 x 400	2	2	3
Company name (15 signs)	1	1	1

**Additional logo and fascia names should be ordered according to the price list.**

**Attention! Electricity is not included!**

#### Option № 2 (Available: corner, linear type of the exhibition stand)

Price: 1 sq.m. = 113 euro



<u>Content of the standard stand</u>	9-12 sq.m.	13-18 sq.m.	19-25 sq.m.
Carpet	yes	yes	yes
Walls h=3600	yes	yes	yes
Light Column	2	2	2
Storage Room 1 x 1 m	no	1	1
Chair (code 300)	2	3	4
Table (code 310/314)	1	1	1

Coat Rack, Hanging (331)	1	1	1
Plug socket 220 W, 1 kW (504a)	1	1	1
Information Counter R500 x R 1000, H = 11 00	1	1	1
Bar Stool	1	1	1
Spot light, halogen on arm (150 W)	4	4	4
Laminating by ORACAL film	7	9	11
ORACAL logo (one color) 1000 x 400	2	2	2
Company name (15 signs)	1	1	1

**Additional logo and fascia names should be ordered according to the price list.**

**Attention! Electricity is not included!**

**Option № 3 (Available: peninsula, corner, linear type of the exhibition stand)**

**Price: 1 sq.m. = 152 euro**



<b><u>Content of the standard stand</u></b>	<b>9-12 sq.m.</b>	<b>13-18 sq.m.</b>	<b>19-25 sq.m.</b>
Carpet	yes	yes	yes
Walls h=3000	yes	yes	yes
Column h=4000	2	2	2
Storage room 1 x 1 m	1	1	1
Chair (code300)	2	3	4
Table (code 310/314)	1	1	1
Coat Rack, free standing	no	no	1
Spot light 100 W (510)	3	5	8
Plug socket 220 W, 1 kW (504a)	1	1	2
Information counter 500×1000, H=1100	1	1	1
Bar Stool	1	1	1
Spot light, halogen on arm (150 W)	2	3	4
Fascia panel , H = 300	7	9	11
Laminating by ORACAL film (column and fascia panels)	yes	yes	yes
Laminating by ORACAL film (showcases and fascia panels)	7	9	11
Logo (one color) 300 x 300 on column	4	4	4
Logo (one color) 800x 400 on information counter	1	1	1
Company name (15 signs)	1	2	2

**Additional logo and fascia names should be ordered according to the price list.**

**Attention! Electricity is not included!**

## CUSTOM-BUILD STANDS

### Exhibition Center Requirements to Building

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

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

In case of a two-level stand structure, the area of the second level is to be added to the first level area.

In case of late documents submission for approval, the cost of approval will be increased:

- if the documents are submitted 21 to 7 days before the exhibition, by 50 per cent;
- if the documents are submitted later than 7 days before the exhibition, by 100 per cent.

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 [www.buildexpo-city.ru](http://www.buildexpo-city.ru) for details.

**BuildExpo City Contact Phone No. +7: (495) 727-2671**

### Building permit

In addition to stand design approval, the Exhibitors which build their exhibition area themselves or builders acting on their behalf are to obtain the building permit from the Crocus Expo Prime Builder. Documents required to obtain the permit are to be submitted at least 5 days before the show build-up begins. The list of the required documents includes:

- original construction license (including electrical installation and other engineering works);
- original license to design and install two-level stands, if a two-level stand is built;
- the list of materials and equipment delivered for installation and removed after the exhibition signed by the Builder's director;
- stand design – 3D models signed by the Builder's director;
- detailed layout with all dimensions and descriptions signed by the Builder's director;
- detailed layouts of electrical systems, equipment and devices signed by the Builder's director;
- stand's engineering layout indicating water and compressed air tie-in points signed by the Builder's director;
- fire safety and health safety certificates for all equipment and materials used;
- certificates for equipment for the second level construction and static moments calculation for the second level;
- detailed layouts of two-level stands (1:100 scale) indicating all dimensions and required sections signed by the designer;
- list of qualified electrical engineers (at least 3<sup>rd</sup> admission group according to applicable Russian rules and regulations) involved in electrical and erection works at the stand, signed by the Builder's director;
- copy of the order appointing the supervisor (at least 4<sup>th</sup> admission group according to applicable Russian rules and regulations) in charge of the electrical equipment installation/dismantling at the stand, and appointing the supervisor in charge of erection/dismantling works and safety at the stand signed by the Builder's director;
- copies of certificates of electrical engineers included into the list, signed by the Builder's director;
- copy of the records of the electrical engineers' tests results signed by the Builder's director;
- list of erection engineers involved in the installation/dismantling works at the stand signed by the Builder's director.

