

INTERNATIONAL RAILWAY FAIR IN THE AREA 1520 PRO//MOTION. EXPO August 28-31, 2019

EXHIBITORS GUIDE

JSC «VNIIZHT» Russia, Moscow, Scherbinka



CONTENT

Section 1: General information	3
Exhibition Operator	
Hotel booking	
Date and time of mounting/dismantling works	6
Exhibition date and time	
General information	
Information about the building of exhibition booths	
Eligibility rules and mounting/dismantling	
Fire-safety procedures	
Rules for working with electrical equipment	
General characteristics of Pavilions	
Equipped exhibition booth type «Basic»	
Equipped exhibition booth type «Improved»	
Section 2: Additional equipment and services	18
Electrical installation work on exhibition booths	18
Internet connection on exhibition booths	19
Temporary staff	20
Fascia signs and logos	21
Pasting and banners	22
Section 3: Binding documents	23
Documents required at the time of order value added services	23
Application for value added services (sample) page 1	24
Application for value added services (sample) page 2	25
Supplement to contract - Layout of booth (sample), page 1	26
Supplement to contract - Layout of booth (sample), page 2	27
Power of attorney (sample)	28
Annex 1	29
Annex 2	30
Plan - scheme	31
Section 4: Price-list	32
Price list for equipment and services at the Exhibition	32
Section 5: Equipment catalogue	36
Catalogue of furniture and additional equipment for boothard exhibition booths	36



Section 1: General information

Exhibition Operator

Address: Moscow, Sadovnicheskaya str., 71, building 1 (Paveletskaya line)

E-mail: info@rotexpo.ru

Official website of the company: www.rotexpo.ru Official website of the event: www.railwayexpo.ru



Vadim Korzhov	Elvira Ingildeeva	Alla Sanzhara	Alexandra Maximova
Managing Director (495) 256-80-48 korzhov@railwayexpo.ru	Project Manager (495) 256-80-48 ei@railwayexpo.ru	Head of Sales Departament (495) 256-80-48 ext. 6573 alla@railwayexpo.ru	Sales manager (495) 256-80-48 ext. 6565 am@railwayexpo.ru
Kseniya Samokhina	Azer Mamedov	Nadezhda Saltanova	Danila Salenko
Sales manager (495) 256-80-48 ext. 6575 ksamokhina@railwayexpo.ru	Manager of the pass control on arrival/departure of trucks/ cars during mounting/dismantling of the Exhibition (495) 256-80-48 ext. 6554 a.mamedov@rotexpo.ru	Accountant (495) 256-80-48 ext. 6558 buh@rotexpo.ru	Booth Construction Section (495) 256-80-48 ext. 6555 ds@rotexpo.ru
Alexandr Shpadaruk	Ekaterina Kuzmenkova	Kristina Egorova	Yevgeny Trubochistov
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Katrina Minina			
Project Support Section (495) 256-80-48 ext. 6566 km@rotexpo.ru			



Hotel reservation

Our Official Partner: City Booking Travel Center

Contact Person:

Marina Mareeva Head of project Exhibition and Congress Business Department t. +7 (495) 231-3399, 730-7316 ext. number 427



8-800-250-2282 E-mail: mareeva@cbtc.ru www.cbtc.ru Contact Person:

Aparina Elena Head of project

Exhibition and Congress Business Department

t: +7 (495) 231-3399, 730-7316, ext. 488 8-800-250-2282



f.: + 7 (495) 231 2656 E-mail: AparinaEN@cbtc.ru www.cbtc.ru

Mamaison All Suites SPA Hotel Pokrovka 5*				
The Pokrovka luxury hotel and spa chain Mamaison is located in the center of Moscow, a 10-minute walk from Kurskaya and Chistye Prudy metro stations. Hotel guests can visit the Spa	lunior Cuito	snl	11950	
area with a pool, sauna, hammam and gym, beauty salon and cigar room. The chic rooms of the "Lux" and "Suite" categories, all of them are equipped with a TV, air conditioning, a safe, a bathroom with individual hygiene items and bathrobes.	Junior Suite	dbl	13150	
price incl breakfast	Junior suite Deluxe	snl	12700	
Hilton Leningradskaya 5*				
The hotel has a convenient location - near Komsomolskaya Square, which is popularly known as the Three Station Square, and a 5-minute walk from the Komsomolskaya and Krasnye Vorota metro stations. From here you can easily reach both the airports and the city center. In 5 minutes	a ta a da u d	snl	12450	
by subway to the station "Kurskaya". The air-conditioned rooms are equipped with a flat-screen cable TV. An electric kettle, tea and coffee, a bottle of mineral water, and ironing facilities are	standard	dbl	13650	
provided. <u>price incl breakfast</u>	deluxe	snl	14300	
Mercure Moscow Paveletskaya 4*				
The Mercure Moscow Paveletskaya Hotel is located within walking distance from Paveletsky Train Station and two stations from the Kurskaya metro station, from where a free train will be organized to the venue. From Paveletsky station in the direction of the airport "Domodedovo" goes high-speed express train. Throughout the hotel there is free Wi-Fi, satellite TV, the rooms are	alaasia.	snl	8900	
equipped with everything necessary for a comfortable stay of guests. price incl breakfast	classic	dbl	9900	
Ibis Moscow Centre Bakhrushina 3*				
Hotel Ibis is the best way to stay in Moscow at the lowest prices. The ibis Moscow Center Bakhrushin hotel is located 2 minutes from the Paveletskaya metro station and the Aeroexpress train to Domodedovo. 5 minutes by metro to the city center and the station "Kurskaya". The ibis	standard	snl	6300	
hotel offers free WIFI, a restaurant, a bar, a car park and all services of the Combo Bakhrushina complex, including Mercure and Adagio. <u>price incl breakfast</u>	Standard	dbl	7100	
Holiday inn Lesnaya Belorusskaya 4*				
The Holiday Inn Moscow Lesnaya is a 5-minute walk from the Belorusskaya metro station and the Aeroexpress stop from Sheremetyevo. All rooms have individual air conditioning and climate control, high-speed and wireless Internet, LCD TV, satellite TV, mini-bar, coffee maker, safe with	standard	snl	7900	
laptop storage, iron and ironing board, hairdryer. <u>price incl breakfast</u>	Stariuaru	dbl	7900	
Belorusskaya Grand Hotel 4*				
Grand Belorusskaya is located in the historical center of Moscow, two minutes walk from the	single	snl	5500	
Belorusskaya metro station (the ring line) and 3 minutes from the Belorussky railway station, where Aeroexpress arrives from Sheremetyevo airport. Each room has a mini-bar, tea station,	standard	snl	6500	
plasma TV, telephone, Wi-FI.	2.5	dbl	6900	
price incl breakfast	premium	snl dbl	6900 7500	
	comfort	dbl	7900	
	CONTION	L dbi	1300	



Milan Hotel 4*				
The MILAN Hotel is located in the south of Moscow, in close proximity to the Tsaritsyno and		snl	5850	
Kolomenskoye Museum-Reserve. To the venue of the exhibition travel time is 40 minutes.	standard	dbl	6500	
The hotel has a restaurant "Tiberio" with European cuisine, an exquisite restaurant "Visconti", a cozy "Piano Bar", as well as a restaurant with its own brewery "Grut". Free Wi-Fi is available	,	snl	7350	
throughout the hotel. The rooms have a working area, an electronic safe, satellite TV, climate	superior	dbl	8100	
control. Domodedovo International Airport is 27 km away.	junior suite	snl	10300	
<u>price incl breakfast</u>	suite	dbl	12800	
"Rusotel" 3* (incl transfer to the venue)				
Hotel "RUSOTEL" located on Varshavskoye Highway, 30 minutes from the venue, 11 km. A free	-111	snl	4500	
transfer will be organized from the hotel to the exhibition. The rooms are equipped with a working area with additional lighting, a minibar, safe, TV,	standard	dbl	4900	
telephone, free Wi-Fi. There is a free shuttle bus from the hotel with the hotel logo from / to the Dmitry Donskoy Boulevard metro station. Domodedovo International Airport is 35 km away.	deluxe	snl	4900	
	club standard	snl	6500	
price incl breakfast	Ciub Stailuai u	dbl	6900	
"Hotel Ostafyevo" 3*				
The hotel complex Ostafyevo is a new complex built in 2017, located 3.5 km from the	standard	snl	4200	
Shcherbinka railway station, 11 km from the Buninskaya Alley metro station. The hotel has its own guarded parking, gym, cafe, sauna. Free Wi-Fi is available throughout. All rooms are	Standard	dbl	4600	
equipped with a flat-screen TV, refrigerator, safe, tea station with a set of tea and coffee. Domodedovo International Airport is 45 km away.	comfort	snl	4500	
price incl breakfast	triple room	trpl	5400	
"Eclipse" 3*				
Hotel "Eclipse" is located ten minutes from the exhibition complex. Rooms are equipped with bathroom, telephone, TV, refrigerator, refrigerator, climate control. The	economy	snl	3890	
hotel has free Wi-Fi.	standard	snl	4390	
Domodedovo International Airport is 39 km away. price incl breakfast		dbl	4890	
	deluxe	snl	7390	
Tourism visa			from 1800	

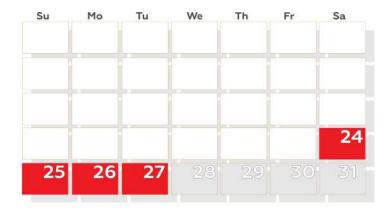
Special prices for accommodation are valid until 01.07.2019

Download the application form available on our website under «Tour Operator», http://railwayexpo.ru/ru/uchastnikam/turoperator.

^{*}Prices on this page are introductory, check the final cost with the Manager in the City Booking Travel Center.



