



INTERNATIONAL RAILWAY FAIR
IN THE AREA 1520

PRO//MOTION.EXPO

August 24-27, 2023

EXHIBITORS GUIDE

Russian Railway Museum,
Russia, Saint-Petersburg

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SECTION 1: GENERAL INFORMATION

Exhibition operator

“ROTEX” LLC

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

Physical address: Moscow, Prospect Mira 119, bldg 21 (VDNH)

E-mail: info@railwayexpo.ru

Official website of the company: www.rotexpo.moscow

Official website of the event: www.railwayexpo.ru



POTEKC
ВЫСТАВОЧНАЯ КОМПАНИЯ

Elvira Ingildeeva Executive Director ei@railwayexpo.ru tel. +7 (499) 643-82-37 ext. 4629	Ksenia Cherkasova Project Manager che@railwayexpo.ru tel. +7 (499) 643-82-37 ext. 4625
Alexandra Maximova Work with exhibitors am@railwayexpo.ru tel. +7 (499) 643-82-37 ext. 4626	Valeriya Gorbushina Work with exhibitors gorbushina@railwayexpo.ru tel. +7 (499) 643-82-37 ext. 4631
Ruslan Imametdinov Access control, logistic support rim@rotexpo.moscow tel. +7 (499) 643-82-37 ext. 4607	Dmitry Kalgin Head of technical and service support kd@rotexpo.moscow tel. +7 (499) 643-82-37 ext. 4610
Alexey Ponomarev Standard construction of exhibition booths ponomarev@railwayexpo.ru tel. +7 (499) 643-82-37 ext. 4633	Alexey Sidorov Exclusive booth construction a.sid@rotexpo.moscow tel. +7 (499) 643-82-37 ext. 4633
Nadezhda Saltanova Accountancy buh@rotexpo.moscow tel. +7 (499) 643-82-37 ext. 4615	Elizaveta Bausheva Legal support dogovor@rotexpo.moscow tel. +7 (499) 643-82-37 ext. 4616





CONTACT INFORMATION

General developer "GC Kapitel" LLC

Contact person for accreditation

Malygina Natalia

accredo@capitel.ru

tel. +7 (910) 436-19-43, +7 (495) 583-37-00

Official freight forwarder of "DMV-EXPO" LLC

Cargo Handling and Rigging

Timiryayev Andrey

andrey.timiryayev@dmw-expo.ru

tel. +7 (985) 766-79-66

Cargo Handling and rigging work

Kharchenko Yuri

yuri.kharchenko@dmw-expo.ru

tel. +7 (977) 260-93-51

Cargo Handling and Rigging

Petrova Victoria

viktoriya.petrova@dmw-expo.ru

tel. +7 (903) 898-36-18

Customs clearance and forwarding
of exhibition cargo

Puzirnikov Roman

roman.puzirnikov@dmw-expo.ru

tel. +7 (495) 234-56-51, +7 (916) 299-74-42

Accompanying the delivery of exhibits on the rail track of JSC "Russian Railways Logistics"

Director of the branch of JSC "Russian Railways
Logistics" in St. Petersburg

Kryukov Dmitry Alexandrovich

KryukovDA@spb.rzdlog.ru

Tel. +7 (812) 640-90-37

Head of the Sales Department of the branch of
JSC "Russian Railways Logistics" in St. Petersburg

Barinova Nadezhda Mikhailovna

BarinovaNM@spb.rzdlog.ru

Tel. +7 (812) 640-90-37 ext. 1511

tel. +7 (911) 226-45-88

Arrival station: St. Petersburg – Baltiysky (Oktyabrskaya Railway), station code – 036002

Official catering operator "BE:CATERING"

Belyaev Maxim

max@be.catering

tel. +7 (919) 729-52-11

Pavlov-Silvansky Georgiy

gosha@be.catering

tel. +7 (926) 997-94-94





DATES AND TIMES OF MOUNTING AND DISMANTLING WORKS

Mounting work
August 20 – 23

AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dismantling work
August 28 – 29

AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MOUNTING

20.08 – 23.08

08:00 – 20:00

DISMANTLING

28.08. – 29.08

08:00 – 20:00



EXHIBITION DATES AND TIMES

August 24 – 27

AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Opening hours for Exhibitors		
Pavilion	24.08 – 25.08	8:00 – 19:00
	26.08 – 27.08	8:00 – 20:00

Open exposition	24.08 – 25.08	8:00 – 19:00
	26.08 – 27.08	8:00 – 20:00

Russian Railways Museum	24.08 – 25.08	8:00 – 18:00
	26.08 – 27.08	8:00 – 20:00

Opening Hours for Visitors		
Pavilion	24.08 – 25.08	9:00 – 18:00
	26.08 – 27.08	10:00 – 20:00

Open exposition	24.08 – 25.08	9:00 – 18:00
	26.08 – 27.08	10:00 – 20:00

Russian Railways Museum	24.08 – 25.08	9:00 – 18:00
	26.08 – 27.08	10:00 – 20:00

** Information on dynamic displays is being specified.*





GENERAL INFORMATION

SECURITY

The Exhibition Operator and the administration of the Russian Railways Museum shall not be liable for the safety of exhibits and personal belongings of the Exhibitors during the period of mounting/dismantling works and operation of the Exhibition. To ensure safety of their property at the booth, the Exhibitor shall order individual security for the exhibition booth or arrange for a representative of their company to be permanently present at the exhibition booth.

The security service organized by the Exhibition Operator shall exercise control and guard the public order of the Exhibition. During night time the Exhibition will be guarded on August 24th and 25th from 19:00 to 08:00, and on August 26th from 20:00 to 08:00.

INSURANCE

The Exhibitor shall insure all possible risks connected with participation in the Exhibition (losses due to cancellation of the Exhibition, losses from loss or damage of exhibits or other property, etc.) as well as civil liability on its own and at its own expense.

The Exhibitors of the Exhibition and their Developers shall take care of the safety of other Exhibitors, visitors and third parties at the Exhibition. The Exhibition Operator recommends that Developers and Exhibitors insure their civil liability to third parties.

ACCESS TO THE EXHIBITION AREA FOR MOUNTING COMPANIES

The Mounting Passes for personnel involved in mounting/dismantling of the exhibition booth shall be valid only during the period of mounting/dismantling of the Exhibition and shall be obtained from the General Builder of the Exhibition - "GC Kapitel" LLC by mail.

The list of staff must be drawn up in duplicate.

Contact person for accreditation: Natalia Malygina

tel. +7 (910) 436-19-43, +7 (495) 583-37-00, e-mail: accredo@capitel.ru.

ACCESS TO THE EXHIBITION AREA FOR EXHIBITORS

Exhibitors shall be granted access to the territory of the Exhibition and the Museum of Russian Railways by a permanent pass – Exhibitor's badge.

Each Exhibitor is provided with "EXPONENT" badges for employees at the booth at the rate of:

- 1 badge per 3 sq. m of occupied space,
- 1 badge per 10 sq. m of occupied track area.

If necessary, badges can be ordered in addition at a price of 2,000 rubles per badge.

Information about employees working at the booth is filled in the Exhibitor's Personal Office. Badges shall be generated automatically and printed by the Exhibitor.



TRAFFIC ON THE TERRITORY OF THE RUSSIAN RAILWAYS MUSEUM DURING MOUNTING/DISMANTLING

The entrance and exit of motor vehicles to the territory of the Exhibition shall be made through the Mounting Entrance (see the diagram on p. 37).

The cost of passes for the whole set-up and dismantling period is 4,620 rubles for vehicles with carrying capacity up to 3.5 tons, 6,160 rubles for vehicles over 3.5 tons and 10,780 rubles for cars. All categories of passes can be ordered in the Personal Account.

The time a vehicle stays in the loading and unloading zone uninterruptedly is

for trucks – 2 hours;

for passenger cars – 1 hour.

If this time is exceeded – additional fee is charged – 2 000 rubles per hour.

IMPORT/ EXPORT OF GOODS

The Exhibitor shall be responsible for the timely delivery and removal of equipment and exhibits, as well as for the delivery of rolling stock and other special vehicles to and from the place of the Exhibition.

The delivery and removal of exhibits and equipment is performed through the set-up entrance and then through the installation gate of the pavilion or to the booths in the open exhibition by a delivery/exportation letter issued according to the procedure described below:

- Prepare (in 3 copies) a letter for import/export on the letterhead (Appendix 1, page 35) signed and stamped by the head of the organization.
- Pick up 1 copy of the letter (stamp "Entry Permitted") during the set-up period (August 20-23, 2023) from 08:00 to 20:00 at the Exhibition Operator at the set-up entrance (see the diagram on page 37).
- One copy of the letter will remain with the Exhibition Operator. Exhibits, equipment and property may be brought to the territory of the Exhibition and to the installation gates of the pavilion or booths at the open-air exhibition.
- The Exhibitor shall retain the third copy of the letter until the end of the Exhibition. The third copy shall be authorized by the Exhibition Operator (with a stamp «Removal Allowed») on the day of dismantling (28 August 2023) for the removal of exhibits, equipment and property.

The delivery and removal of exhibits, equipment and property will be carried out in accordance with the check-in/check-out schedule. The schedule is made by the official forwarder of the Exhibition - "DMV-EXPO" LLC. To draw up a schedule one should provide "DMV-EXPO" LLC (list of contact persons below) with data on exhibits, equipment and property to be brought in and place an order for handling operations **by July 15, 2023**.

Attention! Please do **NOT** bring in additional exhibits and equipment by car during the period of the Exhibition (August 24-27, 2023). You may bring in small exhibits and handouts only from 08:00 to 08:30 and from 18:00 to 18:30 following the above mentioned procedure.

You may not bring in or take out any goods to the pavilion or to the booths of the open-air exposition during the opening hours of the Exhibition!

To move out exhibits, equipment and property after the end of the Exhibition on August 28, 2023, the remaining copy of the permission letter must be stamped "Permitted for Removal" at the Exhibition Operator at the Assembly Entrance (see the diagram on page 37).

Removal of exhibits, equipment and property is possible on August 27, 2023 STRICTLY from 8:00 p.m. to 10:00 p.m. Removal of exhibits, equipment and property will be on August 28, 2023 from 08:00 to 20:00. Entry of heavy vehicles is allowed on August 28 and 29, 2023 from 08:00 to 20:00.



OFFICIAL FREIGHT FORWARDER / LOADING / CUSTOMS CLEARANCE

The Exhibitor may place an order for cargo handling services with the official forwarder of the Exhibition – "DMV-EXPO" LLC.