### General Building Conditions

- 1.1 Licensed companies which have entered into a respective contract with the exhibition center's Prime Builder shall only be admitted to perform electrical erection works at custom-built stands.
- 1.2 The stands may only be set using approved standard exhibition constructors or ready custom-built

elements/blocks made of certified exhibition materials. Such custom-built elements shall be assembled, finished and painted before their delivery to the exhibition center; in particular, they are to be treated with fire-resistant substances in accordance with applicable rules.

- 1.3 Any electrical works may only be performed at the stand using certified equipment and materials. All preparatory works must be performed before the electrical equipment is delivered to the exhibition center. All works are to be performed in accordance with the European standards. 5-wire system is proposed to be used for safety reasons.
- 1.4 The stand may only be connected to the power source by Crocus Expo technical department after the Check and Test Certificates are signed.
- 1.5 After the exhibition is closed, all stands are to be dismantled and their elements are to be removed from the exhibition center by Exhibitors or their contractors.

**During installation and dismantling works Builders ARE NOT ALLOWED:**

- 2.1 to perform any wood works (saw, plane, etc.), to paint and to perform welding works;
- 2.2 to use splice joints and to splice electrical wires. All wires are to be connected using standard connectors;
- 2.3 after the dismantling is completed, to leave elements of custom-built stands in exhibition halls, or throw them into garbage containers near the pavilions. All stand wastes are to be removed;
- 2.4 to use pavilion structures (columns, beams) as the stand elements without prior approval of the exhibition center administration. All elevation works at the exhibition center are to be performed by the center's technical department only.

**During installation and dismantling works Builders ARE ALLOWED:**

- 3.1 to perform minor correction and adjustment works, viz. finishing painting of custom-built elements with water-base non-flammable paints (neighboring walls and passages are to be covered with protective film during the painting works). Corrections on wooden elements may only be performed using electrical fretsaw; cuttings are to be removed using vacuum cleaner immediately after the work has been completed;
- 3.2 to use garbage containers for regular garbage and packaging materials in small quantities;
- 3.3 to put equipment and materials within the stand area and in passages on the area not exceeding 1 m from the stand.

**FIRE SAFETY MEASURES DURING SHOW BUILD-UP AND EXHIBITION EVENTS**

1. The Exhibitors are to submit all design documents for the exhibition equipment for approval by the Fire Safety Department not later than 45 days before the show build-up begins; workers involved in the show build-up and in the exhibition operation are to undergo fire safety training within the same period.
2. **All exhibition equipment, stand construction materials, decorations, draperies, finishing materials, etc. used for decoration in exhibition halls are to be certified in accordance with Russian law No.5151-1 *On Certification of Goods and Services* dd. June 10, 1993 by authorized executive certifying bodies.**
3. Any stands, decorations, draperies, devices and equipment for exhibition decoration may be installed and operated only upon submission of the below documents to the fire safety department:
  - Letter for the equipment and materials delivery;
  - General layout of the exhibition building area, indicating all dimensions and each exhibition limits; main and emergency exits, width of main and technical passages;
  - Layout of the show building area;
  - Fire safety certificates (compliance declarations) for applied materials and equipment;
  - Contracts and reports on the fire-protective treatment of materials used to decorate the exhibition (stand) made of inflammable materials;
  - Copies of licenses issued by State Fire Service of the Russian Ministry for Extraordinary Situations to the organization which performed fire-protective treatment, and fire safety certificates for applied fire-protective substances;

- Copies of licenses for the performance of activities of all design and erection organizations involved in the activities at the exhibition (stands).

4. Stands, decorations and exhibition equipment are to be erected and installed in such a way to avoid their placing against columns, blocking free passage to the fire hydrant cabinets, primary fire extinguishing devices and exits.

The width of the main passages must not be less than 3 meters, distance from the building structures (walls, columns, partitions, etc.) shall not be less than 0.25 m, fixed equipment (electric boards, sewerage pipes, rainwater drainage, etc.) – at least 1 m, fire hydrants cabinets and fire extinguishing devices – within a radius of at least 1 meter; passages to the emergency exits from halls and personnel rooms must be at least equal to the door width, but at least 1.5 m.