Date and time of mounting/dismantling works

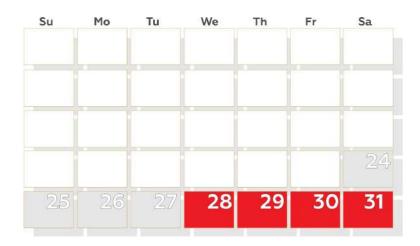








Exhibition date and time



Exhibition opening hours for Exhibitors

28.08.2019 09:00 - 18:00 29.08.2019 09:00 - 18:00 30.08.2019 09:00 - 18:00 31.08.2019 09:00 - 18:00

Exhibition opening hours for Visitors

28.08.2019 10:00 - 18:00 29.08.2019 10:00 - 18:00 30.08.2019 10:00 - 18:00 31.08.2019 10:00 - 17:00 - Pavilions opening hours 31.08.2019 10:00 - 20:00 - Open area opening hours

General information

SECURITY

The Exhibition Operator and the administration of the Test Ring of JSC «VNIIZHT» bear responsibility for the safety of exhibits and personal belongings of Exhibitors during the mounting/dismantling works and the Exhibition.

In order to protect the property on the booth, the Exhibitor shall order individual protection of the exhibition booth or organize a permanent presence at the exhibition booth of a representative of his company. Security service carries out control and security of the Exhibition. At night, the Exhibition is taken under guard from 20.00 to 8.00 (only during the Exhibition). The Exhibitor can insure the exhibition booth and exhibits in any insurance company.

INSURANCE

Insurance of all possible risks associated with participation in the Exhibition (losses incurred in connection with the cancellation of the Exhibition, losses from loss or damage to exhibits and other property, etc.), as well as civil liability is carried out by the Exhibitor independently and at its own expense. Exhibitors and their Developers are obliged to take care of the safety of other Exhibitors, visitors and third parties at the Exhibition. The exhibition Operator recommends that Developers have insurance of a trustworthy insurance company covering the public liability of the company, its employees to third parties.

ACCESS TO THE EXHIBITION TERRITORY FOR MOUNTING ORGANIZATIONS

Mounting passes for personnel involved in mounting/dismantling of the exhibition booth are valid only during the mounting/dismantling of the Exhibition and shall be obtained from the list of the Master Developer. Contacts: MONTAZHNIK MANUFACTURING GROUP LLC tel. 8 (495) 644-29-11, 8(495) 258-87-48, 8 (915) 359-99-53 or a toll-free number 8 (800)234-41-06 (1303) or (1288) (Andrey Shcherbatov Head Department). The list shall be prepared in 2 copies on the Exhibitor's company letterhead with the obligatory indication of employees passport data.

ACCESS TO THE EXHIBITION TERRITORY FOR EXHIBITORS

Each Company-Exhibitor is provided with badges «EXHIBITOR» for employees at the stand at the rate of:

- 1 badge per 3 sq.m. occupied area
- 1 badge per 20 sq.m. open space outside Pavilions. If it is necessary, additional badges can be ordered at price of 1000 rubles per pc. Entry to the territory of the Test Ring is carried out by the Permanent Pass of the Exhibitoran Exhibitor badge. Information on employees working at the booth is entered in the Personal Account of the Exhibitor organization. Badges can be printed from your personal cabinet.

TRAFFIC IN THE TERRITORY OF THE TEST RING JSC «VNIIZHT» DURING INSTALLATION

The entrance of the truck transport with 5-10 tons of capacity to Pavilions 1, 3, 4, 5 is carried out through the entrance group 1; exit through the entrance group 2. The entrance of the truck transport with 5-10 tons of capacity to Pavilion 2 is carried out through the entrance group 4; exit through the entrance group 3. The entrance of the truck transport with 5-10 tons of capacity and more than 10 meters' length to Pavilion 1, 2, 3, 4, 5 is carried out through the entrance group 1; exit through the entrance group 1. (see plan diagram, page 31). Pass to trucks during mounting/dismantling will be valid for 2 hours from the date of arrival. The pass cost is: for vehicles with carrying capacity up to 3.5 tons - 3 000 rubles. and more than 3.5 tons - 4000 rubles.

If the truck is more than 2 hours on the territory of the exhibition, an additional fee to the value of 1000 rubles per hour shall be charged. Pass for a car for the period of mounting/dismantling can be ordered in your Personal Account. The pass costs 7 000 rubles.

IMPORT / EXPORT OF GOODS

The Exhibitor is responsible for the timely import and export of equipment and exhibits, as well as the supply of rolling stock and other special equipment to the venue and their export.

Import and export of exhibits and equipment is carried out through the installation gates of the Pavilions by letters issued in accordance with the procedure described below:

- Prepare (in 3 copies) a letter (in accordance with the attached sample) on the Exhibitor's letterhead signed by the head (Annex 1).
- Endorse letters:

during mounting (24 - 27 August 2019) from 10:00 to 18:00 at the Exhibition Operator at the checkpoint #1 at the address: Moscow, Shcherbinka, Butovsky blind alley, 1, Test Ring - the branch of JSC «VNIIZHT», see the scheme on page 31.

One copy of the letter shall have the Exhibition Operator. The Remaining copy of the letter is used to import equipment and exhibits through the installation entrance to the territory of the Test Ring - the branch of JSC «VNIIZHT», and the abovementioned installation gates of the Pavilions. The third copy of the letter shall need to be endorsed by the Exhibition Operator on the day of demounting (01.09.2009) for the export of equipment.

Attention! Import of additional exhibits and equipment during the Exhibition (from 28 to 31 August 2019) will be possible only from 09:00 to 09:30 and from 18:00 to 18:30, following the above procedure. During the opening hours of the Exhibition import and export of any goods to the Pavilions is not allowed! For the export of equipment and exhibits after the end of the Exhibition on September 1 and 2, 2019, it is necessary to put a stamp on the remaining copy of the letter for export to the checkpoint # 1. (see plan-scheme

on page 31) Export of exhibits and equipment on September 1, 2019 is allowed from 09:00 to 20:00. The entrance of trucks is allowed on September 1, 2019, from 09:00 to 20:00.

OFFICIAL FREIGHT FORWARDER / HANDLING / CUSTOMS CLEARANCE

Place an order on material handling exhibitors may have the official forwarder of the Exhibition - Kuehne+Nagel.

Maksim Kzylkhodzhaev

Exhibition Logistics Manager Tel.+7 963 970 87 18 e-mail: maxim.kzylkhodzhaev@kuehne-nagel.com Olga Gromova

Exhibition Logistics Development Manager Tel.+7 963 970 85 95

e-mail: olga.gromova@kuehne-nagel.com

ATTENTION!!! In order to avoid problems with cargo handling, it is necessary to inform the official freight forwarder about all the details of the Exhibitor's shipment in advance.

If at the end of the Exhibition some exhibits of Foreign Exhibitors will not be included in the list of exported items, the Exhibitor shall be obliged to pay all duties and taxes levied by the customs service.

For customs clearance of goods, please contact the official forwarder of the Exhibition and follow its instructions.

THE SOUND LEVEL ON THE BOOTH

During the Exhibition, the sound level at the exhibition booth shall not interfere with the normal work of other Exhibitors. The sound pressure level of more than 70



dB at the border of the Exhibitor's booth is not allowed. In case of complaints from other Exhibitors about the high sound level at the exhibition booth, the Exhibition Operator has the right to demand a reduction to an acceptable level. If the above requirements are ignored, the Exhibition Operator reserves the right to switch off the source of the sound signal (or the power supply of the entire exhibition booth).

SUSPENSIONS TO THE CEILING OF THE PAVILION Placement of advertising and technical suspensions to the ceiling structures requires obligatory coordination with the Exhibition Operator (Annex #. 2, p. 30.)

Booth DIMENSIONS

The dimensions of the exhibition booth of the Exhibitor, taking into account all the protruding elements, shall not exceed the size of the rented area. If this condition is violated, the Exhibition Operator reserves the right to stop the construction of the exhibition booth until such failure is remedied. Any deviations from the foregoing parameters with no written coordination with the Exhibition Operator are not allowed. It is forbidden to install solid walls of the exhibition booth on the perimeter of the open sides. It is necessary to draw the surface banner (graphics) or retreat to 0.5 m deep into the booth.

It is not allowed to place inscriptions, logos, graphics on the back of the structures located on/ near the border of the exhibition booth and directed towards the neighboring exhibition booths.

Information about the building of exhibition booths

EQUIPPED AREA (BOOTHARD BOOTHS)

The boothard booths are an exhibition booths, built of exhibition structures on the carpet, the color of the panels is white. It is possible to change the color of the wall panels by applying a self-adhesive tape Oracal # 641.

The height of the boothard exhibition booth is 2.5 m, but can be increased by building with the use of exhibition structures. The walls of the exhibition booth are formed by light aluminum girders, slopes, and plastic laminated panels. Each wall panel has a size in a height of 250 cm (including top and bottom runs), a width of about 100 cm and the face size is approximately 96x235 see The exact dimensions of the details of the exhibition booth, you can check with the Technical Manager (under boothard booths) Ekaterina Kuzmenkova, tel. +7 (495) 258-80-82, extens. 6563. Installation of exhibition equipment and other structures within the boothard booth is considered as an independent development and is subject to paid Technical expertise. MONTAZHNIK MANUFACTURING GROUP LLC tel. +7 (495) 644-29-11, +7(495) 258-87-48, +7 (915) 359-99-53 or a toll-free number +7 (800)234-41-06 (1303) or (1288) (Andrey Shcherbatov, Head Department) shall be addressed in case of Technical expertise.

GENERAL REQUIREMENTS

To stabilize the structure of the exhibition booth it can be made additional fasteners, the image of which is not included in the scheme of the exhibition booth. If the Exhibitor needs to temporarily remove them (for example, to install large exhibits), he/she shall obtain permission from the Technical Manager (Ekaterina Kuzmenkova, tel. +7 (495) 258-80-82, extens. 6563) and ensure that all necessary precautions have been taken.