Cargo handling and rigging services

Timiryayev Andrey

tel: +7 (985) 766-79-66

e-mail: andrey.timiryayev@dmw-expo.ru

Kharchenko Yuriy

tel.: +7 (977) 260-93-51

e-mail: yuri.kharchenko@dmw-expo.ru

Victoria Petrova

tel.: +7 (903) 898-36-18

e-mail: viktoriya.petrova@dmw-expo.ru

Customs clearance and forwarding of exhibition cargo

Puzirnikov Roman

tel.: +7 (495) 234-56-51

tel.: +7 (916) 299-74-42

e-mail: roman.puzyrnikov@dmw-expo.ru

It is **NOT permitted** to carry out loading and unloading and assembly/dismantling work by yourself using lifting equipment (cranes, crane-manipulators, electric or hydraulic stackers and other lifting equipment of any type)! Violation of this provision is subject to a **FINE in the amount of 100,000 RUB** for each unit of hoisting equipment used.

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

If at the end of the Exhibition some exhibits of foreign Exhibitors are not included in the list of exported exhibits, equipment and property, the Exhibitor shall be responsible for payment of all duties and taxes levied by the Customs.

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

THE SOUND LEVEL AT 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 should not be more than 70 dB at the border of the Exhibitor's exhibition booth. If other Exhibitors complain about a high sound level at the booth, the Exhibition Operator has the right to demand a reduction of the sound level to an acceptable value. The Exhibition Operator reserves the right to disconnect the sound source or electrical connection of the entire exhibition booth if the above-mentioned requirements are ignored.

SUSPENSIONS TO THE CEILING OF THE PAVILION

Placement of advertising and technical suspensions on the ceiling structures requires mandatory approval of the Exhibition Operator (Annex 2, page 36).



BOOTH DIMENSIONS

The dimensions of the Exhibitor's exhibition booth including all protruding elements shall not exceed the size of the rented area. In case of violation of this condition the Exhibition Operator reserves the right to suspend the construction of the exhibition booth. No deviations from the above parameters shall be allowed without written approval of the Exhibition Operator.

It is prohibited to install solid walls of the exhibition booth on the perimeter of the open sides (sides facing the aisle between the booths). Otherwise, it is necessary to decorate the surface with a banner (graphics) or retreat 0.5 m deep into the booth. It is not allowed to place inscriptions, logos, graphics on the back of structures located on/above the border of the exhibition booth and directed towards the neighboring exhibition booths.

INFORMATION ABOUT THE CONSTRUCTION OF EXHIBITION BOOTHS

EQUIPPED AREA (STANDARD BOOTHS)

A standard booth is understood to be an exhibition booth built of exhibition constructions on carpeted flooring, the color of the panels is white. It is possible to change the color of the wall panels by applying self-adhesive film Oracal 641.

Do not apply decorative elements, film, fasteners, etc. to the elements of the construction on your own. In case of damage to elements of the structure or equipment (holes, dents, mechanical damage, traces of tape, glue, foam, liquid nails, etc.), the Exhibitor shall be charged a fine at the rate of three times the value of the damaged element at the cost specified in the Exhibitor's Guide. The height of a standard exhibition booth is 2.5 m, but it can be increased by extending it with the use of exhibition structures. The walls of the exhibition booth are formed by light aluminum runs, soffits and plastic laminated panels. Each wall panel has dimensions of 250 cm in height (including upper and lower purlins), approximately 100 cm in width, and a face size of approximately 96x235 cm. Exact dimensions of the details of the exhibition booth you can specify from the technical manager (in the section of standard s booths) **Ponomarev Alexey, tel. +7 (499) 643-82-37 ext. 4633, e-mail: ponomarev@railwayexpo.ru**.

Mounting of exhibition equipment and other structures within a standard booth is considered as an independent construction and is subject to a paid technical expertise.

For technical expertise please contact "GC Kapitel" LLC at **+ 7 (495) 583-37-00, +7 (910) 436-19-43, Malygina Natalia**.

To stabilize the construction of the exhibition booth it can be added additional fastening elements, the image of which is not included in the scheme of the exhibition booth. If the Exhibitor needs to remove these mountings temporarily (for example, to install large-sized exhibits), it should obtain permission from the technical manager (**Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633, e-mail: ponomarev@railwayexpo.ru**) and make sure all necessary precautions are taken. Unauthorized changes to booth layout, moving structural elements and electrical equipment is prohibited. If this violation is detected, the Exhibitor's booth will be de-energized. It is prohibited to use non-certified lighting fixtures and devices not manufactured by the factory, to use extension cords and tees.

NOTE!!! Additional equipment and furniture in accordance with the Exhibitor's order (according to the Application for additional services) shall be available for rent only for the exhibition booths whose construction and rent has been ordered through the Exhibition Operator. Images of the most frequently ordered pieces of furniture and other equipment can be seen in this guide (p. 44).



All elements of the booth structure and additional equipment must be returned at the end of the Exhibition cleaned of adhesive tape and in undamaged condition. The Exhibitor shall be financially liable for any damage caused to the booth structures and additional equipment. It is not allowed to fasten equipment to the booth structures, drill holes, fasten promotional material with pins, buttons, use application film, etc.

The cost of elements of the booth construction or additional equipment ordered by the Exhibitor but not used for any reason shall not be subject to reimbursement. Keys to doors and locks for cupboards and showcases can be obtained at the information counter near the pavilion during check-in and registration **against a security deposit of 1,000 rubles per key/lock**. The Exhibitor should get acquainted in advance with the set-up of his exhibition booth according to the table of sizes-fillings for the chosen type of exhibition booth. The Exhibitor can order additional equipment or services in the Personal Account. The layout of the exhibition booth will be shown on the scheme - an appendix to the application for additional services for the exhibition booth of standard configuration, and also the ordered equipment and exhibition booth structures will be listed (pages 32-33).

Please note that the design of the exhibition booth may include technically necessary elements not shown on the diagram.

For additional information please contact the technical manager **Ponomarev Alexey**,
tel. +7 (499) 643-82-37 ext. 4633, e-mail: ponomarev@railwayexpo.ru

DEADLINES FOR BOOTH READINESS

All exhibition booths must be ready for inspection by 5:00 p.m. on the last day of set-up on August 23, 2023. In this connection, the Exhibitor must be at his exhibition booth on the last day of set-up in the morning to ensure that his exhibition is built correctly and completely, as the Exhibitor must have time to equip and decorate it in time.

All boxes and crates with exhibits must be unpacked and removed from the booth by 4:00 p.m. on the last day of installation of the Exhibition due to the lining of the aisles between the booths in the Pavilion. The Exhibition Operator reserves the right to remove the containers from the exhibition booth at the Exhibitor's expense, if the containers are not removed from the exhibition booth by 4 p.m. on August 23, 2023. The containers will be returned to the exhibition booth only after the official closing of the Exhibition.

On August 27, 2023 at 8 p.m. the Exhibition will be closed to the public, after which the Exhibitors may pack the exhibits at their booths. Dismantling of exhibition booths, packing and removal of exhibits before the Exhibition is closed shall not be allowed.

LAYOUT AND LOCATION

Final planning and layout of the Exhibitors at the exposition shall be carried out no earlier than 2 weeks prior to the start of the installation. The Exhibitor's space planning in the Pavilion and at the open-air exposition carried out before this date shall be preliminary. The Exhibitor may change the layout and location of its exhibition booth by prior agreement between the Exhibition Operator and the Exhibitor. Any exhibition areas paid for and not occupied by the Exhibitor shall be deemed vacant in accordance with Clause 4.5 of the General Conditions for Participation in the Exhibition. The Exhibition Operator shall be entitled to dispose of them at its own discretion. In this case the funds paid by the Exhibitor shall not be refunded.

The Exhibitor himself/herself shall place exhibits on the exhibition booth and decorate it.



ORDERING ADDITIONAL EQUIPMENT AND SERVICES AT THE EXHIBITION

Orders for additional equipment and services during set-up will be accepted only if equipment and services can be provided by the Exhibition Operator and only after fulfillment of previously paid orders.

No new orders by the Exhibitor during set-up will be accepted without 100% payment of the invoices for additional equipment and services issued prior to the start of set-up.

Any orders placed during the installation period must be paid for in cash or by bank card at the Exhibition Operator's cash desk.

EXCLUSIVE BOOTHS

An exclusive exhibition booth is an exhibition booth for the production of that other materials are used (wood, chipboard, fiberboard, fabric, etc.), as well as two-storey exhibition booths. Exclusive exhibition booths can include those made of exhibition constructions, in the production of which individual designer developments are implemented and production of exhibition constructions of non-standard type and size is required.

Two-storey booths are prohibited in the Pavilion. The height of exclusive exhibition booths must not exceed the permissible height of the building (p. 17).

Requirements for the height of exclusive outdoor booths (outside the exhibition pavilion):

- one-storey booth – maximum height not exceeding 4 meters;
- two-storey booth – maximum height not more than 5.5 meters.

POINTS OF SUPPORT AND HANGING STRUCTURES

Ordering and coordination of points of support shall be submitted to the Exhibition Operator. To place an order for suspension and removal of structures inside the Pavilion, the Exhibitor or Developer must fill in Appendix 2 (Information about structures for suspension inside the Pavilion, p. 36) and provide the Exhibition Operator with all the necessary technical documentation. The responsible technical manager –

Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633, e-mail: ponomarev@railwayexpo.ru

ELIGIBILITY RULES AND MOUNTING / DISMANTLING WORKS

GENERAL REQUIREMENTS

Exhibitors who have ordered an unequipped area should be guided by the following rules when designing, constructing and decorating their exhibition booth:

1. The Exhibitor is obliged to coordinate with the Exhibition Operator of the company-developer in due time, giving its name, requisites, phone number and full name of the contact person to the Technical Manager **Ponomarev Alexey, tel. 4633, +7 (977) 800-20-61, e-mail: ponomarev@railwayexpo.ru**
2. The Exhibitor shall meet the following requirements when designing the design of an exhibition booth:
 - floor covering shall be provided over the entire area of the exhibition booth, back and side walls shall be provided for linear, angular and half-island booths. Any deviation from the specified value requires written agreement with the Exhibition Operator;



- 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;
- the external surfaces of the booth structure visible from the side of the aisles between the booths and from the side of neighboring booths must be properly decorated (white color is allowed to be used, without logos);
- no design of the exhibition booth shall extend beyond the limits of the exhibition area paid by the Exhibitor. In case of violation of this condition the Exhibition Operator reserves the right to stop the construction of the exhibition booth until the violations are eliminated.