5. Materials to be applied for the exhibition stands construction may not have higher fire hazard than:

- G2 (moderately combustible); V2 (moderately flammable); D2 (moderate smoke generation capacity), T2 (moderate hazard) – for wall and ceiling finishing and suspended ceilings filling;
- V2 (moderately flammable); RP2 (minor fire spreading), D2 (moderate smoke generation capacity), T2 (moderate hazard) – for flooring.

Combustible materials with higher fire hazard must be treated with fire protective substance.

Supports of suspended ceilings must be made of non-combustible materials.

Carpets, carpet strips and other flooring must be fixed tightly to the floor along the perimeter and at joints.

6. All areas of the exhibition and the stands must be kept clean at any time. The following activities are not allowed at stands (exhibition areas):

- To smoke or use open fire sources;
- To install equipment and use materials not provided in the design documents;
- To set up storage rooms, warehouses of advertising materials and promotional goods, and work shops;
- To use drapery made of combustible materials which cannot be treated with fire protective substances;
- To use combustible base paints to paint exhibition stands;
- To store and use flammable and combustible liquids and vessels with combustible gases;
- To use fire extinguishing pipes to suspend or fix any equipment;
- To connect equipment and devices to supply pipes of fire extinguishing devices;
- To damage fire extinguishing devices sprinklers;
- To use indoor fire cranes, installed on the sprinkler network for any purposes other than fire extinguishing;
- To block fire cranes and access thereto with any equipment, stands, etc., or to block zones of fire alarm coverage with banners, posters, decorations, drapes, etc.;
- To use lamp diffusers made of organic glass, polystyrol or other combustible materials;
- To use household electrical extension cords, non-standard (self-made) electrical devices, temporary electrical networks, spark-generating electrical tools, or to lay electrical wires using splices or terminal blocks;
- To turn off the light in the exhibition halls when the exhibition is open or other mass events are going on;
- To install additional electrical devices, not provided in the process flow;
- To leave unattended equipment and devices connected to the electrical network;
- To use damaged sockets, switches, cables and wires, other defective wiring devices, as well as water boilers or heaters with open heating elements or spirals;
- To install illumination lamps, floodlights, projectors and electrical lamps closer than 0.5 meter to the exhibition equipment, stands, decorations or drapes, sprinklers of the fire extinguishing system; to wrap

electrical lamps with paper, fabric or other combustible materials, or to operate lamps with removed shades (diffusers) provided in such lamp design;

- To clean stands and areas using petrol, kerosene or other flammable or combustible liquids;
- To store containers from combustible liquids, or combustible materials and oils;
- To fill exhibited vehicles with combustible fuel and to dump the fuel; to keep them with fuel vessel open, or in case there is fuel or oil leakage;
- To charge batteries directly at exhibited vehicles;
- To install vehicles for combustible and flammable liquids or combustible gases transportation in the halls.

Operating models and installations which work on combustible and flammable liquids or combustible gases may only be demonstrated if such liquids or gases are supplied from the tank placed outside the pavilion, and exhaust gases are diverted outdoor.

7. All power and lighting equipment and electrical wires are to be installed and operated in strict compliance with the Rules for Electrical Devices Design and Rules of Consumers' Electrical Devices Technical Operation.

All portable wires and cords used to connect lighting devices and other equipment in exhibition halls are to be laid in such a way to exclude any damage thereto.

Wires and lighting cords laid on the floor in areas accessible to people and in places through which heavy loads can be transported may be protected with a bridge.

Portable lamps and electrical devices can be plugged in only for the period during which they are used.

8. Open fire can be used (torches, candles, chandeliers, etc.) or field demonstration of exhibits using open fire, shooting, fireworks and other pyrotechnic or smoke special effects can be performed only as an exception, subject to a written permit of the Crocus Expo Chief Engineer and under supervision of the fire department authorized representative. Shots and explosions can be imitated using special devices to guarantee their fire safety.

After the event is over, the special effect site must be carefully inspected, smoldering remainders and unburned elements of pyrotechnical devices must be removed; further, the area must be ventilated using special systems.

In order the visitors can easily find your stand, the organizers offers you to place special signs with your stand number for all custom build stands. This free of charge option will allow visitors to navigate to your stand and increase visitors number. In case of non-acceptance of the offered sign with the stand number, we request to provide the stand number by your own efforts.