ATTENTION!!! Value-added equipment and furniture in accordance with the order of the Exhibitor (according to the Application for value-added services) is available for rent only at the exhibition booths, the construction and rental of which is ordered through the Exhibition Operator. Images of the most frequently ordered pieces of furniture and other equipment can be seen in this guide. (p. 35-37)

All elements of the exhibition booth construction and additional equipment shall be returned at the end of the Exhibition cleaned from remains of adhesive tape and undamaged. The Exhibitor bears responsibility for any damage caused to the exhibition booth structures and additional equipment.

It is not allowed to attach the equipment to the structures of the exhibition booth, drilling holes,



fixing advertising material with pins, buttons, using the application tape, etc. the Cost of the ordered by the Exhibitor, but not claimed for any reason, the elements of the exhibition booth design or additional equipment, is not refundable. The keys to the doors of cabinets and shop Windows and locks you can get at the info kiosk at Pavilion 3 at the time of arrival and registration of bail in the amount of 200 RUB per key/lock. The Exhibitor shall first familiarize himself with the complete set of his/her exhibition booth according to the table of sizes and fillings for the type of exhibition booth chosen by them. The Exhibitor can order additional equipment or services in the Personal Accaunt. The layout of the exhibition booth shall be displayed on the diagram - Annex to the application for additional equipment for the boothard exhibition booth. Using the applied meter grid, it is necessary to place the ordered equipment and structures of the exhibition on the scheme booth and send to the Technical Manager (Ekaterina Kuzmenkova, tel. +7 (495) 258-80-82, extens. 6563).

Once again, we draw attention to the fact that the design of the exhibition booth may include technically necessary elements that are not specified in the scheme. For more information, please contact the Technical Manager, Kuzmenkova Ekaterina, tel. +7 (495) 258-80-82, extens. 6563.

DEADLINES AT THE EXHIBITION

All exhibition booths shall be ready for inspection by 17:00 on the last day of mounting of the Exhibition on August 27, 2019. In this regard, the Exhibitor shall be at his exhibition booth on the last day of installation of the Exhibition in the morning to make sure that his exhibition booth is built correctly and completely, as the Exhibitor shall have time to equip and decorate it in time. All boxes and boxes with exhibits shall be unpacked and removed from the exhibition booth by 16:00 on the last day of mounting of the Exhibition in connection with the covering of the passages between the exhibition booths with carpet. If all boxes are not removed from the exhibition booth before 16:00 on the last day of installation, the Exhibition Operator reserves the right to remove them from the exhibition booth at the expense of the Exhibitor. Boxes can be returned to the exhibition booth only after the official closing of the Exhibition.

The pavilions will be closed at 17:00 on the last day of work, after which the exhibits can be packed at the exhibition booths of the Exhibitors. Dismantling of exhibition booths, packing and sending of exhibits

EXCLUSIVE BOOTHS

An exclusive booth is an exhibition booth, made of different materials (wood, wood particle board, orgalite, fabric, etc.) and 2 - storey exhibition booths. Exclusive booths are exhibition booths made of exhibition constructions which reflect specific artist built ideas and require non-boothard type and size.

POINTS OF SUPPORT AND HANGING STRUCTURES Ordering and coordination of points of support are performed - with the Exhibition Operator. To order support or remove a construction inside the Pavilion, the Exhibitor or Builder shall fill in the Annex # 2 (Information about the construction for the hanging inside the Pavilion, page 30) on the mounting of the construction and provides the Exhibition Operator with all necessary technical documentation. Responsible executive - Aleksandr Shpadaruk, tel. +7 (495) 256 80 82 (extens. 6556) or mob. +7 (919) 994 95 63, e-mail: as@rotexpo.ru

Eligibility rules and mounting/dismantling works

GENERAL REQUIREMENTS

Exhibitors ordered an unequipped area shall be motivated by the follow procedures when designing, building and decorating of the exhibition booth:

The Exhibitor is obliged to coordinate the construction company with the Exhibition Operator without undue delay, having informed its name, address, phone number and full name of the contact person to Technical Manager Aleksandr Shpadaruk, tel. +7 (495) 25880-82, extens. 6556).

At the same time designing an exhibition booth, the Exhibitor has to meet the following requirements:

-flooring as well as back and side booths for the frontier and gondola exhibition booths shall be provided on the entire area of the exhibition booth. Any departure from the target value requires a written coordination from the Exhibition Operator;

before the closing of the Exhibition is not allowed. LAYOUT AND PLACEMENT

Final layout and placement of Exhibitors at the exhibition are carried out not earlier than 2 weeks prior to mounting. The layout of the Exhibition space in the Pavilion carried out before this date, is preliminary. The Exhibition Operator reserves the right to change the location of Exhibitors in the Pavilion depending on the technical need at its discretion. Exhibition space paid and not occupied by the Exhibitor, in accordance with paragraph 4.5 of the General conditions of participation in Exhibitions of ROTEX LLC are considered as free. The Exhibition Operator has the right to dispose of them at its discretion. In this case, the funds paid by the Exhibitor shall not be returned. Placement of exhibits on the exhibition booth and its design is carried out by the Exhibitor.

ORDER OF ADDITIONAL EQUIPMENT AT THE

is available and only after completion prepaid applications.

EXHIBITION

Without 100% payment of invoices for technical service and/or services issued before the start of the Exhibition installation, installation orders are not accepted. Any on-site orders shall be paid in cash.

All orders are subject to 100% extra charge during installation.

- -it is not allowed to place inscriptions, logos, graphics on the back of constructions located on/ near the border of the exhibition booth and directed towards the neighboring exhibition booths; -external surfaces of the exhibition booth structure, visible from the aisles between the exhibition booths and from the neighboring exhibition booths, shall be decorated properly (white color is allowed, without applying logos);
- -any construction of the exhibition booth shall not outstep the paid exhibition area paid by the Exhibitor. If this condition is violated, the Exhibition Operator reserves the right to stop the construction of the exhibition booth until such failure is remedied.
- 3. The accurate location of the exhibition booth shall be agreed with the Exhibition Operator before starting installation works. In the other case any worksrelated to the demounting and re-erection of the exhibition booth constructions within the framework of the entire exhibition is carried out at the expense of the Exhibitor.
- 4. After removing the carpeted floor, all wastes of the gummed tape shall be removed from the floor of the Pavilion.
- 5. All losses caused by damage to any constructions and parts of the Pavilion caused by the fault of the Exhibitor or its Developer shall be reimbursed by the Exhibitor.
- 6. Approval of the exhibition booth project:
- 6.1 In order to agree the exhibition booth design following documents are to be submitted prior to 9 August 2019 to the address of the Exhibition Operator as@rotexpo.ru:
- -technical drawing of the exhibition booth, including the name of the company, the number and size of the exhibition booth, an indication of the presence of the 2nd floor and its area, the plan of the 1st and 2nd floor; -detailed power project with indication of maximum load capacities for each unit of equipment, points of connection of electrical equipment, etc.

In case of providing the above documents later than the specified period, the Exhibition Operator reserves the right to prevent the construction company to carry out installation work.

In order to pass and pay for the technical expertise of the exhibition booth the Master Developer, MONTAZHNIK manufacturing group LLC tel. +7 (495) 644-29-11, +7 (495) 258-87-48, +7 (915) 359-99-53 or a toll-free number +7 (800) 234-41-06 (1303) or (1288) (Andrey Shcherbatov, Department Head) has to be provided with the following documents:

- -Certificate to Foreign Government of GOST R ISO 9001-2011 (ISO 9001:2011);
- -the plan of the Exhibition/exhibition booth (for boothard building) or the project of the exhibition booth (for non-boothard building) with interpretation of symbols;
- -a letter with a list of equipment required for the construction of the exhibition booth, indicating the name of the Exhibitor, for which the construction is carried out in 4 copies. The letter has to be certified by the head of the Developer;

- -certificates of conformity for used materials, structures, electrical equipment;
- -certificate for power structure for 2-storey booth;
- -a copy of the order on the appointment of a responsible person for the installation and dismantling works and maintenance of the exhibition booth during operation, and responsible for safety during installation and dismantling works on the booth;
- -booth electrical design (2 copies) with the interpretation of symbols, indicating the voltage of power supply, maximum load capacity for each unit of equipment, points of connection of electrical equipment, certified by the head of the developer;
- -copy of the order on appointment of the person responsible for mounting/dismantling of electric equipment not less than 4 groups of the admission;
- -a copy of the log test the knowledge of electricians with the seal of Gaselectronica;
- -the list of electricians not less than 3 groups of the admission participating in electric installation work at this Exhibition signed by the responsible person for electric installation work, with indication of the responsible for work at the exhibition site; -copies of the certificates specified in the list of electricians;
- -a list of installers involved in installation and dismantling works on the booth, certified by the head of the developer in 3 copies;
- a complete list of materials and structures used on the exhibition booth, certified by the head of the CUSTOMER;
- -fire certificates and certificates of conformity for used materials and structures;
- -certificates for power structures for 2-storey exhibition booths, suspensions and exhibition booths installed outdoors;
- -calculation of static loads on power structures of 2 storey exhibition booth, hanging structures with the attached positional plan of structural elements, with the stamp of the organization that performed the calculation;
- -calculation of wind loads for exhibition booths installed out-doors, with the stamp of the organization that performed the calculation;
- -drawings of 2-storey exhibition booth, hanging structures and exhibition booth installed outdoors, indicating the size and types of cuts signed by the designer and stamped by the organization that completed the project of the exhibition booth.

The Exhibitor shall sign an Agreement with the General developer to check the technical documentation and to perform electrical measurements.