3. The Exhibitor shall coordinate with the Exhibition Operator the exact location of the exhibition booth in accordance with the existing layout of the site immediately prior to the start of installation works. Otherwise, any works connected with dismantling and reinstallation of the booth constructions within the whole exposition shall be performed at the Exhibitor's expense.

4. After the carpeting has been removed, all adhesive tape residue must be removed from the Pavilion floor.

5. Losses related to damage to any structures and property of the Exhibition Operator, the Organizer, the Museum of Russian Railways, the General Developer of the Exhibition and third parties caused by the Exhibitor or its Developer shall be compensated at the expense of the Exhibitor or its Developer.

6. Approval of the design of the exhibition booth:

6.1. The following documents must be submitted to the Exhibition Operator – ponomarev@railwayexpo.ru until August 7, 2023, for approval of the design of the exhibition booth

- Technical drawing of the exhibition booth, including the name of the company, number and size of the exhibition booth, indication of the presence of the 2nd floor and its area, plan of the 1st and 2nd floors;
- detailed energy project specifying the maximum capacity of loads for each unit of electrical equipment, connection points for electrical equipment, etc.

In case of submission of the above documents later than the specified deadline, the Exhibition operator reserves the right not to allow the company-developer to carry out installation works.

6.2. For passing and paying technical examination of the project of the exhibition booth it is necessary to present to the General Developer LLC "GC Kapitel", namely **Natalia Malygina tel. +7 (910) 436-19-43, +7 (495) 583-37-00, e-mail: accredo@capitel.ru** the following documents:

- certificate of compliance with GOST R ISO 9001-2011 (ISO 9001:2011);
- a plan of the exhibition/exhibition booth (for the standard development) or the design of the exhibition booth (for exclusive development) with a breakdown of the symbols; - a letter specifying the equipment needed to build the exhibition/exhibition booth (for exclusive development)
- a letter in four copies with a list of equipment necessary for the construction of an exhibition booth, indicating the name of the Exhibitor's company for which construction is being carried out. The letter should be certified by the head of the company-developer;
- a copy of the order appointing a person responsible for mounting and dismantling works and technical maintenance of the exhibition stand during the Exhibition and a person responsible for safety during mounting and dismantling works at the stand;
- two copies of the electrical design of the booth, indicating the power supply voltage, the maximum capacity of each piece of equipment and connection points for electrical equipment, and certified by the head of the company-developer;
- a copy of the order appointing a person responsible for installation/dismantling of electrical equipment with at least 4th electrical permit group;
- a copy of the electricians' knowledge test log with the stamp of the Federal Environmental, Industrial and Nuclear Supervision Service of Russia (GosElektronadzor);
- a list of electricians of at least 3rd electrical installation group, participating in electrical installation works at this Exhibition, signed by the person responsible for electrical installation works, indicating the person responsible for the works at the exhibition site;
- copies of the certificates of the electricians specified in the list of electricians;
- the list of installers participating in installation and dismantling works at the booth, certified by the head of the company-developer in three copies;





- a complete list of the materials and structures used at the exhibition booth, certified by the head of the Developer;
- fire certificates and certificates of compliance for the materials, structures and electrical equipment used;
- certificates for power structures for two-storey exhibition booths, suspensions and outdoor exhibition booths;
- calculation of static loads on the power structures of a two-storey exhibition stand and suspended structures with a positioning plan of structural elements attached and a stamp of the organization that carried out the calculation;
- calculation of wind loads for outdoor exhibition stands, with the stamp of the organization that carried out the calculation;
- an act of fireproofing works;
- drawings of the two-storey exhibition booth, suspended structures and outdoor exhibition booth with dimensions and sectional views, signed by the designer and stamped by the organization that designed the exhibition booth.

The Exhibitor (or its Developer) shall conclude a contract with the General Developer for checking the technical documentation and carrying out electrical measurements.

After checking the technical documentation, a stamp of approval of the organization for mounting works shall be put on the letter containing the list of the equipment to be brought in.

Attention! If the Exhibitor assigns the third-party company to perform construction, electrical installation and decoration works, it is obliged to bring the above information to their attention.

FIRE SAFETY REQUIREMENTS

The standard exhibition booth shall be provided to the Exhibitor in a proper condition with the provision of basic fire safety conditions.

The Developer is responsible for fire safety and compliance with fire safety measures at the exhibition booth during installation and dismantling works. During the period of the Exhibition, the Exhibitor together with the booth Developer shall be responsible for fire safety within the limits of their authority related to the operation of the exhibition booth as well as its technical support and equipment installed on it.

Compliance with these Rules shall be supervised by the technical services of the General Developer, the Exhibition Operator and the local fire-fighting authorities.

The Exhibitor/Constructor of the exhibition booth in advance, **until August 7, 2023**, provides to the General Builder of "GC Kapitel" LLC **Malygina Natalia tel. +7 (910) 436-19-43, +7 (495) 583-37-00, e-mail: accredo@capitel.ru** information about all radioactive, fire and explosive materials and exhibits to take appropriate coordinated safety measures. It is not allowed to bring in the said materials and exhibits without permission of the Exhibition Operator and the General Builder of "GC Kapitel" LLC.

Stationary structures of exhibition booths shall be made of non-combustible and non-combustible building materials. Non-combustible and slow-burning materials shall be used for finishing the interior of exhibition booths, meeting (auxiliary) rooms as well as podiums, ceilings and fencing. The use of drapery materials made of flammable synthetic materials that cannot be treated with flame retardant is not allowed.

Painting and varnishing with the use of flammable paints shall be prohibited in the Pavilion.

Smoking at the Exhibition Venue is not permitted. Smoking areas shall be equipped in special areas and marked with «Smoking Area» signs.





Certificates of fire safety shall be presented for all materials used in the construction of exhibition booths.

Carpets and carpeting shall have fire safety certificates that meet the requirements of the Technical Regulations on Fire Safety Requirements established by applicable law. Carpets and carpeting used in the Pavilion shall be firmly attached to the floor around the perimeter and at the joints.

During mounting and dismantling works, the access ways in the Pavilion (mounting gates and passageways) shall be kept free. Unneeded shipping crates, packaging, etc. materials and equipment shall be immediately removed from the Pavilion.

Thresholds and turnstiles shall be prohibited on evacuation and visitor routes. The passages for visitors shall be at least 2 meters wide and provide circular movement as well as free access to evacuation passages, electrical boards, fire hydrants and other fire extinguishing equipment. It shall be prohibited at the exhibition stands:

- storage of flammable and combustible liquids;
- installation of vessels with flammable gases;
- Demonstration of exhibits in action using naked flames.

When laying exposed electrical circuits, it is required to eliminate the risk of mechanical damage. All connections and branches of wires and cables shall be made by welding, soldering, crimping or special clamps. The cores of wires and cables must be reliably insulated at the connections and taps. It is forbidden to connect power collectors to the power grid by connecting wires directly.

Electric lights must be used to illuminate the exhibition booths. For fire-hazardous premises, it is allowed to use electric lights with a degree of protection corresponding to the PUE (Rules for Electrical Installations). The distance from lighting fixtures to combustible or slow-burning surfaces shall be at least 50 cm.

Demonstration of operating models and equipment using flammable liquids or combustible gases at exhibition stands shall only be allowed if they are piped from a tank installed outside the pavilion and the exhaust gases are vented to the outside. Exhibits and processes related to the possibility of fire (welding and soldering work, other types of work involving open flame, flammable solvents, etc.) shall be approved by the Exhibition Operator.

Storage of exhibits, spare equipment, containers and packaging materials should be carried out outside the Pavilion or in specially designated areas. For container storage, please contact the official Exhibition Operator.

Smoking is permitted only in designated outdoor areas.

No fireworks, sparklers, firecrackers or other pyrotechnic products may be used in the outdoor area or Pavilion. Welding and other fire-hazardous work may only be carried out with relevant permits and in strict compliance with current fire safety regulations.

All other issues not stipulated by these Rules and arising during the installation and dismantling works and the conduct of the Exhibition shall be resolved on-site by firefighters.

If the design of an exhibition booth does not comply with these Regulations, the Exhibition Operator shall have the right to demand that the Exhibitor and the booth builder dismantle the exhibition. The use of electric devices for making tea or coffee shall be allowed only in rooms specially designated and equipped for this purpose.

All persons in charge of the Exhibitor at the Exhibition shall know and comply with fire safety regulations and be able to act in case of fire and use primary fire-extinguishing means. In case of violation of fire safety regulations, the Exhibitors and Developers of the Exhibition may be held liable in accordance with the established procedure by the supervisory authorities of the Ministry of Emergency Situations of the Russian Federation.





RULES FOR WORKING WITH ELECTRICAL EQUIPMENT

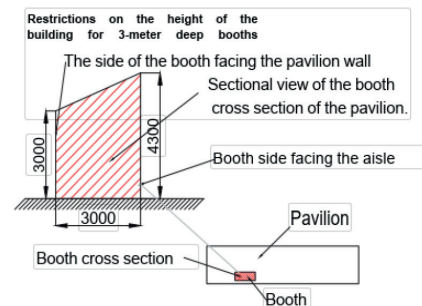
1. Persons meeting the requirements for electrical personnel and having relevant qualification in electrical safety not lower than group 3 according to the rules and norms in force in the Russian Federation shall be allowed to carry out electrical works and operational maintenance of electrical equipment at the exhibition booths and constructions.
2. All electrical work on live parts (or near live parts) shall be performed only when the power is off.
3. When laying exposed circuits, provided no mechanical damaging is possible, the cables with low-combustible VVGng sheathing shall be used.
4. At exposed places and where people pass, the cables should be covered with special ladders.
5. It shall be prohibited to lay unprotected cables and install lighting fixtures on combustible structures.
6. All wire and cable connections and taps shall be made by welding, soldering, crimping or special clamps. The cores of wires and cables shall be reliably insulated at connections and taps. It is forbidden to connect power collectors to the mains by direct connection of wires.
7. Each stand shall be equipped with an electric board with a ground fault interrupter (RCD) with the corresponding calculated loads separately for the lighting network, technological equipment, as well as equipment which needs to be energized round the clock (refrigerators, office equipment, etc).
8. Free access shall be provided to the electrical distribution input devices (electrical switchboard).
9. Electric lighting fixtures applicable to fire hazardous premises of class P2 shall be used to illuminate the exhibition booths and structures. The use of diffusers made of organic glass, polymers and other flammable materials in luminaires is not allowed. The distance from lighting fixtures to combustible or slow-burning surfaces must be at least 50 cm.
10. Upon completion of electrical work at the booth and installation of electrical wiring to the switchboard of the Pavilion, representatives of the Developer together with a representative of the General Developer shall check the quality of their performance, after which connection to power supply sources of the Pavilion shall be made in accordance with the power project.
11. Voltage is supplied to the input device of the booth (electrical switchboard), corresponding to the declared power, by a representative of the General Developer "GC Kapitel" LLC and the person responsible for the booth after signing the Act of division of ownership and responsibility for the operation of electrical installations with voltage up to 1000 kW between the technical service of the Pavilion and the person responsible for electrical connection at the exhibition booth from the Developer. The Act shall establish the boundaries of the division of ownership and responsibility for the operation of electrical equipment and networks during the Exhibition.
12. The dismantling of electrical equipment and its disconnection at exhibit booths shall be performed by the personnel who performed the installation.
13. During the period of installation and dismantling works, the electrical equipment of exhibition stands and structures, including power supply cables, is operated by the company that installed them.
14. Representatives of the Exhibition Operator or the technical service of the Russian Railways Museum are entitled to carry out emergency disconnection of electricity from the exhibition stands and structures in case of accidents and in order to prevent accidents if gross violations of Electrical and Safety Regulations are committed.
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 consent of the Exhibition Operator, the General Developer "GC Kapitel" LLC and the technical service of the Russian Railways Museum.