Samples of signs:



# FORM 1

## Connections: Utilities and Telecom

Form status:	<b>Optional</b>	<b>Return to:</b>	<b>Yulia Trushkina,</b>
Applicability:	To be completed by all Shell Scheme & Custom Build Exhibitors	Fax:	+7 (495) 6496911
		E-mail:	yulia.trushkina@businessmediarussia.ru
Company name:	_____	Phone:	+7 (495) 6496911
Client name:	_____	Address:	Bumazhniy proezd, 14, Bld. 3 Moscow 127254, Russia
Stand No.	_____		

**Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 34**

- 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
<b>Electricity for standard shell scheme*</b>				
Supply and Consumption 220v – 2 kW		350		
Supply and Consumption 220v – 5 kW		550		
Supply and Consumption 220v – 10 kW		850		
Supply and Consumption 220v – 25 kW		1300		
Supply and Consumption 380v – 25 kW		1300		
Supply and Consumption 380v – 50 kW		2000		
<b>Consumption for Custom Build Stands**</b>				
Supply and Consumption 220v – 2 kW		325		
Supply and Consumption 220v – 5 kW		495		
Supply and Consumption 220v – 10 kW		730		
Supply and Consumption 220v – 25 kW		1150		
Supply and Consumption 380v – 25 kW		1150		
Supply and Consumption 380v – 50 kW		1850		
<b>Water</b>				
Connection, Supply, Consumption and Drainage		550		
<b>Compressed Air</b> (please provide necessary adapter)				
6 bar Connection up to 30 cubic metres/hour		500		
6 bar Connection over 30 cubic metres/hour		700		
<b>Internet Connection</b> (includes cable with a standard RJ-45 socket, up to 1Gb traffic, speed up to 2048 Kbps, Ethernet)		585		
Additional IP address (include Ethernet adapter and providing additional line)		150		
Additional traffic, per each Gb		150		
<b>Telephone and fax</b>				
Telephone line for telephone		290		
Telephone line for fax (without fax machine)		290		
Fax machine		75		

\* Include 1 single plug socket 220v up to 1 kW, please see form#2 for ordering additional plug socket.

\*\* Your stand builder should provide cable to electricity control unit in pavilion and electricity control unit on stand

**Form 1 Total, EUR:**

# FORM 2

## Lighting & Electrical Equipment

Form status: **Optional**  
 Applicability: To be completed by all Shell Scheme Exhibitors

**Return to:** *Yulia Trushkina,*  
 Fax: +7 (495) 6496911  
 E-mail: yulia.trushkina@businessmediarussia.ru

Company name: \_\_\_\_\_

Phone: +7 (495) 6496911  
 Address: Bumazhniy proezd,  
 14, Bld. 3  
 Moscow 127254, Russia

Client name: \_\_\_\_\_

Stand No. \_\_\_\_\_

**Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 34**

Please note:

- 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, kettles, 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.

Description	Code	Price per unit, EUR	Number of units required	Subtotal, EUR
Spot Light 100W	510	37		
Spot Light, halogen 75W	515	65		
Flood Light, metal-halogen 150W	514	105		
Halogen Light on an arm 150W	516	85		
Fluorescent Light 40W	520	45		
Plug Socket 220V, single, up to 1kW	504a	37		
Plug Socket 220V, power plug 32A, from 1kW to 2.5kW	504b	75		
Plug Socket 220V 24hrs, single, up to 1kW	508a	40		
Refrigerator 140l, 150W (24hrs plug socket not included)	350	170		
Refrigerator 280l, 150W (24hrs plug socket not included)	351	260		
Kitchen Unit (sink & boiler) 2kW (plug socket not included)	600	235		
Coffee Percolator up to 0.75kW (plug socket not included)	370	55		
Drinking Water Dispenser – hot&cold, 0.5kW (p.socket not incl.)		125		
Additional bottle of water (19l.)		35		

**Form 2 Total, EUR.:**

# Form 3

## Standard shell scheme/Name Board Details/ Graphic Works

Form status:	<b>Obligatory</b>	<b>Return to:</b>	<b>Yulia Trushkina,</b>
Applicability:	To be completed by all Shell Scheme Exhibitors	Fax:	+7 (495) 6496911
Company name:	_____	E-mail:	yulia.trushkina@businessmediarussia.ru
Client name:	_____	Phone:	+7 (495) 6496911
Stand No.	_____	Address:	Bumazhniy proezd, 14, Bld. 3 Moscow 127254, Russia

**Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 34**

Please note:

- If your Name Board details are not received, the name that appears in the Contract to Exhibit will be used
- 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.
- Name Board size is standard – therefore font size will be decreased as amount of lettering.
- Your company name will be included in one side of the stand. If your stand has more than 1 open side you should order Additional fascia names on this form.