After checking the technical documentation, the letter with the list of imported equipment is marked on the admission of the organization to the installation work. Representative of the General Builder Montazhnik manufacturing group (8 (915) 359-99-53 Andrey Shcherbatov) is provided with the following documents:

-the act of performance of fire-retardant works; -certificates of fire safety for the materials used.



Attention! If the Exhibitor requests the execution of construction, electrical and art works to another

company, he is obliged to bring to their attention to the above information.

Fire-safety procedures

The boothard exhibition booth is provided to the Exhibitor in proper condition with ensuring the basic conditions of fire safety. Responsibility for fire safety and compliance with fire protection measures at the exhibition booth during mounting and dismantling is the Developer. During the Exhibition, the Exhibitor together with the exhibition booth Developer are responsible for fire safety within their powers related to the operation of the exhibition booth, as well as its technical support and equipment installed on it. Control over the implementation of these rules is carried out by the technical services of the Master Developer, Exhibition Operator, and local fire service authorities.

The Exhibitor/ Constructor of the exhibition booth in advance, but no later than two weeks before the beginning of the construction works (until 9 August 2019) provides the Master Developer, Montazhnik manufacturing group LLC tel. +7 (495) 644-29-11, +7 (495) 25887-48, +7 (915) 359-99-53 or a toll-free number +7 (800) 234-41-06 (1303) or (1288) (Andrey Scherbatov, Head Development) information about all radioactive, flammable and explosive materials and exhibits for acceptance of appropriate agreed safety measures. Import of the specified materials and exhibits without the permission of the Exhibition Operator and the Master Developer of Montazhnik LLC is not allowed. Fixed constructions of exhibition booths can be made of non-combustible and hardcombustible building materials. For interior decoration exhibition booths, offices, podiums, ceilings, and fences shall be applied non-combustible and nonflammable materials. The use of draperies made of combustible synthetic materials that cannot be treated with a flame retardant is not allowed.

In the halls, it is forbidden to carry out paintwork using highly flammable dyes.

All booth materials used in the construction of the exhibition shall be presented with fire safety certificates.

Carpets and carpet covering shall have fire safety certificates that meet the requirements of the «Technical regulations on fire safety requirements». Carpets and carpet used in Pavilions shall be firmly attached to the floor along the perimeter and at the joints. In the period of mounting and dismantling access ways in Halls (mounting gates and passages) shall be free. Unneeded transportation crates, packaging, and similar materials and equipment shall be removed from the Pavilion.

On the ways of evacuation and movement of visitors, it is forbidden to arrange thresholds and turnstiles. Passageways for visitors shall be at least 2 meters wide and provide ring traffic, as well as free access to evacuation passages, electrical panels, fire hydrants, and other fire-fighting equipment.

The use of electrical appliances for making tea

and coffee can be allowed only in rooms specially designated and equipped for this purpose.

It is prohibited at the exhibition booths:

- storage of flammable and flammable liquids;
- install containers with easily flammable gases.;
- demonstration of exhibits in action using an open flame.

At the open laying of electric networks to exclude the danger of their mechanical damage.

All connections and branches of wires and cables shall be made by welding, soldering, crimping or special clamps. Injunctions and branches of cores of wires and cables shall be reliably insulated.

For lighting of exhibition booths shall be used in the lamps. With the fire hazard, permits the use of lamps with a protection degree that meets PUE (rules of construction electrostatic - active). The distance from the lamps to flammable or hardly flammable surfaces shall be at least 50 cm.

On the show floor, the demonstration of working models and installations working on flammable liquids or flammable gas is permitted only subject to the filing of their pipelines from a reservoir installed outside Pavilion and taps the exhaust gas to the outside. Installation and demonstration of exhibits and processes related to the possibility of fire (welding and soldering works, other types of work related to open fire, combustible solvents, etc.) shall be agreed with the Exhibition Operator.

Storage of exhibits, spare equipment, containers, and packaging materials shall be carried outside of the Pavilion or in specially designated areas.

Smoking is prohibited in the Pavilions.

Fireworks, the use of sparklers, firecrackers and other pyrotechnic products are prohibited on the exhibition grounds and in the Pavilions. Welding and other flammable works are allowed only in the presence of appropriate permits, in strict compliance with applicable fire safety regulations.

All other issues that are not specified in these terms and arising during the installation and dismantling works, the Exhibition, are resolved on the spot by fire protection specialists. If the design of the exhibition booth does not comply with these rules, the Exhibition Operator has the right to require the Exhibitor and the booth Builder to dismount the exhibition.

All Exhibitors shall know and comply with fire safety measures, are able to act in case of fire and use primary fire extinguishing means.

For violation of fire safety rules to Exhibitors and Developers of the Exhibition Supervisory bodies of the Ministry of emergency situations in the prescribed manner, sanctions are applied in accordance with the current legislation of the Russian Federation.



Rules for working with electrical equipment

RULES FOR WORKING WITH ELECTRICAL 1.10 EQUIPMENT exh

- 1.1 To conduct electrical works and operational maintenance of electrical equipment at the exhibition booths and structures are allowed persons who meet the requirements for electrical personnel and have the appropriate qualifications for electrical safety at least 3 groups in accordance with the rules and regulations in force in the Russian Federation;
- 1.2 All electrical works on the current-carrying areas (or near them) should be made only in case of electrical stress relief;
- 1.3 When laying exposed circuits, provided no mechanical damage is possible, it is necessary to use cables with fireproof shell;
- 1.4 In the open areas and in places of pass of cables shall be covered with special ramps;
- 1.5 It is forbidden to strip the unprotected electricity cable and installation of lighting fixtures on combustible structures;
- 1.6 All connections and branches of wires and cables shall be carried out only with special clips and connectors, it is forbidden to connect the current collectors to the power supply by directly connecting the wires;
- 1.7 Each exhibition booth shall be equipped with an electrical panel with a protective switch-off device with the corresponding design loads of protection devices, separately for the lighting network, technological equipment, as well as equipment for which it is necessary to supply power supply voltage (refrigeration units, office equipment, etc.);
- 1.8 A free approach shall be provided to the electrical input devices;
- 1.9 For lighting of exhibition booths and designs electric lamps, in relation to fire-hazardous rooms of class P2 shall be used. The use in lamps of light diffusers made from organic glass, polymers and other flammable materials are not allowed. The distance from the lamps to flammable or hardly flammable surfaces shall be at least 50 cm;

- 1.10 Upon completion of electrical works at the exhibition booth and wiring to the distribution Board of the Pavilion, the representatives of the Developer together with the representative of the Master Developer check the quality of their performance, and then connect to the power supply of the Pavilion in accordance with the energy project;
- 1.11 The voltage supply is made to the input device of the exhibition booth (electrical panel), corresponding to the declared capacity, by the representative of the Test Ring the branch of JSC «VNIIZHT» and responsible for the exhibition booth after the signing of the Act on the separation of ownership and responsibility for the operation of electrical installations up to 1000 kV between the technical service of the Pavilion and responsible for the electrical connection at the exhibition booth from the Developer. The act establishes the boundaries of the division of ownership and responsibility for the operation of electrical equipment and networks during the Exhibition;
- 1.12 Dismantling of electrical equipment and corresponding disconnections at the exhibition booths are performed by the personnel who performed the installation;
- 1.13 During installation and dismantling works, electrical equipment of exhibition booths and structures, including the supply cable, is in operation of the companies that carry out their installation;
- 1.14 Representatives of the Exhibition Operator or the technical service of the Test Ring the branch of JSC «VNIIZHT» have the right to make an emergency power outage from the exhibition booths and structures in case of accidents and to prevent accidents with gross violations of operational code for electrical installations and PTF;
- 1.15 Consumers of electricity at the Exhibition are not allowed to connect additional loads not specified in the plan to the input device without the approval of the Exhibition Operator and the technical service of the Test Ring the branch of JSC «VNIIZHT".

General characteristics of pavilions

Pavilion	Exhibition area (gross), sq. m.	Maximum height, m.	Maximum building height, m
Pavilion 1	1 200	5.7 (ridge) 3.24 (h walls)	4 3
Pavilion 2	3 260	8.0	5
Pavilion 3	450	5.7 (ridge) 3.24 (h walls)	4 3
Pavilion 4	600	3.24 (ridge) 3.24 (h walls)	4 3
Pavilion 4	3 000	6.7 (ridge) 3.0 (h walls)	4 3



Equipped booth type «Basic»



Equipment Name	l laita		Booth are	ea sq. m.	
Equipment Name	Units	9-11	12-14	15-17	18-20
Podium table h 0.75x1.0x0.5m	piece(s)	1	2	2	2
Table 70x70 cm	piece(s)	1	1	1	2
Chair	piece(s)	3	3	4	4
100 W SPOT light	piece(s)	3	4	5	6
220 W Socket Set	piece(s)	-	1	1	2
Wall-mounted Hanger	piece(s)	1	1	1	1
Paper Bin	piece(s)	1	1	1	2
Meeting Room, sq m	sq. m	-	3	6	9
Sliding Door Unit	piece(s)	-	-	1	1
Wall Element with Curtain	piece(s)	-	1	-	-
Fascia h=0.3 m	p. m.	along the length of the booth on the side of the passage between the blocks of booths, the color of the inscription is blue			f booths,
Carpeting	sq. m	grey color			

- OCTANORM constructor.
- Each exhibition booth is equipped with the frieze inscription (up to 15 characters h=10 cm).
- Corner exhibition booths are equipped with two frieze panels with inscriptions.
- The Exhibitor shall bear responsibility for the spelling errors in the provided frieze inscriptions.
- Replacement of the equipment for another, its use on other exhibition booths and refund for unused equipment included in the boothard set are not provided.
- Lamps and socket units are installed only along the perimeter of the frieze part of the exhibition booth. In all other cases, the location of lamps and sockets, their installation is considered as an order of additional equipment.
- The color of the carpet is grey. The color of the inscription is blue.