GENERAL CHARACTERISTICS OF THE PAVILIONS

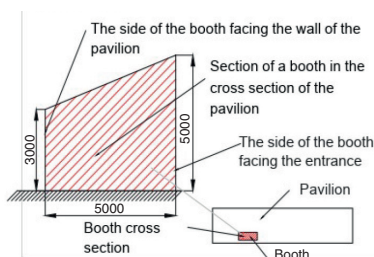
Pavilion	Exhibition area (gross), sq.m.	Maximum height of the pavilion, m	Maximum booth height, m	Maximum permissible floor load
Pavilion 1	4000	7,5	from 3,0 to 7,1, depending on booth location	1 000 kg/sq.m
Pavilion 2	540	4,6	3	1 000 kg/sq.m

Booths to be placed in Pavilion No. 1 must comply with the height restrictions presented in the diagrams below.

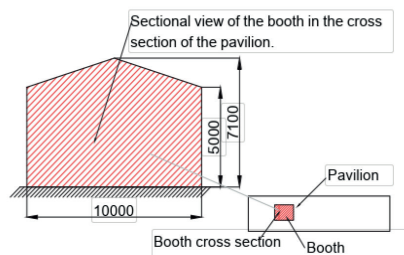
The schemes of height restrictions of booths comply with the location of the booth on the layout of Pavilion No. 1.



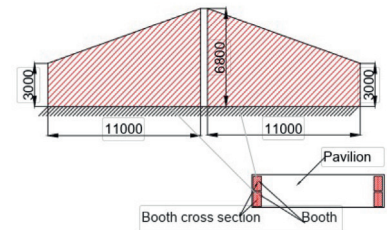
Height limits for wall constructions with a depth of 5 meters



Restrictions on the height of the central alley booths



Restrictions on the height of the building for booths located at the end of the pavilion



GENERAL CHARACTERISTICS OF THE TRANSBORDER AREA

Exhibition area (gross), sq.m.	Maximum height	Maximum height of the the booth, m	Maximum permissible floor load
1920	—	1-story booth - not more than 4 2-story booth - not more than 5.5	750 kg/sq.m

Any structures placed by the Exhibitor in the outdoor area shall be subject to wind and static loads. When assembling lightweight outdoor constructions, the loadings corresponding to the sail of the structures shall be provided taking into account wind loads of at least 30 m/sec.

Any construction in the pavilion or outdoors should pass the accreditation procedure with the General Builder of the exhibition, "GC Kapitel" LLC **Malygina Natalia +7 (910) 436-19-43, +7 (495) 583 -37-00, e-mail: accredo@capitel.ru**

Drilling, anchoring, any fastening to the floor, asphalt or other coverings of the area provided to the Exhibitor is **FORBIDDEN**.



EQUIPPED EXHIBITION BOOTH OF "BASIC" TYPE

Cost of construction – 9 750 rubles per 1 sq. m.



Complete set of standard booth

№ o/n	Name of equipment	Units	Gradation of areas (sq.m.)			
			12-17	18-24	25-36	37-50
1	Carpet covering	sq.m	All over the booth			
2	Partitions 2.5 m high	items	Along the perimeter of the booth and mini-office			
3	Mini office	sq.m	4	6	9	12
4	Curtain	items	1	No	No	No
5	Sliding door	items	No	1	1	1
6	Fascia panel. Height 0.3 m	running meter	All open sides			
7	Podium table/reception h=0.75x1x0.5 m	items	2	2	2	2
8	Conference table 0.6x0.6 m	items	1	1	2	2
9	Chair semi-soft ISO	items	3	4	6	8
10	Wall hanger	items	1	1	1	1
11	Waste paper basket	items	1	1	2	2
12	Spot lamp 90 W	items	1 item per 3 sq.m of area			
13	Socket block 220 V, 1 kW	items	1	1	2	2

OCTANORM construction set-up

- Each exhibition booth is completed with a frieze inscription (not more than 15 symbols, h=10 cm).
- Corner exhibition booths are completed with two fascia panels with inscriptions.
- The Exhibitor is responsible for spelling mistakes in the fascia inscriptions provided.
- Replacement of equipment by other equipment, its use in other exhibition booths and refunds for replacement of equipment, its use for other stands, refunds for unused equipment included in the standard set is not stipulated.
- Fixtures and socket outlets shall be installed only along the perimeter of the fascia part of the booth. In all other cases the position of lighting fixtures and sockets and their installation will be treated as an order for additional equipment and charged according to the price indicated in the Exhibitor's Guide.
- The color of the rug is standard gray. The color of the inscription is standard blue.



Contacts for additional equipment and services:
 Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633,
 e-mail: ponomarev@railwayexpo.ru

Equipped booth type «Basic»

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

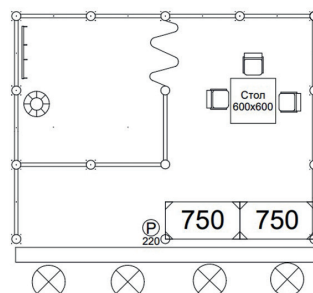
Sockets. The power outlets and the provision of electricity is included in the cost of construction of boothard exhibition booth area from 12 sq. m. If necessary electrical connection at the booth at least 12 q. m. required ordering of block sockets and electrical connection for it.

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).

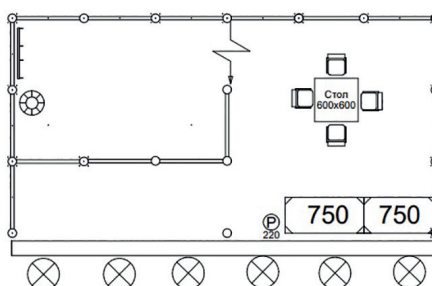
Frieze harness. To make the construction of a boothard exhibition booth stable, a frieze binding consisting of frieze panels and columns is mounted on the open sides. Step panels - 1, 2, 3 m, i.e. every 3 meters of the open side of the exhibition booth down from the frieze panel will go down the rack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

12-17 sq.m. booth



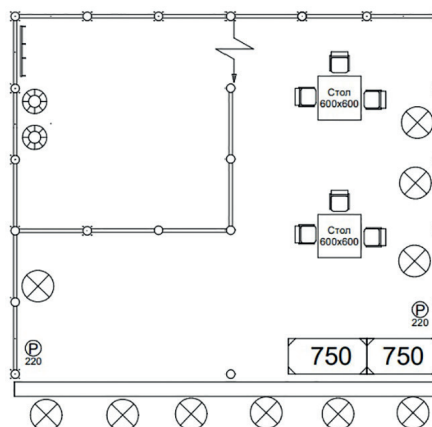
Intercom (auxiliary) room 4 sq.m.
 curtains – 1 pc.
 fascia board – on the open sides
 table-dium 0.75x1x0.5 – 2 pcs.
 table negotiation 0.6x0.6 – 1 pc.
 semi-soft IZO chair – 3 pcs.
 Wall hanger – 1 pc.
 waste-basket – 1 pc.
 spot lamp – 1 pc. for 3 sq.m.
 220V, 1 kW socket block – 1 pc.

18-24 sq.m. booth



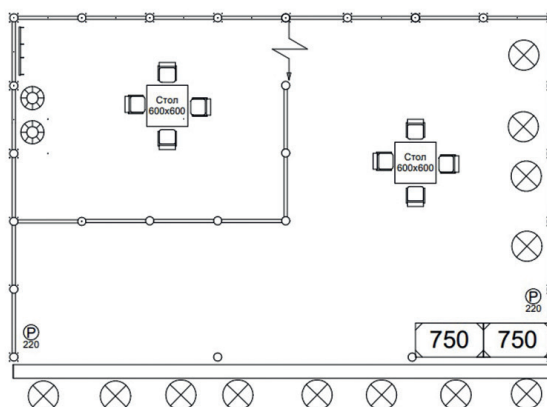
Intercom (auxiliary) room 6 sq.m.
 sliding door – 1 pc.
 fascia board – on the open sides
 table-dium 0.75x1x0.5 – 2 pcs.
 conference table 0.6x0.6 – 1 pc.
 semi-soft IZO chair – 4 pcs.
 Wall hanger – 1 pc.
 waste-basket – 1 pc.
 spot lamp – 1 pc. for 3 sq.m.
 220V, 1 kW socket block – 1 pc.

25-36 sq.m. booth



Intercom (auxiliary) room 9 sq.m.
 sliding door – 1 pc.
 fascia board – on the open sides
 table-dium 0.75x1x0.5 – 2 pcs.
 conference table 0.6x0.6 – 2 pcs.
 semi-soft IZO chair – 6 pcs.
 Wall hanger – 1 pc.
 waste-basket – 2 pcs.
 spot lamp – 1 pc. for 3 sq.m.
 220V, 1 kW socket block – 2 pcs.