**STANDARD SHELL SCHEME, per sq.m.**

**40 euro.**

**X**

**TOTAL:**

Included walls, carpet (gray), fascia name ( gray), 2 chairs (#300), 1 table (#310)

**Order Details:** *Standard shell scheme included fascia name only for 1 open side*

**Name Board / Fascia Panel:** (color – gray)

**Additional fascia name:** (on second open side) Please fill this form for ordering additional fascia name

Printing of company logo (approx. size 200 x 200 mm, to be placed on the Fascia Panel) can also be ordered with completing this Form 3.

	Unit	Price per unit, EUR	Number of units	Total, EUR
Additional fascia name on second open side	Pcs.	50		
Oracal logo – one color – to fit on Fascia Panel	Pcs.	55		
Oracal logo – two color – to fit on Fascia Panel	Pcs.	75		
Oracal logo – multicolor – to fit on Fascia Panel	Pcs.	95		
Oracal logo – one color – to fit on Wall Panel	Pcs.	75		
Oracal logo – two color – to fit on Wall Panel	Pcs.	110		
Oracal logo – multicolor – to fit on Wall Panel	Pcs.	150		
Film covering (please mark Pantone of film color) up to 2 sq.m.	Sq.m.	36		
Film covering (please mark Pantone of film color) above 2 sq.m.	Sq.m.	26		

**Form 3 Total, EUR.:**

# Form 4

## Stand layout

Form status:	<b>Obligatory</b>	<b>Return to:</b>	<b>Yulia Trushkina,</b>
Applicability:	To be completed by all Shell Scheme Exhibitors	Fax:	+7 (495) 6496911
		E-mail:	yulia.trushkina@businessmediarussia.ru
Company name:	_____	Phone:	+7 (495) 6496911
Client name:	_____	Address:	Bumazhniy proezd, 14, Bld. 3 Moscow 127254, Russia
Stand No.	_____		

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 34

### For equipped stands only


Units:

Scale 1 square = 1 sq.m.

	Chair		Table 800x1200		Podium 500x1000x800		Door-Hinged 1000x2500		Spot Light, Halogen
	Meeting Chair		Information counter		Wall Shelf 1000x300		Wall rack		Rubbish bin
	Bar stool		Information counter with shelf on top		Shelf unit 300x1000x2000		Refrigerator 140L, without plug socket		Logo
	Table 80x80		Information counter radial (709)		Showcase, glass 500x1000x1100		Plug Socket, 220v		Internet
	Table 700x1500		Filing-Cabinet 500x1000x1100		Showcase, glass 500x1000x2000		Plug Socket, 220v, 24h		
	Table round D=800		Filing-Cabinet 500x1000x800		Showcase, glass 500x1000x2500		Spot light 100w		

# FORM 5

## Additional Stand Elements

Form status:	<b>Optional</b>	<b>Return to:</b>	<b>Yulia Trushkina,</b>
Applicability:	To be completed by all Shell Scheme Exhibitors	Fax:	+7 (495) 6496911
Company name:	_____	E-mail:	yulia.trushkina@businessmediarussia.ru
Client name:	_____	Phone:	+7 (495) 6496911
Stand No.:	_____	Address:	Bumazhniy proezd, 14, Bld. 3 Moscow 127254, Russia

**Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 34**

Please note:

- 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

Description	Code	Price per unit, EUR	Number of Units required	Subtotal, EUR
Wall panel 1000 x 2500 mm.	220	75		
Wall panel 500 x 2500 mm.	221	55		
Wall panel Radial R=1000 H=2500 mm.	222	105		
Wall panel Radial R=500 H=2500 mm.	223	78		
Wall panel Diagonal 700 x 2500 mm.	224	75		
Wall panel 1000 x 2500 mm. with glass insert 1000 x 1270 mm.	401	110		
Wall panel 500 x 2500 mm. with glass insert 500 x 1270 mm.	402	100		
Fascia panel, Total H=300 mm. per 1 m. without fascia name	270	26		
Door – folding, lockable 1000 x 2500 mm.	240	155		
Door – Hinged, lockable 1000 x 2500 mm.	241	155		
Curtain 1000 x 2500 mm.	242	55		
Ceiling Grid 1000 x 1000 (beams H=45.5)	250	32		
Ceiling Lattice 1000 x 1000 (without ceiling grid)	260	58		
Carpet – per sq.m.		16		
Barrier H=500, 800, 1100 mm. – each unit	267	40		
Chain decorative – each running meter	280	10		