Contacts:

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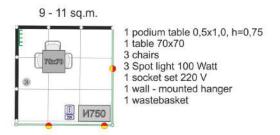
Equipped booth type «Basic»

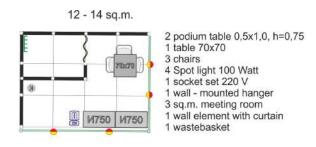
This page presents boothard equipment equipped exhibition booths type «Basic» depending on the square footage of the leased exhibition booth.

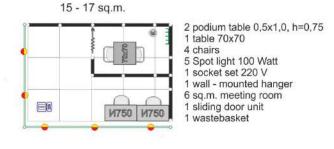
Sockets. The power outlets and the provision of electricity is included in the cost of construction of boothard exhibition booth area from 12 sq. m. If necessary electrical connection at the booth at least 12 sq. m. required ordering of block sockets and electrical connection for it.

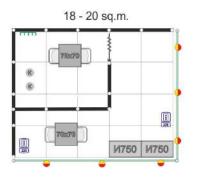
The closed conference area. With the increase in the area of the exhibition booth, the area of the negotiation (auxiliary) room included in the price increases. The presence of a meeting (utility) room is not a mandatory requirement. It is possible to refuse it, having coordinated the scheme with the technical Manager, or to order in a personal office of the Exhibitor (having preliminary specified quantity of wall panels for the order).

Frieze harness. To make the construction of a boothard exhibition booth stable, a frieze binding consisting of frieze panels and columns is mounted on the open sides. Step panels - 1, 2, 3 m, i.e. every 3 meters of the open side of the exhibition booth down from the frieze panel will go down the rack with a diameter of 4 cm, in the diagrams indicated by a circle on the edges of the green frieze panel.









2 podium table 0,5x1,0, h=0,75 2 table 70x70 4 chairs 6 Spot light 100 Watt 2 socket set 220 V 1 wall - mounted hanger 9 sq.m. meeting room 1 sliding door unit 2 wastebasket



Equipped booth type «Improved»



_		Booth area sq. m.				
Equipment Name	Units	9-12	13-17	18-24	25- 48	49-60
Podium table h 0.75x1.0x0.5m	piece(s)	1	1	1	2	2
Table 70x70 cm	piece(s)	1	1	2	2	3
Chair	piece(s)	3	4	6	8	12
150 W Light on a Bracket	piece(s)	3	5	6	7	8
100 W SPOT light	piece(s)	2	3	5	7	9
220 W Socket Set	piece(s)	1	1	1	2	2
Wall-mounted Hanger	piece(s)	1	1	1	1	1
Paper Basket	piece(s)	1	1	1	2	2
Fascia h=1,0 m	p.m.	along the length of the booth on the side of the passage between the blocks of booths				
Carpeting	sq. m.	on the entire booth area (color at choice: grey, blue, red, green)				

- MAXIMA constructor.
- Each exhibition booth is equipped with the frieze inscription (up to 15 characters).
- Corner exhibition booths are equipped with two frieze panels with inscriptions.
- The Exhibitor shall bear responsibility for the spelling errors in the provided frieze inscriptions.
- Replacement of the equipment for another, its use on other exhibition booths and refund for unused equipment included in the boothard set are not provided.
- Lamps and socket units are installed only along the perimeter of the frieze part of the exhibition booth. In all other cases, the location of lamps and sockets, their installation is considered as an order for additional equipment and is calculated at the cost specified in the Exhibitor's Guide.
- The height of the booth structure is 3.5 m, the height of the wall panels of the booth is 2.5 m.



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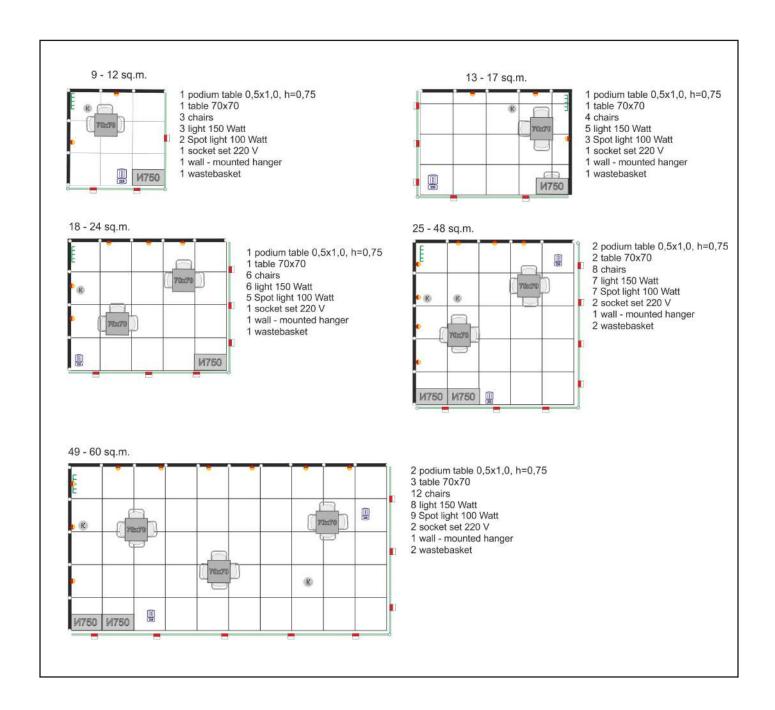


Equipped exhibition booth type «Improved»

This page presents boothard equipment equipped exhibition booths type «Improved» depending on the square footage of the leased exhibition booth.

The construction of the exhibition booths of the «Improved» type is available starting from 9 sq. m. of the rented pavilion area.

Sockets. The socket units and the provision of electricity are included in the cost of construction of exhibition booth area from 9 sq. m.





Section 2: Additional equipment and services

Flectrical installation work on exhibition booths

The supply and consumption of electricity are not included in the price of the unequipped space and shall be ordered in Personal Account (the Exhibitor can order a power supply of 2 kW or more if necessary). The Exhibitor (or its Developer) shall make sure that he ordered the power supply of the required capacity.

Important! There may be a need to place an order for additional electrical connection to the equipped exhibition booth in excess of the expected power consumption at the exhibition booth. This situation may arise when the need to connect to the power supply exhibit or equipment with high power consumption (more than 1.5 kW, such as a coffee machine). For such equipment, an additional electrical connection and socket are ordered.

The connection is made on the last day of mounting period of the Exhibition (27 - 31 August 2019).

Organization of power connection:



2,0 KW	293 EUF
5,0 KW	400 EUF
, 10 KW	547 EUF
15 KW	667 EUF
25 KW	800 EUF
50 KW	1227 EUF



Internet connection on exhibition booths

In Personal Account the Exhibitor has the opportunity to choose any way of connecting to the Internet with one or more devices.

There are two basic features:

- 1) select a connection with a suitable data rate (the Exhibitor receives a cable with a boothard connector for connecting a laptop and/or other device with the selected data rate);
- 2) Internet connection Wi-Fi (for all days of the Exhibition).

The connection is made on the last day of installation for the period of the Exhibition (27 - 31 August 2019). Traffic is not limited.

Important! To implement Wi-Fi network on the booth on the territory of the Pavilions, it is forbidden to use your own equipment.

Providing wired access to the Internet (dedicated channel with unlimited traffic, one internal IP-address) at speed:



10	Mbit / s	484 EUR
	Mbit / s	
50	Mbit / s	1128 EUR

Providing wireless Internet access (Wi-Fi technology in the room) for the period of the Exhibition: The price includes one access point. One access point provides simultaneous connection of up to 10 users.



10 Mbit / s5	57 EUR
20 Mbit / s	92 EUR
50 Mbit / s11	





Temporary staff

During the Exhibition, the services of temporary staff are provided on request. The order of services for the provision of temporary staff is carried out in the Personal Account of the Exhibitor. Please note that the reservation is made in advance (before the event).

Security of the Exhibition booth

The cost of protection is calculated by the formula: number of days of protection x current rate = cost



Cleaning of the Exhibition booth

The cost of cleaning is calculated according to the formula: square footage of the exhibition booths x actual rate = cost

Daily cleaning of the Exhibition booth involves cleaning the carpet covering the floor with a vacuum cleaner and cleaning the wastebaskets.



Booth staff at the Exhibition booth

The cost of booth services is calculated by the formula: number of hours (or days) of work x current rate = cost







Fascia signs and logos

Printing of a frieze inscription or logo of the Exhibitor may order in your Personal Account in section «Place an order» — «Additional services».

Important! Self-pasting of leased equipment is strictly prohibited and subject to fines. If you want to paste over your own material, you shall order the service «pasting material customer» and in advance to provide it to the Master Developer.

FRIEZE INSCRIPTION

The text of the inscription shall be made in your account when ordering additional equipment. The text is sent to print according to the entered data.

The cost of renting an exhibition booth of boothard construction includes a frieze inscription up to 15 characters inclusive.

Spaces are not counted as a character.

The color of the inscription can be selected when ordering a booth of Advanced configuration. When choosing the configuration of the «Basic» color labels boothard blue 049.



LOGOS

Logo printing is ordered in Personal Account, the logo place is shown in the diagram - a frieze panel, info booth.

If the logo (picture, graphics) is provided by the Exhibitor in the formats JPEG, GIF, PNG, then the Exhibition Operator produces (prints and prints) a one-piece (rectangle) logo from the ORAJET tape. In this case, the logo can be multicolored, with complex drawings, but will necessarily contain a background.