37-50 sq.m. booth



Intercom (auxiliary) room 12 sq.m.
 sliding door – 1 pc.
 fascia panel on the open sides
 table-dium 0.75x1x0.5 – 2 pc.
 Negotiation table 0.6x0.6 – 2 pc.
 semi-soft IZO chair – 8 pcs.
 Wall hanger – 1 pc.
 waste-basket – 2 pcs.
 spot lamp – 1 pc. for 3 sq.m.
 220V, 1 kW socket block – 2 pcs.

EQUIPPED EXHIBITION BOOTH OF "IMPROVED" TYPE

Cost of building – 13 875 rubles per 1 sq. m.



№ o/n	Name of equipment	Units	Gradation of areas (sq.m.)			
			12-17	18-24	25-36	37-50
1	Carpet covering	sq.m	Over the entire area of the stand, color – gray			
2	Mini office	sq.m	No	4	6	15
3	Sliding door	items	No	1	1	1
5	Information desk. h=1.0x1.0x0.5 m, with shelf	items	1	1	1	2
6	Conference table h=0.72x0.6x0.6 m.	items	1	2	3	4
7	Chair semi-soft ISO	items	3	6	9	12
8	Wall hanger	items	1	1	1	1
9	waste paper basket	items	1	1	1	2
10	Spotlight LED 50W	items	3	6	9	12
11	Socket block 220 V, 1 kW	items	1	1	1	2

MAXIMA constructor

- Each exhibition stand is completed with a fascia inscription (not more than 15 symbols, h=10 cm).
- Corner exhibition booths are completed with two fascia panels with inscriptions.
- The Exhibitor is responsible for spelling mistakes in the fascia inscriptions provided.
- Replacement of equipment with other equipment, its use in other exhibition stands and reimbursement for unused equipment included in the standard set is not provided.
- Fixtures and socket outlets shall be installed only along the perimeter of the fascia part of the stand. In all other cases, the location of lighting fixtures and sockets and their installation shall be regarded as ordering. In all other cases the position of lighting fixtures and sockets and their installation will be treated as an order for additional equipment and charged according to the price indicated in the Exhibitor's Guide.
- The color of the rug is standard gray. The color of the inscription is standard blue.



Contacts for additional equipment and services:
 Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633,
 e-mail: ponomarev@railwayexpo.ru



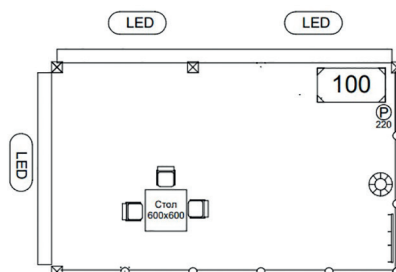
Equipped exhibition booth type "Improved"

This page shows typical setups of equipped exhibition stands of the «Improved» type depending on the rented exhibition booth area.

Construction of an improved type exhibition booth is available starting from 12 sq.m. of the rented area of the Pavilion.

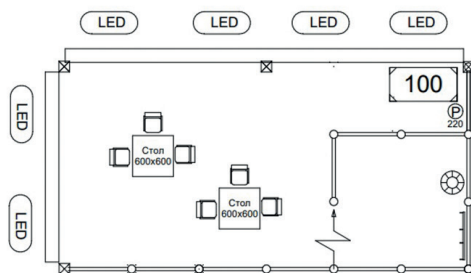
Sockets. A power socket block and its provision with electricity shall be included in the cost of building a booth of 12 sq.m. and more. Electric kettles, stoves, coffee machines, electric heaters, and any appliances with a power exceeding 1 kW may not be included in the socket block of the improved booths.

12-17 sq.m.



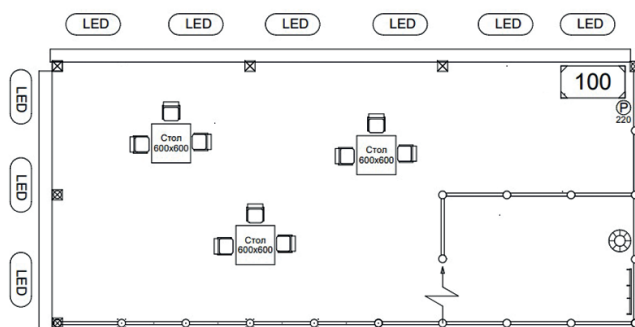
fascia panel – on the open sides
 information counter 1x1x0.5 with a shelf – 1 pc.
 conference table 0.6x0.6 – 1 pc.
 semi-soft IZO chair – 3 pcs.
 Wall hanger – 1 pc.
 waste-basket – 1 pc.
 LED spotlight 50W – 3 pcs.
 220V, 1 kW socket block – 1 pc.

18-24 sq.m.



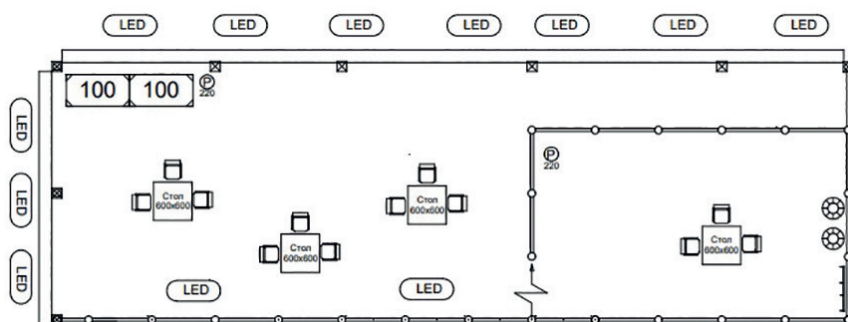
Intercom (auxiliary) room 4 sq.m.
 sliding door – 1 pc.
 fascia board – on the open sides
 information counter 1x1x0.5 with a shelf – 1 pc.
 conference table 0.6x0.6 – 2 pcs.
 semi-soft IZO chair – 6 units
 Wall hanger – 1 pc.
 waste-basket – 1 pc.
 LED spotlight 50W – 6 pcs.
 220V, 1 kW socket block – 1 pc.

25-36 sq.m.



Intercom (auxiliary) room 6 sq.m.
 sliding door – 1 pc.
 fascia board – on the open sides
 information counter 1x1x0.5 with a shelf – 1 pc.
 conference table 0.6x0.6 – 3 units
 semi-soft IZO chair – 9 units
 Wall hanger – 1 pc.
 waste-basket – 1 pc.
 LED spotlight 50W – 9 pcs.
 220V, 1 kW socket block – 1 pc.

37-50 sq.m.



Intercom (auxiliary) room 15 sq.m.
 sliding door – 1 pc.
 fascia board – on the open sides
 information counter 1x1x0.5 with a shelf – 2 pcs.
 conference table 4x0.6x0.6 – 4 units
 semi-soft IZO chair – 12 pcs.
 Wall hanger – 1 pc.
 waste-basket – 2 pcs.
 LED spotlight 50W – 12 pcs.
 220V, 1 kW socket block – 2 pcs.



SECTION 2: ADDITIONAL EQUIPMENT AND SERVICES

ELECTRICAL INSTALLATION WORK ON EXHIBITION BOOTHS

Electricity supply and consumption is not included in the cost of the unequipped area and must be ordered in the Exhibitor's Personal Office. Power supply must be ordered up to 5 kW or more. The Exhibitor (or its Developer) must ensure that the power supply is ordered with the correct wattage.
power supply with the necessary capacity.

IMPORTANT!

1. For an equipped area. It may be necessary to place an order for additional additional electrical sockets for equipped booths in case of exceeding expected power consumption. This situation may arise when there is a need to connect equipment with a high power consumption (more than 1.5 kW, e.g. a coffee machine):

220 V socket (up to 2.5 kW)	57 143 rub.
220 V socket (up to 2,5 kW, round-the-clock)	58 167 rub.
380 V power socket (up to 10 kW)	81 640 rub.



2. For an unequipped area.

The cost of arranging an electrical connection with capacity:

5 kW / 380 V / 16 A	40 000 rub.
10 kW / 380 V / 16 A or 24 A	60 500 rub.
15 kW / 380 V / 24 A or 32 A	82 500 rub.
25 kW / 380 V / 32 A	127 000 rub.
50 kW / 380 V / 63 A	238 500 rub.

For electrical connection in the outdoor area, the length (minimum 50 m) and type of cable must be agreed upon with the Exhibition Operator.

Connection is made on the last day of installation for the period of the Exhibition from August 24 to 27, 2023.



Contacts for additional equipment and services:
Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633
e-mail: ponomarev@railwayexpo.ru

INTERNET CONNECTION ON EXHIBITION BOOTHS

In your personal account, you can choose an option to connect to the Internet using one or more devices.

Basic options:

- 1) choose a wired connection with a suitable data rate (Exponent receives a cable with a standard connector to connect a laptop and/or other device with the selected data rate);
- 2) wireless Internet Wi-Fi connection.

Connection shall be made on the last day of installation for the period of the Exhibition (August 24-27, 2023).
 The traffic is not limited.

IMPORTANT! it is prohibited to use your own equipment for the Wi-Fi network at your stand on the territory of the Pavilion.

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

10 Mbps.	55 930 rub.
20 Mbit/s.	90 860 rub.
50 Mbit/s.	130 340 rub.



Provision of wireless Internet access (using 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 Mbps.	64,400 rub.
20 Mbit/s.	91 560 rub.
50 Mbit/s.	133 280 rub.



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 e-mail: ponomarev@railwayexpo.ru



TEMPORARY STAFF

Temporary staff is available during the Exhibition upon request. Temporary staff services is available in the Exhibitor's Personal Account. Please note that the service is ordered in advance (before the start of the Exhibition).

Exhibition area security

The cost of security is calculated by the formula:
number of days of security × current rate = cost

Stand Guarding, 1 guard (day shift 8:00-20:00) 18 480 rub.

Stand Guarding, 1 guard (night shift 20:00-8:00) 23 100 rub.



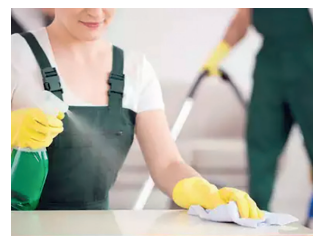
Exhibition area cleaning

The cost of cleaning is calculated according to the formula:
the area of the exhibition booth × the current rate = cost

Daily cleaning of the stand, per 1 sq.m. 1 106 rub.

Daily cleaning of the exhibition stand includes
Vacuuming of the floor carpeting and cleaning of
refuse garbage cans, wiping of surfaces.

Call a cleaner for one-time cleaning 2 030 rub.