Form 5 Total, EUR.:

**DEADLINE**

 For return of Technical Services Forms  
 Fax: +7 495 6496911

# Form 6 (1)

## Standard Furniture

Form status:	<b>Optional</b>	<b>Return to:</b>	<b>Yulia Trushkina,</b>
Applicability:	To be completed by all Shell Scheme Exhibitors	Fax:	+7 (495) 6496911
Company name:	_____	E-mail:	yulia.trushkina@businessmediarussia.ru
Client name:	_____	Phone:	+7 (495) 6496911
Stand No.	_____	Address:	Bumazhniy proezd, 14, Bld. 3 Moscow 127254, Russia

**Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 34**

Please note:

- 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
Chair	300	32		
Meeting Chair	303	57		
Bar stool	306	47		
Table 800x800 mm.	310	60		
Round table D=800 mm.	314	65		
Table 800 x 1200 mm.	315	65		
Podium 500 x 1000 x 800 mm.	382	95		
Podium 500 x 1000 x 500 mm.		80		
Podium 1000 x 1000 x 800 mm.	384	120		
Podium 1000 x 1000 x 500 mm.		105		
Information Counter 500 x 1000 x 1100 mm.	318	150		
Information Counter 500 x 1000 x 1100 with narrow shelf on top	319	150		
Information Counter Radial ( R-1m.)	709	225		
5 Shelf Unit 300 x 1000 x 2000 mm.	340	95		
5 Shelf Unit 500 x 1000 x 2000 mm.	701	140		
Literature Rack/ Brochure Holder ( free standing)	324	40		
Advertising cube( 1000x1000x1000) without light		155		
Advertising cube( 1000x1000x1000) with glass and light (500 Bt)	707	330		
Rotate machine for Advertising cube		65		
<b>Form 6, Page 1, Total, EUR.:</b>				

To be continued. Please proceed to the next page...



# Form 7

## Personnel, Cleaning, Car Passes

Form status:	<b>Optional</b>	<b>Return to:</b>	<b>Yulia Trushkina,</b>
Applicability:	To be completed by all Shell Scheme & Custom Build Exhibitors	Fax:	+7 (495) 6496911
		E-mail:	yulia.trushkina@businessmediarussia.ru
Company name:	_____	Phone:	+7 (495) 6496911
Client name:	_____	Address:	Bumazhniy proezd, 14, Bld. 3 Moscow 127254, Russia
Stand No.	_____		

**Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 34**

- Please note:
- 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 will be needed to enter 30m zone around exhibition 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, per one, EUR	How many Required, sq.m.	Subtotal, EUR
Daily Stand Cleaning, everyday (only for all square meters)	9.5		
<i>Discounts: 50 sq.m. – 10%, 100 sq.m. – 15%, 150 sq.m. – 20%, 200 sq.m. – 25%, 250 sq.m. – 30%, 300 sq.m. – 35 %, 350 sq.m. – 40%, 400 sq.m. – 45%</i>			TOTAL with discounts:
Stand Attendant, per person per day	145		
Model, per person per day	210		
Security Guard, daytime (10:00 am-6:00 pm)	105		
Security Guards, nighttime (6:00 pm-10:00 am)	195		
Interpreter Russian – European language, per day, _____ language	235		
Interpreter Russian – Asia language, per day, _____ language	275		
<b>Build-up &amp; Dismantling Period Passes</b>			
Car Pass, each car **	90		
<b>Exhibition Period Passes</b>			
Car Pass, each car **	170		

**Form 7, Total:**

\*\* Passes are valid only for parking passenger vehicles, not for the trucks. If you need pass for the truck to the loading / unloading zone of pass for Crocus, please contact transport department Crocus in the registration foyer in Pavilion.