If the logo is provided by the Exhibitor in the formats - CDR, Al, EPS - it is possible to order a logo from the ORACAL tape, the logo will be made (cut and pasted) without a background. The colors shall be chosen according to the layout ORACAL

641 and indicate on the diagram and/or in a letter to the technical Manager (in this case, different tapes are cut out, one gray, the other red, is considered as cutting two logos).

The price is for 1 sq. m. logo printing. Each partial meter is billed as a full. (For example, 2*0.3= 0.6 m - 1-meter logo order).

The layout of the logo shall be sent to the e-mail technical managers (in high resolution, at least 300 dpi), specify the desired size of the product and place an order according to the square footage of the logo.







Pasting and banners

Pasting single-color tape ORACAL or full-color tape ORAJET, the Exhibitor may order in your Personal Account in the section «Additional services».

Important! Self-pasting of the leased equipment is strictly prohibited and subject to fines. If you want to paste over your own material, you shall order the service «pasting material customer» and in advance to provide it to the Master Developer.

ORACAL TAPE PASTING

It is possible to order the covering for wall panels or info booth one color, in this case, you need to order ORACAL tape pasting - calculations are based on sq. m of the pasted surfaces. Each partial meter to be in the sample as complete. (For example, pasting one meter wall panel

0,9*2,4=2,16 - 3 meters pasting tape ORACAL)

The colors shall be selected according to the layout ORACAL 641 and indicate on the scheme and/or letter to the Technical Manager.



FULL-COLOR TAPE PASTING

It is possible to order full-color tape pasting for wall panels or information booth - in this case, you shall place your order ORAJET full-color tape pasting - calculations are based on sq. m of the pasted surfaces. Each non-complete meter is calculated as a full one.

Important! When ORAJET full-color tape pasting connecting wall panels are not pasted, they remain visible. In order to cover the entire wall, including the booths, order printing and installation of the banner on the booth. The layout shall be in good quality, at least 300 dpi, formats .tiff, .eps, .cdr.



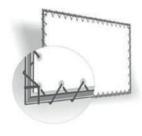
BANNERS

When ordering the printing and mounting of the banner, the Exhibitor shall choose the method of fixing the banner (the price of its installation depends on this), place on the booth and calculate the total footage.

Mounting of banner eyelets - article 06708 (in the banner to make the hole papermate fastening the banner to the surface).

Mounting a banner on mortgages - article 06709 - a more expensive way of mounting, but there will be no visible holes on the banner.

The layout is sent to technical managers (in good quality, not less than 300 dpi, formats .tiff, .eps, .cdr).







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Section 3: Binding documents

Documents required at the time of order value added services

Additional services are provided only to Exhibitors who have signed an Agreement with the Exhibition Operator to participate in the Exhibition.

When ordering additional services, the main document is:

- Application for valuadded services

The application for additional services is filled in the Exhibitor's Personal Account. The Exhibitor shall send a scanned copy of the signed document to the Technical Manager.

Ekaterina Kuzmenkova, tel. +7 (495) 258-80-82, extens. 6563, tech1@rotexpo.ru

When ordering a booth of boothard types «Basic» or «Improved», it is obligatory to fill in:

- Booth scheme

The scheme of the selected configuration of the exhibition booth is unloaded in this document. The list displays all the types of equipment ordered for the exhibition booth in your personal cabinet. The Exhibitor shall place the equipment on the layout of the exhibition booth and send a scanned copy of the signed document to the Technical Department. Ekaterina Kuzmenkova, tel. +7(495) 258-80-82, extens. 6563, tech1@rotexpo.ru

After placing an order in Personal Account, the Exhibition Operator provides the Exhibitor with a completed Application for signature by placing it in the personal cabinet of the Exhibitor.

The Exhibition Operator shall issue an invoice for additional services only on the basis of the application signed by the Exhibitor. The Application signed by the Exhibitor shall be transmitted to the Exhibition Operator via electronic communication. Ekaterina Kuzmenkova, tel. +7 (495) 258-80-82, extens. 6563, tech1@rotexpo.ru Value-added services are provided to the Exhibitor only after 100% payment. The number of Applications for value-added services is not limited.



Application for value added services (sample), page 1

ЗАЯВКА/ APPLICATION

на дополнительные услуги/ for additional services к договору/ to contract №11/63/___ от/from «___»____ 2019 г.

г. Москва/ Моссом 2019 г. « »

Наименование мероприятия /

Company name

Международный железнодорожный салон пространства 1520 «PRO//Движение.Экспо»/ International railway fair in the area 1520

"PRO//Motion.Expo"

Выставочный оператор/ Exhibition operator

ИНН/КПП / INN/KPP

Юридический адрес /

Legal address

Телефон/phone E-mail

7704787852/770501001

115035, г. Москва, ул. Садовническая, д. 71. стр. 1, пом. 7, эт. 4/

Sadovnicheskava street 71, bld. 1, room 7, floor 4, Moscow, 115035, Russia

+ 7 495 256 80 82.

ds@rotexpo.ru, info@railwayexpo.ru

OOO «POTEKC» / LLC «ROTEX»

Экспонент / Exhibitor

в лице / in the person Действующего на основании/ Acting on the basis of ИНН/КПП / INN/KPP

Юридический адрес / Legal address

E-mail

ПЕРЕЧЕНЬ И СТОИМОСТЬ ДОПОЛНИТЕЛЬНЫХ УСЛУГ/ LIST AND COST OF ADDITIONAL SERVICES

№	Артикул/ Code	Наименование услуги/ Name of service	Ед. изм./ Unit	Цена за ед., евро/ Value per unit, Euro	Кол-во/ Quantity	Цена, евро, в т.ч. НДС 20%/ Value, Euro, including VAT 20%
					етом НДС/ with VAT:	
			В том числе НДС 20%/ Including VAT 20%:			
					о к оплате/ al amount:	

Стоимость дополнительных услуг составляет иифра (прописью) евро иифра центов, в том числе НДС 20% цифра (прописью) евро цифра центов.

Комиссия взимаемая банком за перевод денег оплачивается за счет Экспонента.

Экспонент обязуется оплатить 100% стоимости дополнительных услуг в течение 5 (пяти) рабочих дней с даты выставления счета. В случае нарушения указанного срока оплаты Выставочный оператор вправе в одностороннем порядке аннулировать Заявку и счет.

Услуги, заказанные после 04 июля 2019 г., предоставляются с увеличением расценок от первоначальной стоимости на 50%, а после 23 июля 2019 г. – на 100%.

Выставочный оператор оказывает Экспоненту дополнительные услуги при условии 100% оплаты и зачисления денежных средств на расчетный счет

The value of additional services is the figure (in words) € figure cents, including VAT 20% figure (in words) € figure cents.

Any commission amounts charged by banks is paid by the Exhibitor.

The Exhibitor agrees to pay 100% of the cost of additional the value of additional services within 5 (five) working days from the date of invoice. In case of failure of the term of payment the Exhibition operator is entitled to unilaterally cancel the Application and the invoice.

The services ordered after 04th of July 2019, are provided with increase in prices from the initial value by 50%, and after 23 $^{\rm th}$ of July 2019 – by 100%.

Exhibition operator provides the Exhibitor with additional services in case of 100% advance payment and when the money are credited to the account of the



Application for value added services (sample), page 2

Выставочного оператора.

Отказ Экспонента от дополнительных услуг, а также сокращение объема заказанных услуг в одностороннем порядке после подписания и оплаты настоящей Заявки не допускается. Экспонент, желающий отказаться от дополнительных услуг или сократить объем заказанных услуг, обязан направить адрес Выставочного оператора посредством электронной почты письменное Обращение с изложением обстоятельств и причин отказа. На основании указанного Обращения переговоров Стороны путем определяют дальнейший порядок расторжения или изменения настоящей Заявки.

В случае, если письменное Обращение поступило после 24 июля 2019 года, денежные средства, поступившие от Экспонента, не возвращаются и удерживаются Выставочным оператором в качестве штрафа.

Стороны вправе направлять друг другу информацию и документацию в электронном виде. Документация и информация в электронном виде будет считаться направленной и полученной надлежащим образом в момент её отправления, если направлена c соответствующего электронной почты, указанного в настоящей Заявке. Факсимильная копия настоящей Заявки имеет юридическую Экспонент силу. обязуется предоставить Выставочному оператору оригинал Заявки до начала работы Выставки.

Подписывая настоящую Заявку дополнительные услуги Экспонент подтверждает, что ознакомлен «Общими условиями участия В выставках 000 «РОТЕКС» и Справочником Экспонента, а также гарантирует оплату по счету.

Exhibition operator.

Refusal of Exhibitor from additional Services, as well as reduction of the ordered services unilaterally after signing and payment of this Application is not allowed. The Exhibitor who wishes to refuse additional services or to reduce the amount of ordered services is obliged to send to the Exhibition operator a written request outlining the circumstances and reasons for the refusal by e-mail. On the basis of the specified request the Party define the further order of cancellation or change of this Contract via negotiations.

If the written request is received after 24th of July, 2019, the money received from the Exhibitor is not returned and is withheld by the Exhibition operator as a fine.

The parties have the right to send each other information and documentation in electronic form. Documentation and information in electronic form will be considered as directed and properly obtained at the time of its send, if it was sent from the relevant e-mail address specified in this Application. A facsimile copy of this Application is legally binding. The Exhibitor is obliged to provide the Exhibition operator with the original Application before the beginning of the Exhibition.

By signing this Application for additional services the Exhibitor confirms that he is familiar with the "General conditions of participation in exhibitions of the company "ROTEX" and the Exhibitor Directory, as well as guarantees payment on the account.