Stands at the Exhibitor's booth

The cost of services of stands is calculated by the formula:
number of days of work × current rate = cost

**Service «booth operator with knowledge
of a foreign language» (1 day)** 16 940 rub.

**Service «stander without knowledge
of a foreign language» (1 day)** 15 400 rub.



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FRIEZE LETTERING 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 General 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.

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.

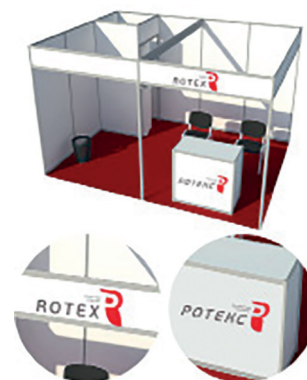


LOGOS

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, AI, 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.



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LINING AND BANNERS

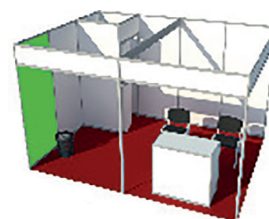
Pasting single-color tape ORACAL or full-color tape ORAJET, the Exhibitor may order in your Personal Account in the section "Additional services".

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 General 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 $0,9 \times 2,4 = 2,16$ - 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).

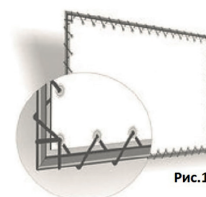


Рис.1

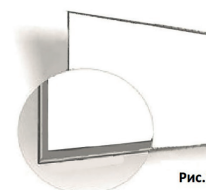


Рис.2



Contacts for additional equipment and services:
Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633
e-mail: ponomarev@railwayexpo.ru



SECTION 3: REQUIRED DOCUMENTS

REQUIRED DOCUMENTS FOR ORDERING ADDITIONAL SERVICES

Additional services shall be provided to the Exhibitors of the Exhibition who have signed an Exhibition Contract with the Exhibition Operator or by the Exhibitor's Developer under a Service Contract.

When placing an order for additional services, the main document shall be:

- Application for additional services - in case the order is placed by the Exhibitor.
- Service Agreement - in case the order is placed by the Exhibitor's Developer.

An order for additional services shall be placed in the Personal Account of the Exhibitor or the Developer invited by the Exhibitor via the corresponding button in the Personal Account.

After the order is placed in the Personal Account, the Exhibition Operator shall provide the Exhibitor with the completed Application for Additional Services and the Developer with the Service Agreement for the Exhibitor's signature by placing them in the Personal Account of the Exhibitor/Developer.

The Exhibition Operator shall issue an invoice for additional services only on the basis of the Application for additional services signed by the Exhibitor and the Developer.

Application signed by the Exhibitor and the Service Agreement signed by the Developer.

A signed scan copies of the Application/Service Agreement signed by the Exhibitor/Developer shall be submitted to the Exhibition Operator.

be submitted to the Exhibition Operator by e-mail:

Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633, e-mail: ponomarev@railwayexpo.ru

When ordering a booth of the «Basic» or «Improved» types, the Exhibitor is obliged to fill in the SCHEME OF THE STAND.

This document unloads the scheme with the configuration of the exhibition stand selected by the Exhibitor.

All equipment ordered for the exhibition stand in the Personal Account is displayed as a list. The manager of the Technical Department inserts the agreed layout of the exhibition booth into the plan-scheme and arranges the equipment, then sends it to the Exhibitor for signature. The Exhibitor shall send to technical department a scan copies of the signed document:

Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633, e-mail: ponomarev@railwayexpo.ru

Additional services are provided to the Exhibitor/Developer only after their 100% payment.

The number of orders for additional services is not limited.

Prices for equipment and services are valid for a limited period of time. Starting from 01.07.2023 prices increase by 50%, and from 21.07.2023 - by 100%.

Services and equipment are provided by prior order and only if technically possible.





APPLICATION FOR ADDITIONAL SERVICES (SAMPLE). PAGE 1

APPLICATION FOR ADDITIONAL SERVICES (SAMPLE)

ЗАЯВКА/ APPLICATION № _____
на дополнительные услуги/ for additional services
к договору/ to contract №71/ _____ от/from «___» _____ 2023 г.

г. Москва/ Moscow

«___» _____ 2023 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

ООО «РОТЕКС» / LLC «ROTEX»

ИНН/КПП / INN/KPP

7704787852 / 770501001

Юридический адрес /
Legal address

115035, г. Москва, ул. Садовническая, д. 71. стр. 1,
пом. 7, эт. 4/
Sadovnicheskaya street 71, bld. 1, room 7, floor 4,
Moscow, 115035, Russia
+ 7 (499) 643-82-37
tech1@rotexpo.ru

Телефон/phone

E-mail

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., руб./ Value per unit, Rub.	Кол-во/ Quantity	Цена, руб., в т.ч. НДС 20%/ Value, Rub., including VAT 20%
1						
2						
Итого с учетом НДС/ Total with VAT:						
В том числе НДС 20%/ Including VAT 20%:						
Всего к оплате/ Total amount:						

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

Оплата по настоящей Заявке производится по
безналичному расчёту в порядке предоплаты
путем перечисления 100 % от стоимости
дополнительных услуг на расчетный счет
Выставочного оператора в течение 5 (пяти)
рабочих дней с даты выставления счета.

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

The payment under this Application shall be made
by bank transfer of 100% of the cost of additional
services to the settlement account of the Exhibition
operator within 5 (five) working days from the date of
the invoice.



APPLICATION FOR ADDITIONAL SERVICES (SAMPLE). PAGE 2

Датой оплаты считается дата поступления денежных средств на расчетный счет Выставочного оператора. В случае нарушения указанного срока оплаты Выставочный оператор вправе аннулировать Заявку и отказаться от ее исполнения в одностороннем порядке путем направления Экспоненту письменного уведомления.

В случае перечисления денежных средств от иностранного Экспонента Выставочному оператору издержки за снятие комиссии при переводе денежных средств в полном объеме несет иностранный Экспонент (все банковские комиссии, связанные с движением денежных средств от Экспонента до Организатора Выставки).

Услуги, заказанные после 01 июля 2023 г., предоставляются с увеличением расценок от первоначальной стоимости на 50%, а после 21 июля 2023 г. – на 100%.

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 и/или сократить объем заказанных услуг, обязан направить в адрес Выставочного оператора посредством электронной почты письменное Обращение с изложением обстоятельств и причин отказа от дополнительных услуг и/или сокращения объема заказанных услуг. На основании указанного Обращения Стороны путем переговоров определяют дальнейший порядок расторжения или изменения настоящей Заявки.

В случае, если письменное Обращение поступило после 07 июля 2023 года, денежные средства, поступившие от Экспонента, не возвращаются и удерживаются Выставочным оператором в качестве штрафа.

В случае, когда невозможность исполнения настоящей Заявки возникла по обстоятельствам, за которые ни одна из Сторон не отвечает, включая, но не ограничиваясь форс-мажорными обстоятельствами, или в случае издания в рамках защиты здоровья населения и противодействия распространению коронавирусной инфекции (COVID-19) органами власти распорядительных актов, препятствующих исполнению условий Заявки, или в случае проведения в рамках специальной операции действий по мобилизации, введения ограничений по передвижению населения и ограничений по проведению мероприятий и т.д. Организатор Выставки вправе отменить Выставку или перенести дату её проведения, изменить формат Выставки на онлайн участие.

The date of payment shall be the date of receipt of funds to the settlement account of the Exhibition Operator. If the specified payment deadline is violated, the Exhibition Operator shall be entitled to cancel the Application and refuse to fulfill it unilaterally by sending a written notice to the Exhibitor.

In case the funds are transferred from a foreign Exhibitor to the Exhibition Operator, the foreign Exhibitor shall bear the full cost of the transfer fees (all bank charges related to the movement of funds from the Exhibitor to the Exhibition Operator).

The services ordered after 01th of July 2023, are provided with increase in prices from the initial value by 50%, and after 21th of July 2023 – by 100%.

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 and/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 refusing additional services and/or reducing the scope of services ordered by e-mail. On the basis of the specified request the Party define the further order of cancellation or change of this Application via negotiations.

If the written request is received after 07th of July, 2023, the money received from the Exhibitor is not returned and is withheld by the Exhibition operator as a fine.

In the event that it is impossible to perform this Application due to circumstances for which neither Party is responsible, including but not limited to force majeure, or in the case of the issuance by the authorities of administrative acts preventing the fulfillment of the terms of the Application within the framework of protecting public health and countering the spread of coronavirus infection (COVID-19), or in the event of a special mobilization operation, restrictions on movement of the population and restrictions on the conduct of the Exhibition, or in the event of the imposition of restrictions on the right to hold the Exhibition. The Exhibition Organizer is entitled to cancel the Exhibition or postpone its date or change the format of the Exhibition for online participation.



APPLICATION FOR ADDITIONAL SERVICES (SAMPLE). PAGE 3

В случае отмены Организатором Выставки Экспонент возмещает Выставочному оператору документально подтвержденные фактически понесенные расходы. При переносе Организатором Выставки даты Выставки или изменении формата Выставки на онлайн участие стоимость участия в Выставке пересмотру не подлежит, денежные средства Выставочным оператором возврату Экспоненту не подлежат.

Стороны вправе направлять друг другу информацию и документацию в электронном виде или в виде электронного образа документа (электронной копии документа, изготовленной на бумажном носителе, переведенной в электронную форму с помощью средств сканирования). Документация и информация в электронном виде или в виде электронного образа будет считаться направленной и полученной надлежащим образом в момент её отправления, если она направлена с соответствующего адреса электронной почты, указанного в настоящей Заявке. Экспонент обязуется предоставить Выставочному оператору оригинал Заявки до начала работы Выставки.

Выставочный оператор до окончания работы Выставки передает Экспоненту 2 (Два) экземпляра акта оказанных услуг. В течение 3 (Трех) рабочих дней со дня получения акта Экспонент обязан подписать вышеуказанный акт или в тот же срок представить в письменном виде мотивированный отказ от подписания акта. В случае неподписания Экспонентом акта в указанный срок и отсутствия мотивированного отказа от подписания акта со стороны Экспонента оказанные услуги, считаются оказанными Выставочным оператором надлежащим образом и принятыми Экспонентом в полном объеме.