# Form 8

## Audio Visual Equipment

Form status:	<b>Optional</b>	<b>Return to:</b>	<b>Yulia Trushkina,</b>
Applicability:	To be completed by all Shell Scheme & Custom Build Exhibitors	Fax:	+7 (495) 6496911
		E-mail:	yulia.trushkina@businessmediarussia.ru
Company name:	_____	Phone:	+7 (495) 6496911
Client name:	_____	Address:	Bumazhniy proezd, 14, Bld. 3 Moscow 127254, Russia
Stand No.	_____		

**Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 34**

Please note:

- 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 coffee percolators, kettles, 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	Code	Price per unit, EUR	Unit/Days	Total, EUR
<i>Presentation equipment for all days (4 days)</i>				
42" Plasma screen*		450		
50" Plasma screen*		595		
60" Plasma screen*		745		
<i>Presentation equipment for 1 work day</i>				
DVD, VHS, MD player		40		
Overhead projector		95		
Multimedia projector, 4000 Lump, XGA		425		
Screen :				
1) 1,50x1,50 m.		65		
* Include VGA cable, sound speakers for screen, wall or floor mount.				
<b>Form 8, Total, EUR.:</b>				

**5 December 2010**

**DEADLINE**  
For return of Technical Services Forms  
Fax: +7 495 6496911



# Order confirmation

Form status:	<b>Obligatory</b>	<b>Return to:</b>	<b>Yulia Trushkina,</b>
Applicability:	To be completed by all Shell Scheme & Custom Build Exhibitors	Fax:	+7 (495) 6496911
		E-mail:	yulia.trushkina@businessmediarussia.ru
<b>Company name:</b>	_____	Phone:	+7 (495) 6496911
Client name:	_____	Address:	Bumazhniy proezd, 14, Bld. 3 Moscow 127254, Russia
Stand No.	_____		
<b>Contact e-mail address:</b>	_____		

Please make sure that email address is right, organizers will send you the invoice to this address.

Description	Option	Applicable for	Returned/filled Yes/no	Amount, EUR
<b>Form 1. Connections: Utilities &amp; Telecom</b>	optional	All exhibitors		
<b>Form 2. Lighting &amp; Electrical Equipment</b>	optional	Shell scheme		
<b>Form 3. Standard shell scheme/Name Board Details/ Graphic works</b>	obligatory	Shell scheme		
<b>Form 4. Stand layout</b>	obligatory	Shell scheme		
<b>Form 5. Additional stand elements</b>	optional	Shell scheme		
<b>Form 6.1. Standard Furniture</b>	optional	Shell scheme		
<b>Form 6.2. Standard Furniture (continued)</b>	optional	Shell scheme		
<b>Form 7 Personnel, Cleaning, Car Passes</b>	optional	All exhibitors		
<b>Form 8. Audio Visual Equipment</b>	optional	All exhibitors		
<b>TOTAL order, EUR.</b>				

- 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.

Please provide your company details for issuing of an invoice.

<b>International payments:</b>	
Company Name	
Registered Address	
Billing Address	
Authorised Signatory Name	
Authorised Signatory Position	
General Director	
Phone	
Fax	

I hereby confirm the order for services as indicated above and consent to the issue of an invoice for payment of the fees.

Authorised Signatory \_\_\_\_\_ Date: \_\_\_\_\_

# Form T5

## Application for provision of services on structure suspension

Form status:	<b>Optional</b>	<b>Return to:</b>	<b>Dmitry Shishanov</b>
Applicability:	To be completed by all Shell Scheme & Custom Build Exhibitors		Technical Manager
		Fax:	<b>+7 495 9357351</b>
Company name:	_____	E-mail:	shishanov@ite-expo.ru
Client name:	_____		<b>ITE Exhibitions</b>
Stand No.	_____	Phone:	+7 495 9357350
E-mail:	_____		

Please note:

- 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
- Suspension of banners to ceiling structures is to be paid separately (see below)

PLACEMENT OF BANNERS IN PAVILIONS (not including cost of printing)

Cost of placing a banner in the pavilion for the entire period of the exhibition is 130 € Per 1 m2*			
Discount: 5 to 10 m2 – 5%	10 to 20 m2 – 10%	More than 20 m2 – 15%	
We order placement of banners total space _____m2	x	x 130	= €
Total amount of the order including discount in the amount of _____%			= €

CEILING SUSPENSION (cost per 1 suspension point)\*\*

We order	Quantity	Cost	Total
Suspension points up to 10 kg		€225	€
Suspension points from 10 to 50 kg		€310	€
Suspension points from 50 to 100 kg		€400	€
Total amount of the order:			€

\*\*.) Costs apply to suspending light and/or power structures to the ceiling (technical suspension). Placement of banners/advertising vehicles on technical suspensions are to be agreed separately.