^{*} Действующего на основании /Acting under Basis of authority



Supplement to contract - Layout of booth (sample), page 1

	Moscow, Scherbin 28 - 31, 2019	ka			LOGISTICS FORUM
	Supplement to con	tract №/_/	from «	_»	_2019 г.
Moscow	city			«»	2019
		Layout of star	nd		
Company				Contact per	son
	Stand №	Tel.	E-mail:		
	Print this paper and n	nake a sketch of the layout of the sta	and using symbols from	Exhibitor's gude.	
					E 1 m.
	Energy usage	of extra electrical equipmen	t for the stand		
Comentar	y:				
S i					
H					
pointed out the with connection with brackets, location will be	at such positions as wall eleme on (water supply, electricity: reefer equipment etc. are station efinal.	e stand has to correspond to the orie ent (wall panel), fascia panel, door se spotlights, other light, rockets etc., co onary and will be located according to	t (door, louvre-boards, v ompressed air), mounte o your layout (if technic	window shades of the dinto racks, high states along the same along	he office), all elements showcases, showcases
		quipment for the stand is ordered elec	ctricity of the correspon	ding power.	
8 (495) 256-8	manager will answer all your 0-48 ext. 6563, 6559	questions::			
	o.ru; tech2@rotexpo.ru; s supplement to contract we c	onfirm the arrangement of the extra	equipment on the stan	d and its design	
		(Annual)			/
STAMP HERE	Act on the basis	s of			

Specification:



Supplement to contract - Layout of booth (sample), page 2

Russia, Moscow, Scherbinka August 28 - 31, 2019



Ordered extra equipment

For your accommodation there is a part "Specification" on this paper, where you can see all your ordered in the private account extra equipment on the stand.

If you want to change your order – you should do it in your private account and download this supplement to contract with correct information again.

Stand building: Lettering on the fascia board: 1: 2: 3: 4: Ordered electricity:	
Extra equipment and services: Standard stand elements and equipment:	
Our technical manager will answer all your questions:	

Our technical manager will answer all your questions: 8 (495) 256-80-48 ext. 6559, 6563 e-mail: tech1@rotexpo.ru; tech2@rotexpo.ru;

- Invoice.



Power of attorney (sample)

Международный железнодорожный салон пространства 1520 PRO//ДВИЖЕНИЕ. ЭКСПО Экспериментальное кольцо АО «ВНИИЖТ» Россия, г.Москва, г.Щербинка 28-31 августа 2019

ДОВЕРЕННОСТЬ THE POWER OF ATTORNEY

" " 2019 г.			
Дата выдачи / Date of issue Mecто выдачи / Place of issue			
Настоящая доверенность выдана (ФИО, должность):			
This Power of Attorney issued by (name, position):			
В дальнейшем именуемому "Поверенный", паспорт:	NΩ		
Hereinafter referred to as "Attorney", passport:	INΣ		
выдан:	дата		
issued:	date		
Адрес регистрации по месту жительства:			
Address of registration at place of residence:			
в том, что ему поручается представлять интересы (наименование с	рганизации-экспонента):		
that he is entrusted to represent the interests of (name of organization-	exhibitor):		
далее именуемой "Доверитель", связанные с участием Доверителя пространства 1520 "PRO//ДВИЖЕНИЕ. ЭКСПО", проводимом ООО 'д.1, на территории Экспериментального железнодорожного кольц "Выставка"). hereinafter called the "Grantor" related with the participation of the CPRO//MOTION.EXPO held by "ROTEX" LLC in Moscow, Shcherbinka, ring of JSC "VNIIZHT" from 28 to 31 of August 2019 (hereinafter - "Exhib	"РОТЕКС" в г.Москве, г.Щербинке, ул.Бутовский тупик, a ОАО «ВНИИЖТ» с 28 по 31 августа 2019 г. (далее - Grantor in the International Railway Fair in the Area 1520 Butovsky Blind Alley, 1 on the territory of the Experimenta		
Для выполнения представительских функций Поверенному предос подавать документы, заявления, претензии, вести дела Доверител причитающееся Доверителю имущество (включая выставочную пло документы по выставке), возвращать полученное имущество, подпи совершать иные действия и формальности, связанные с выполнен	тавляются следующие права: получать документы, я, связанные с его участием в Выставке, получать щадь, стенды, дополнительное оборудование, исывать акты оказанных услуг, расписываться и		
To perform the representative duties the Attorney is provided the follow statements, complaints, to conduct business of the Grantor related with property (including exhibition area, booths, additional equipment, docu property, to sign acts of services rendered, to sign and to perform other this order.	h his participation in the Exhibition, due to the Grantor ments concerning the exhibition), to return the received		
Подпись "Поверенного" (ФИО, должность)	заверяю		
Signature of "Attorney" (name, position)	assure		
Полномочия по настоящей доверенности не могут быть переданы Authority under this Power of Attorney can not be transferred to others.	другим лицам.		
Вниманию экспонента Настоящая доверенность заполняется на компьютере, либо от печати организации. Применение факсимильной подписи не допус Доверенность действительна при условии заполнения всех ст дирекцию ООО "POTEKC" в период проведения Выставки 28-31 аг документов:	жается. рок. Оформленная доверенность предоставляется і		
- договор;			
- акт выполненных работ; - счет-фактура.			
To the attention of the Exhibitor			
This Power of Attorney is filled on your computer, either by hand, certified	ed by the signature and stamp of the organization. The use		
of facsimile signatures is not allowed.	The Device of Allegrania are study in Direction		
The Power of Attorney is valid under the condition of filling in all the row "ROTEX" LLC in the period of the Exhibition 28-31.08.2019 for receipt o	가는 보기가 보면 다 가게 되었다. 하고 10 New York 하는 10 New York No. 10 New York No. 10 New York New York New York New York		
- Contract;			
Act of rendered services;			

Настоящая доверенность действует по 01 сентября 2019 г. This Power of Attorney is valid untill 01.09.2019 railwayexpo.ru info@rotexpo.ru



Annex 1

Annex 1

Sample of the letter for exhibitors (on the form of your company) - 3 copies.

To the Directorate of the international railway fair in the area 1520 PRO//MOTION. EXPO

ompany_		Stand number	er .
	u to allow to import and subsequent export of exhibits, exhibition	n equipment and materials. A list of them is	attached.
#	Name	Amour	nt Note
esponsib	ole person (full name, contact phone number)		
umber ar	nd markof the vehicle		
gnature,	stamp		



Annex 2 Information about hanging the construction inside a Pavilion

lame of organization (customer)
Stand #
Design dimensions
Materials
Structural weight
he list and the total weight is additionally suspended from the construction equipment (lighting equipment,
dvertising supports, decorative lining)
he total weight of the unloaded construction
stimated number of suspension points
stimated load on each point of the hang
stimated height of the suspension from the floor (at the top of the structure)
Responsible for installation and safety (Name, position, phone number)
The customer is responsible for the assembly and strength of the structure, as well as for the organization of mounting points on the structure. Ititch of additional equipment (lighting equipment, advertising media, decorative cladding) on the Iready suspended structure is PROHIBITED!
signature
(customer) STAMP
agreed by ROTEX LLC



Plan - scheme



INTERNATIONAL RAILWAY FAIR IN THE AREA 1520 PRO// MOTION.EXPO

Section 4: Price-list

Price list for equipment and services at the Exhibition

Article	Name of service	Units	Price, EUR*
6727	Badge «EXHIBITOR»	рс.	13
6620	Pass for a car (for the period of installation / dismantling)	pc.	93
6621	Pass for the participant's car (for the period of the exhibition)	pc.	173
6622	Pass for the cars with capacity up to 3.5 tons (for the period of installation / disassembly)	рс.	40
6623	Pass for the cars with capacity over 3.5 tons (for the period of installation / disassembly)	рс.	53
6624	Internet on the booth 10 Mbit / s	serv.	484
6625	Internet on the booth 20 Mbit / s	serv.	787
6626	Internet on the booth 50 Mbit / s	serv.	1128
6627	Internet connection (Wi-Fi) with the data rate of up to 10 Mbit / s	serv.	557
6628	Internet connection (Wi-Fi) with the data rate of up to 20 Mbit / s	serv.	792
6629	Internet connection (Wi-Fi) with the data rate of up to 50 Mbit / s	serv.	1153
6630	Alternating current up to 2 kW (220V)	point	293
6631	Alternating current up to 5 kW	point	400
6632	Alternating current up to 10 kW	point	547
6633	Alternating current up to 15 kW	point	667
6634	Alternating current up to 25 kW	point	800
6635	Alternating current up to 50 kW	point	1 227
6636	Booth cleaning, 1 sq m		9
6637	Call a cleaner	serv.	18
6638	Booth guarding, 1 guard from 8.00 a.m 8 p.m. on 27th of August	serv.	160
6639	Booth guarding, 1 guard from 8.00 a.m 8 p.m. on 28th of August	serv.	160
6640	Booth guarding, 1 guard from 8.00 a.m 8 p.m. on 29th of August	serv.	160
6641	Booth guarding, 1 guard from 8.00 a.m 8 p.m. on 30th of August	serv.	160
6642	Booth guarding, 1 guard from 8.00 a.m 8 p.m. on 31st of August	serv.	160
6643	Night booth guarding, 1 guard from 8 p.m 8.00 a.m. (from 27 to 28 of August)		200
6644	Night booth guarding, 1 guard from 8 p.m 8.00 a.m. (from 28 to 29 of August)	serv.	200
6645	Night booth guarding, 1 guard from 8 p.m 8.00 a.m. (from 29 to 30 of August)		200
6646	Night booth guarding, 1 guard from 8 p.m 8.00 a.m. (from 30 to 31 of August)		200
6647	Night booth guarding, 1 guard from 8 p.m 8.00 a.m. (31 August to 01 September)		200
6648	Booth attendant with the knowledge of a foreign language (1 day)		147
6649	Booth attendant without the knowledge of a foreign language	serv.	133