Стороны обеспечивают конфиденциальность полученных в рамках настоящей заявки персональных данных, соблюдение требований к обработке персональных данных, установленных Федеральным законом от 27.07.2006 № 152-ФЗ «О персональных данных» и принятых в его исполнение нормативных правовых актов, и несут ответственность за принятие всех необходимых правовых, организационных и технических мер защиты персональных данных от неправомерного или случайного доступа к ним, уничтожения, изменения, блокирования, копирования, распространения персональных данных, а также от иных неправомерных действий.

In case the Organizer cancels the Exhibition, the Exhibitor shall compensate to the Exhibition Operator the documented expenses actually incurred. If the Exhibition Organizer postpones the date of the Exhibition or changes the format of the Exhibition to online participation, the cost of participation in the Exhibition shall not be reconsidered, the Exhibition Operator shall not reimburse the Exhibitor.

The Parties have the right to send each other information and documentation in electronic form or in the form of electronic image of the document (electronic copy of the document made on paper, converted into electronic form by means of scanning). Documentation and information in electronic form or in the form of electronic image will be considered as sent and received properly at the moment of its sending, if it is sent from the relevant email address specified in this Application. The Exhibitor is obliged to provide the Exhibition Operator with the original Application prior to the start of the Exhibition.

The Exhibition Operator shall provide the Exhibitor with two (2) copies of the Certificate of Services before the end of the Exhibition. The Exhibitor shall sign the above-mentioned certificate within three (3) working days after receipt of the certificate or submit a written reasoned refusal to sign the certificate within the same period of time. If the Exhibitor fails to sign the act within the specified period and does not provide a reasoned refusal on the part of the Exhibitor to sign the act, the services rendered by the Exhibition Operator shall be considered as duly rendered and accepted by the Exhibitor in full.

The Parties shall ensure the confidentiality of personal data received under this Application, compliance with the requirements for the processing of personal data established by the Federal Law of 27.07.2006 № 152-FZ «On Personal Data» and regulations adopted in its execution, and are responsible for taking all necessary legal, organizational and technical measures to protect personal data from unauthorized or accidental access, destruction, modification, blocking, copying, distribution of personal data, as well as from other unlawful actions.





APPLICATION FOR ADDITIONAL SERVICES (SAMPLE). PAGE 4

Все споры и разногласия, которые могут возникнуть при исполнении настоящей Заявки, будут решаться сторонами путем переговоров на основании действующего законодательства РФ. При не урегулировании спорных вопросов, споры разрешаются в Арбитражном суде г. Москва по истечении 10 (Десяти) календарных дней со дня направления соответствующей претензии (требования) Стороне.

Подписывая настоящую Заявку на дополнительные услуги Экспонент подтверждает, что ознакомлен с Общими условиями участия в выставке Международный железнодорожный салон пространства 1520 «PRO//Движение.ЭКСПО» в 2023 году и Справочником Экспонента, размещенными на официальном сайте Выставки <http://railwayexpo.ru>, и обязуется их исполнять.

All disputes and disagreements that may arise in the performance of this Application shall be resolved by the Parties by negotiation on the basis of the applicable laws of the Russian Federation. If the disputes are not settled, disputes are resolved in the Arbitration Court of Moscow after 10 (ten) calendar days from the date of sending the relevant claim (demand) to the Party.

By signing this Application for Additional services the Exhibitor confirms that it is familiar with the General Terms and Conditions of Participation in the International Railway fair in the area 1520 «PRO//Motion.EXPO» in 2023 and the Exhibitors Guide posted on the official website of the Exhibition <http://railwayexpo.ru>, and undertakes to comply with them.

_____ /

М.П./Stamp

** Действующего на основании /Acting under Basis_of_authority*

SUPPLEMENT TO CONTRACT - BOOTH LAYOUT (SAMPLE)

Russia, Saint-Petersburg,
Russian Railway Museum,
August 24 - 27, 2023



Saint-Petersburg

2023

Stand layout

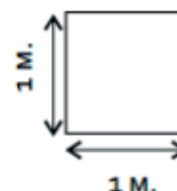
Company

Tel.

Stand no.

Contact person

E-mail:



Power consumption of additional equipment:

Comments:

The chosen booth layout orientation should coincide with the orientation of the exhibition booth on the general layout of the hall.

Please note that such items as wall element (wall panel), frieze (fascia panels), door unit (door, blinds, office curtain), all elements with electrical connections (spots, other lighting, sockets, etc.), mounted shelving, tall showcases, backlit display cases, refrigeration equipment, etc. are stationary and will be located in accordance with the completed scheme (if technically possible). The approved location is final. Make sure that all additional ordered electrical equipment on the exhibition booth has been ordered to be connected to the appropriate power supply power.

If you have any questions, please contact the technical manager: +7 (499) 643-82-37, ext. 4632, tech1@rotexpo.moscow

By signing this application, we confirm the location of additional equipment on the exhibition booth and its artistic design.

Stamp

Acting on the basis of

SUPPLEMENT TO CONTRACT - BOOTH LAYOUT (SAMPLE)

Russia, Saint-Petersburg,
Russian Railway Museum,
August 24 - 27, 2023



Saint-Petersburg

2023

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.

Specification:

Stand building:

Lettering on the fascia board:

1:

2:

3:

Ordered electricity:

Standard stand elements and equipment:

Our technical manager will answer all your questions:

8 (499) 643-82-37 ext. 4633

e-mail: tech1@rotexpo.ru



THE POWER OF ATTORNEY (SAMPLE)

THE POWER OF ATTORNEY

" " 2023 г.
Date of issuance of power of attorney

place of issue

This power of attorney is issued to (FULL NAME)

hereinafter referred to as "Attorney", passport series: No.

issued: date

address of registration at the place of residence:

in that

(name and TIN of the Exhibitor's organization)

represented by

(full name and position of the person issuing the power of attorney)

acting on the basis of

hereinafter referred to as the "Principal", authorizes the Attorney to represent the Principal's interests related to its participation in the International Railway Salon 1520 "PRO//MOTION.EXPO" to be held from August 24, 2023 to 27 August 2023 at the following address: Saint-Petersburg, Bibliotechny Pereulok 4/2, Russian Railway Museum (hereinafter - the "Exhibition").

To perform representative functions, the Attorney shall be granted the following rights: to submit and receive any documents, applications, claims, to conduct the Principal's business related to its participation in the Exhibition, to receive the property due to the Principal (including exhibition space, stands, additional equipment), to return the property received, to sign documents on receipt/return of property and acts of rendered services, to sign and perform other actions and formalities related to the fulfillment of this assignment.

I hereby authorize the signature of the Attorney.

(full name)

(signature)

The powers under this Power of Attorney may not be transferred to other persons.

This power of attorney shall be filled in on a computer (either by hand), signed by the head and stamped with the seal of the organization. The use of facsimile is not allowed.

The power of attorney is valid if all lines are filled in. The executed power of attorney shall be submitted to the management of "ROTEX" LLC during the Exhibition period from August 24 to 27, 2023 in order for the Power of Attorney to receive the originals of the following documents:

- contract;
- act of provided services;
- the invoice.

This power of attorney is valid until August 30, 2023.

Position of the person who issued the power
of attorney

Power of Attorney Name of the person who
issued the power of attorney

Signature of the person who issued
power of attorney
Stamp



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

Company _____ Stand number _____

We ask you to allow to import and subsequent export of exhibits, exhibition equipment and materials. A list of them is attached.

#	Name	Amount	Note

Responsible person (full name, contact phone number) _____

Number and mark _____ of the vehicle

Signature, stamp





ANNEX 2. INFORMATION ABOUT HANGING THE CONSTRUCTION INSIDE A PAVILION

Name of organization (customer) _____

Stand # _____

Design dimensions _____

Materials _____

Structural weight _____

The list and the total weight is additionally suspended from the construction equipment (lighting equipment, advertising supports, decorative lining) _____

The total weight of the unloaded construction _____

Estimated number of suspension points _____

Estimated load on each point of the hang _____

Estimated 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.

Hitch of additional equipment (lighting equipment, advertising media, decorative cladding) on the already suspended structure is PROHIBITED!

Signature _____

(customer)

STAMP

Agreed by ROTEX LLC _____



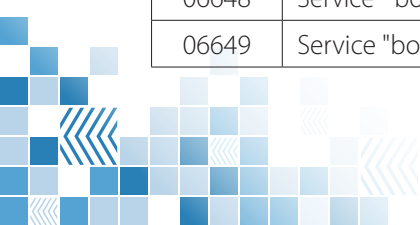
Contacts of the responsible employee:
Alexey Ponomarev, tel. +7 (499) 643-82-37 ext. 4633
e-mail: ponomarev@railwayexpo.ru