Form T5, Total, EUR.:

The above-mentioned total amount has to be paid immediately:

I,  Authorize ITE EXPO to deduct the amount €  From Credit card:

TYPE VISA or MasterCard	SIGNATURE OF CARDHOLDER	EXPIRY DATE
	Card number	CVV CODE

or by Bank Transfer to:  
 Limited Liability Company ITE EXPO, B. 11, Ordzhonikidze str., Build 2, Moscow, Russia, CLOSED JOINT STOCK COMPANY INTERNATIONAL  
 MOSCOW BANK MOSCOW (CJSC IMB, SWIFT IMBKRU MM, Acc.: 641465, EUR 4020 02 001)

SIGNATURE:  DATE:

*Furniture and stand equipment*



220  
Wall panel  
100x250 cm. White



221  
Wall panel  
50x250 cm. White



241  
Door-Hinged  
100x250 cm. White



240  
Door-Folding  
100x250 cm. White



401  
Wall panel with glass  
100x250 cm.



242  
Curtain  
100x250 cm.



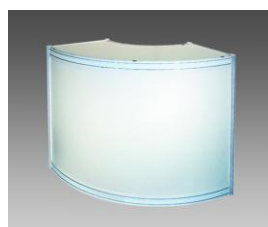
260  
Ceiling lattice  
1 sq.m.



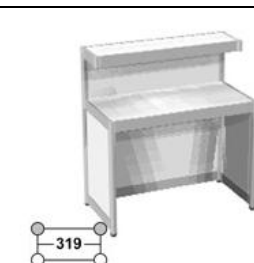
250  
Ceiling grid  
1 sq.m.



318  
Information counter  
1.1x0.5x1.0 m.



709  
Radial information counter  
R-1m.



319  
Information counter with  
narrow shelf on top  
1.1x0.5x1.0 m.



Advertising cube



303  
Meeting chair



306  
Bar stool



300 Chair



310  
Table  
80x80 cm.



315  
СТ018 800x1200

315  
Table  
120x80 cm.



314  
СТ018 D-800

314  
Table round  
D – 70 cm.



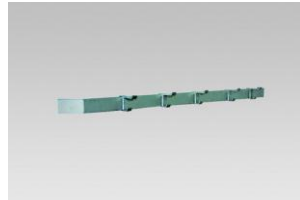
320  
Filing-Cabinet  
1.0x0.5x0.8 m.



321  
Filing-Cabinet  
1.0x 0.5x1.1 m.



324  
Brochure Holder  
H 1.5 m.



331  
Wall coat rack



340  
5 shelf Unit.



380  
Wall shelf  
1 m.



381  
Wall shelf, angled



382  
Podium  
1.0x0.5x0.8 m.



384  
Podium  
1.0x1.0x0.8 m.



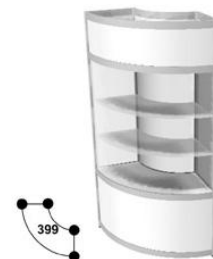
394  
Showcase, glass  
1.0x0.5x1.1 m.



396  
Showcase, glass  
1.0x0.5x2.0 m.



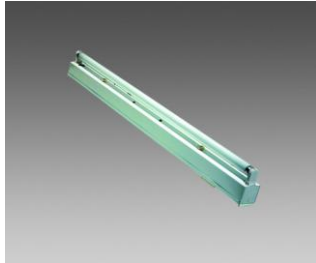
398  
Showcase, glass with lighting  
1.0x0.5x2.5 m.



399  
Showcase, radial with light



510  
Spot light  
100 W



520  
Fluorescent light  
40 W



515  
Spot light, halogen  
220V/75 W



516  
Spot light, halogen on arm  
150 W



514  
Halogen Light  
220V/150W



504a  
Plug socket 220V up to 1kW



600  
Kitchen Unit (sink & boiler)



Drinking Water Dispenser



350  
Refrigerator 140l, 150W

Exhibitor's letterhead

Letter for EQUIPMENT AND EXHIBITS DELIVERY AND REMOVAL  
TO/FROM International Exhibition Center Crocus Expo  
For the **Aqua-Therm MOSCOW 2011**

/Exhibitor/ \_\_\_\_\_

Pavilion 2, Hall № \_\_\_\_\_, Stand № \_\_\_\_\_

**Management of  
Crocus Expo International Exhibition Center**

Please kindly permit us to deliver and remove exhibits for the AQUA-THERM MOSCOW 2011 to be held in Crocus Expo on February 8<sup>th</sup> through February 11<sup>th</sup>, 2011.

The exhibits are to be delivered/removed by:  
Car model:

**LIST OF EXHIBITS:**

1	
2	
3	
4	
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Authorised Signatory \_\_\_\_\_ Date: \_\_\_\_\_