6650	Wall element octanorm 1000*h2500 mm	pc.	46
6651	Wall element octanorm 500*h2500 mm	pc.	35
6652	Wall element with glass, octanorm 1000*h2500 mm (glass H=1400 mm)		71
6653	Wall element with glass, octanorm 500*h2500 mm (glass H=1400 mm)		53
6654	Wall element octanorm, sliding door with lock ("folding door") 1000x2500 mm (plastic)	pc.	106
6655	Wall element octanorm, wing door with lock 1000x2500 mm	pc.	141
6656	Wall element octanorm, curtain, fabric 1000x2500 mm	pc.	26
6657	Floor covering, 1 sqm (with trimming , with flameproofing)	sq.m.	18
6658	Fascia panel octanorm H=350 mm, per 1 lineal meter	m.	16
6659	Glass showcase 500×1000 mm, H=1000 mm	pc.	106
6721	Wall element Maxima 1000*h2500 mm	pc.	57
6722	Wall element Maxima 500*h2500 mm	pc.	48
6723	Increasing height of the wall «Maxima» up to 1000 mm (for 1 lineal meter)	pc.	16
6724	Increasing height of the wall «Maxima» up to 1000 mm (for 1 lineal meter)	pc.	19
6725	Sliding door MAXIMA	pc.	119
6726	Wing door MAXIMA	pc.	160
6660	Round glass showcases H=1000 mm, R inside.=500 mm, R outside=1000 mm		133
6661	Glass showcase 500×1000 mm, H=2500/H=2000 mm (2 glass shelves, without lighting)	pc.	194
6662	Glass showcase 1000×1000 mm, H=2500/H=2000 mm (2 glass shelves, without lighting)	ps.	212
6663	Glass showcase 500×500 mm, R=500 mm, H=2500 mm (2 glass shelves, without lighting)	pc.	141
6664	Round glass showcases H=2500 mm, R=1000 mm (without lighting)	pc.	229
6665	3 shelf unit, 1000×500 mm, h=2500 mm	pc.	64
6666	Shelf on wall 1000×300 mm	pc.	35
6667	Cheval mirror 1500×600 mm	pc.	32
6668	Spotlight (100 W)	pc.	23
6669	Halogen floodlight (300W)	pc.	85
6670	Metal-Halogen floodlight (150 W)	pc.	85
6671	Offset halogen luminaire on arm (150 W)	pc.	69
6672	Daylight lamp (40W)	pc.	34
6673	Lighting showcase (1 point, 35W)	pc.	23
6674	Socket 220V, up to 2,5 kW	pc.	38
6675	24hrs socket 220 V, (2,5 kW)	pc.	40
6676	Rent a rotating cube (1000 × 1000 × 1000 mm) (without logotype)	pc.	529
6677	Podium-table 500x500xh500	pc.	30

6678	Podium-table 500x500xh750	pc.	35
6679	Podium-table 500x500xh1000	pc.	39
6680	Podium-table 500x1000xh500	pc.	32
6681	Podium-table 500x1000xh750	pc.	39
6682	Podium-table 500x1000xh1000	pc.	44
6683	Podium-table 1000x1000xh500	pc.	44
6684	Podium-table 1000x1000xh750	pc.	45
6685	Podium-table 1000x1000xh1000	pc.	60
6686	Info counter 500x1000xh1000 mm	pc.	79
6687	Round info counter corner, R=500 mm, H=1000 mm	pc.	109
6688	Round info counter corner, R=1000 mm, H=1000 mm	pc.	123
6689	Cupboard 500x1000 mm, H=1000 mm (with doors)	pc.	97
6690	Soft chair	pc.	18
6691	Bar stool	pc.	31
6692	Bar stool with back	pc.	39
6693	Glass table d=700	pc.	72
6694	Round table d=700 mm	pc.	28
6695	Table 700 x 700 mm	pc.	57
6696	Meeting table 800x1200 mm	pc.	49
6697	Bar table h1000 d700	pc.	68
6698	Literature booth	pc.	53
6699	Waste basket	pc.	2
6700	Clothes rack	pc.	18
6701	Clothes booth	pc.	30
6702	Additional symbol of fascia panel inscription	pc.	5
6703	Lamination ORACAL, 1 sq.m	sq.m.	29
6704	Lamination of surfaces with the material of the customer	sq.m.	34
6705	Lamination of full-colour prints	sq.m.	80
6706	Logotype from ORACAL, one-colour, up to 1 m	pc.	54
6707	Logotype on fascia panel, complex, up to 1 m (full-coloured)	pc.	80
6708	Banner printing and installation (with eyelets / pockets / no treatment) for 1 sq.m. (H=up to 3 m)	sq.m.	33
6709	Banner printing and installation on inserts (H=3m) per 1 sq.m of banner	sq.m.	37
6710	Plasma panel (42" screen)	рс.	347
6711	Plasma panel (50" screen)	pc.	427
6712	Plasma panel (60" screen)	рс.	507
6713	Rent of floor rack for plasma panel	pc.	67
6714	Wall mount for plasma panel (2340x960 mm)	pc.	67



6715	Cooler+water 19 liters, (0.5 kW)	pc.	123
6716	Water bottle 19 liters	pc.	13
6717	Household refrigerator (150 l) without installing socket	pc.	77
6718	Household refrigerator (200 l) without installing socket	pc.	90
6719	Suspension point	pc.	560
6720	Increasing height of the wall up to 1000 mm (for 1 lineal meter)	p.m.	13
6721	Wall element Maxima 1000*h2500 mm	pc.	57
6722	Wall element Maxima 500*h2500 mm	pc.	48
6723	Increasing height of the wall «Maxima» up to 500 mm (for 1 lineal meter)	pc.	16
6724	Increasing height of the wall «Maxima» up to 1000 mm (for 1 lineal meter)	pc.	19
6725	Sliding door MAXIMA	pc.	119
6726	Wing door MAXIMA	pc.	160
6728	Diagonal wall element octanorm 1340*h2500 mm	pc.	48

Attention!

The equipment may differ from the pictures. All equipment is available on request and only if it is technically possible. Please note that additional equipment is supplied only to the booths of boothard equipment.

Prices for equipment and services are valid for a limited period of time. Since 05.07.2019 prices are

increased by 50%, and from 24.07.2019 by 100%.

Services and equipment are available on request and only if it is technically possible.



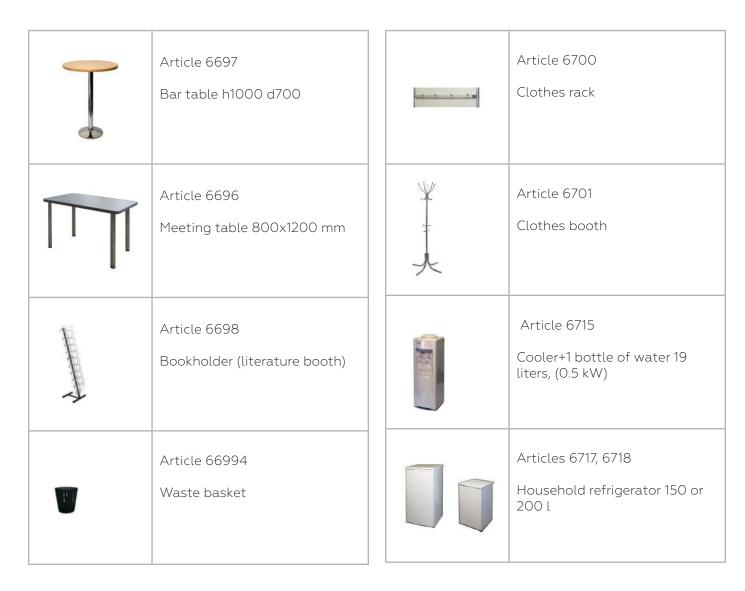
Section 5: Equipment catalog

Catalogue of furniture and additional equipment for boothard exhibition booths

Article 6650 Wall element octanorm 1000*h2500 mm	Article 6660 Round glass showcases H=1000 mm, R inside.=500 mm, R outside=1000 mm
Article 6651 Wall element octanorm 500*h2500 mm	Article 6661 Glass showcase 500×1000 mm, H=2500/H=2000 mm (2 glass shelves , without lighting)
Article 6652 Wall element with glass, octanorm 1000*h2500 mm (glass H=1400 mm)	Article 6662 Glass showcase 1000×1000 mm, H=2500 mm
Article 6654 Wall element octanorm, sliding door with lock («folding door») 1000x2500 mm (plastic)	Article 6663 Glass showcase 500×500 mm, R=500 mm, H=2500 mm (2 glass shelves , without lighting)
Article 6655 Wall element octanorm, wing door with lock 1000x2500 mm	Article 6664 Round glass showcases H=2500 mm, R=1000 mm (without lighting)
Article 6656 Wall element octanorm, curtain, fabric 1000x2500 mm	Article 6665 3 shelf unit, 1000×500 mm, h=2500 mm
Article 6659 Glass showcase 500×1000 mm, H=1000 mm	Article 6667 Cheval mirror 1500×600 mm

	Article 6668 Spotlight (100 W)		Article 6688 Round info counter corner 500x500 mm, R=500 mm, H=1000 mm
	Article 6671 Offset halogen luminaire on arm (150 W)		Article 6689 Cupboard 500x1000 mm, H=1000 mm (with doors)
	Article 6675 Socket 220V, up to 2,5 kW		Article 6690 Soft chair
R R	Article 6676 Rent a rotating cube (1000 × 1000 × 1000 mm) (without logotype)	7	Article 6691 Bar stool
	Articles 6677, 6678, 6679, 6680, 6681, 6682, 6683, 6684, 6685 Podium-table		Article 6693 Glass table
	Article 6686 Info counter 500x1000xh1000 mm		Article 6694 Round table d=700 mm
	Article 6687 Round info counter 500x500 mm, R=500 mm, H=1000 mm		Article 6695 Table 700 x 700 mm





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