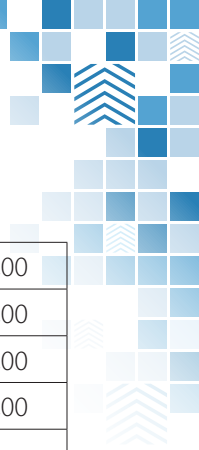




SECTION 4: PRICE LIST

PRICE LIST FOR EQUIPMENT AND SERVICES AT THE EXHIBITION			
Article	Name of service	Unit	Price, rub.
06615	Additional Exhibitor badge	pcs.	2 000,00
06620	Pass for a passenger car to the Exhibition area (for the period of mounting / dismantling)	pcs.	10 780,00
06621	Exhibitor's car pass to the Exhibition area (for the Exhibition period)	pcs.	20 020,00
06622	Pass for a car with payload up to 3.5 tons (for the period of mounting / dismantling)	pcs.	4 620,00
06623	Pass for vehicles with payload over 3.5 tons (for the period of mounting/ dismantling)	pcs.	6 160,00
06786	Pass for passenger car with trailer (for the period of mounting / dismantling)	pcs.	6 160,00
06624	Internet at the stand with data speed up to 10 Mbit/s	service	55 930,00
06625	Internet at the stand with data speed up to 20 Mbit/s	service	90,860.00
06626	Internet at the stand with data speed up to 50 Mbit/s	service	130 340,00
06627	Internet (Wi-Fi technology) with data speed up to 10 Mbit/s	service	64 400,00
06628	Internet (Wi-Fi technology) with data speed up to 20 Mbit/s	service	91 560,00
06629	Internet (Wi-Fi technology) with data speed up to 50 Mbit/s	service	133 280,00
06631	Electrical connection up to 5 kW / 380 V / 16 A	point	40 000,00
06632	Electrical connection up to 10 kW / 380 V / 16 A or 24 A	point	60,500.00
06633	Electrical connection up to 15 kW / 380 V / 24 A or 32 A	point	82 500,00
06634	Electrical connection up to 25 kW / 380 V / 32 A	point	127 000,00
06635	Electrical connection up to 50 kW / 380 V / 63 A	point	238 500,00
06799	Connection of temporary mounting socket up to 3 kW (socket with wire and plug - customer)	pcs.	26 681,00
06636	Daily cleaning at the booth, per 1 sq.m	sq.m	1 106,00
06637	Calling a cleaner for one-time cleaning	service	2 030,00
06638	Booth security, 1 guard 8.00 - 20.00 (August 23)	service	18 480,00
06639	Booth security, 1 guard 8.00 - 20.00 (August 24)	service	18 480,00
06640	Booth security, 1 guard 8.00 - 20.00 (August 25)	service	18 480,00
06641	Booth security, 1 guard 8.00 - 20.00 (August 26)	service	18 480,00
06642	Booth security, 1 guard 8.00 - 20.00 (August 27)	service	18 480,00
06643	Night booth security, 1 guard 20.00 - 8.00 (August 23-24)	service	23,100.00
06644	Booth security at night, 1 guard 20.00 - 8.00 (August 24-25)	service	23 100,00
06645	Night booth security, 1 guard 20.00 - 8.00 (August 25-26)	service	23 100,00
06646	Night booth security, 1 guard 20.00 - 8.00 (August 26-27)	service	23 100,00
06647	Night booth security, 1 guard 20.00 - 8.00 (August 27-28)	service	23 100,00
06648	Service " booth attendant with knowledge of foreign language" (1 day)	service	16,940.00
06649	Service "booth attendant without foreign language skills" (1 day)	service	15 400,00





06650	Wall panel Octanorm 1000 x h 2500 mm	pcs.	5 320,00
06651	Wall panel Octanorm 500 x h 2500 mm	pcs.	4 060,00
06652	Wall panel with glass Octanorm 1000 x h 2500 mm (glass 1400 mm high)	pcs.	6 315,00
06653	Wall panel with glass Octanorm 500 x h 2500 mm (glass 1400 mm high)	pcs.	5 725,00
06654	Octanorm wall element with lockable accordion door 1000 x h 2500 mm (plastic)	pcs.	9 870,00
06655	Octanorm wall element with swing door with lock 1000 x h 2500 mm	pcs.	17 780,00
06656	Octanorm wall element with curtain (office curtain) 1000 x h 2500 mm	pcs.	3 060,00
06657	Carpeting, per 1 sq.m (with trimming, with fireproofing treatment)	sq.m	1 850,00
06658	Frieze panel insert Octanorm h 350 mm, per 1 p.m	pcs.	1 990,00
06659	Glass showcase 500 x 1000 mm, h 1000 mm	pcs.	11 900,00
06660	Radius glass showcase R 1000 mm, h 1000 mm	pcs.	34 020,00
06661	Glass showcase 500 x 1000 mm, h 2500 mm (2 glass shelves, without illumination)	pcs.	27 370,00
06662	Glass showcase 1000 x 1000 mm, h 2500 mm (2 glass shelves, without illumination)	pcs.	34 020,00
06663	Radius glass showcase R 500 mm, h 2500 mm (2 glass shelves, without illumination)	pcs.	34 720,00
06664	Radius glass showcase R 1000 mm, h 2500 mm (2 glass shelves without illumination)	pcs.	43 470,00
06665	Rack of 3 shelves 1000 x 500 x h 2500 mm	pcs.	10 570,00
06666	Wall shelf 1000 x 300 mm	pcs.	4 080,00
06667	Floor mirror 1500 x 600 mm	pcs.	12 250,00
06668	Spot-bra light fixture (100 W)	pcs.	2 000,00
06669	Halogen spotlight (300 W)	pcs.	7 700,00
06670	Metal halide spotlight (150 W)	pcs.	9 915,00
06671	Remote halogen light fixture on a boom (150 W)	pcs.	7 952,00
06672	Daylight lamp (40 W)	pcs.	4 005,00
06673	Showcase illumination (1 point 35 W)	pcs.	3 780,00
06674	Socket 220 V (up to 2,5 kW)	pcs.	57 142,00
06675	220 V socket (round, up to 2,5 kW)	pcs.	58 167,00
06729	Power socket 380 V, 10 kW	pcs.	81 640,00
06676	Rotating cube 1000 x 1000 x 1000 mm; without logo	pcs.	58 800,00
06677	Podium table 500 x 500 x h 500 mm	pcs.	5 390,00
06678	Podium table 500 x 500 x h 750 mm	pcs.	6 300,00
06679	Podium table 500 x 500 x h 1000 mm	pcs.	6 860,00
06680	Podium table 500 x 1000 x h 500 mm	pcs.	7 070,00
06681	Podium table 500 x 1000 x h 750 mm	pcs.	7 840,00
06682	Podium table 500 x 1000 x h 1000 mm	pcs.	8 260,00
06683	Podium table 1000 x 1000 x h 500 mm	pcs.	7 070,00



06684	Podium table 1000 x 1000 x h 750 mm	pcs.	8 680,00
06685	Podium table 1000 x 1000 x h 1000 mm	pcs.	9 955,00
06686	Information stand 500 x 1000 x h 1000 mm	pcs.	9 310,00
06687	Information rack small radius corner, h 1000 mm	pcs.	11 900,00
06690	Upholstered chair	pcs.	2 045,00
06691	Bar stool	pcs.	3 530,00
06692	Bar stool with backrest	pcs.	5 560,00
06693	Glass table	pcs.	10 220,00
06694	Round table d 700 mm	pcs.	7 320,00
06695	Table 600 x 600 mm	pcs.	6 620,00
06696	Conference table 800 x 1200 mm	pcs.	12 250,00
06697	Bar table h 1000 mm, d 700 mm	pcs.	7 855,00
06698	Booklet rack (brochure holder)	pcs.	6 160,00
06699	Waste basket	pcs.	390,00
06700	Wall hanger	pcs.	2 100,00
06701	Floor hanger	pcs.	8 890,00
06702	Additional symbol for inscription on the frieze	pcs.	530,00
06703	Covering with ORACAL film, per 1 sq.m	sq.m	2 575,00
06704	Covering of surfaces with the Customer's material	sq.m	3 900,00
06705	Covering the surface with film with full-color printing	sq.m.	7 460,00
06706	Logo from ORACAL film, one-color, up to 1 sq.m	pcs.	5 350,00
06707	Logo full-color up to 1 sq.m	pcs.	11 590,00
06708	Banner printing and mounting (with eyelets/pockets/no treatment), per 1 sq.m (up to 3 m height)	sq.m	7 335,00
06907	Printing and mounting of banner on tabs, per 1 sq.m. of banner (up to 3 m height)	sq.m	9,995.00
06709	Printing and mounting of banner on tabs, per 1 sq.m. banner (up to 5 m height)	sq.m	9,995.00
06905	Mounting of the Customer's hinged constructions on the walls of the stand	service	4 000,00
06906	Manufacturing and mounting of a tablet made of 16 mm chipboard, covered with a film with full-color printing, per 1 sq.m	sq.m	14 000,00
06710	Plasma panel diagonal 42"	pcs.	40 040,00
06711	Plasma panel diagonal 50"	pcs.	49 280,00
06713	Floor stand for plasma panel	pcs.	7 700,00
06714	Wall mount for plasma panel	pcs.	7 700,00
06715	Cooler 550 W +1 water bottle 19 liters	pcs.	17 990,00
06716	Water bottle 19 liters for the cooler	pcs.	2 870,00
06718	Refrigerator 200 l without mounting a 24-hour socket	pcs.	11 830,00
06720	Increasing the height of Octanorm wall up to 1000 mm, per 1 pg.m	p/m	1 540,00
06721	MAXIMA wall element 1000 x h 2500 mm	pcs.	7 560,00

06722	Wall element MAXIMA 500 x h 2500 mm	pcs.	5 670,00
06723	MAXIMA wall element MAXIMA h 500 mm	n/m	3 025,00
06724	MAXIMA wall elevation h 1000 mm	n/m	4 160,00
06725	Door unit MAXIMA ("accordion")	pcs.	18 900,00
06726	MAXIMA door unit (swing)	pcs.	26 460,00
06728	Octanorm 1340 x h 2500 mm diagonal wall panel	pcs.	9 955,00
06747	Glass shelf	pcs.	2 660,00
06756	Polycarbonate frieze h 1000 mm	n/m	7 000,00
06908	Additional working hours of pavilion No.1 from 20:00 to 22:00, 1 sq.m	service	440,00
06909	Additional working hours of pavilion No.1 from 22:00 to 24:00, 1 sq.m.	service	520,00
06704	Covering of surfaces with the Customer's material	sq.m	3 900,00
06705	Covering the surface with film with full-color printing	sq.m	7 460,00
06706	Logo from ORACAL film, one-color, up to 1 sq.m	pcs.	5 350,00
06707	Logo full-color up to 1 sq.m	pcs.	11 590,00
06708	Banner printing and mounting (with eyelets/pockets/no treatment), per 1 sq.m (up to 3 m height)	sq.m	7 335,00
06907	Printing and mounting of banner on tabs, per 1 sq.m. of banner (up to 3 m height)	sq.m	9 995,00
06709	Printing and mounting of banner on tabs, per 1 sq.m. banner (up to 5 m height)	sq.m	9 995,00
06905	Mounting of the Customer's hinged constructions on the walls of the stand	service	4 000,00
06906	Manufacturing and mounting of a tablet made of 16 mm chipboard, covered with a film with full-color printing, per 1 sq.m	sq.m	14 000,00
06710	Plasma panel diagonal 42"	pcs.	40 040,00
06711	Plasma panel diagonal 50"	pcs.	49 280,00
06713	Floor stand for plasma panel	pcs.	7 700,00
06714	Wall mount for plasma panel	pcs.	7 700,00
06715	Cooler 550 W +1 water bottle 19 liter	pcs.	17 990,00
06716	Water bottle 19 liters for the cooler	pcs.	2 870,00
06718	Refrigerator 200 l without mounting a 24-hour socket	pcs.	11 830,00
06720	Increasing the height of Octanorm wall up to 1000 mm, per 1 pg.m.	p/m	1 540,00
06721	MAXIMA wall element 1000 x h 2500 mm	pcs.	7 560,00
06722	Wall element MAXIMA 500 x h 2500 mm	pcs.	5 670,00
06723	MAXIMA wall element MAXIMA h 500 mm	n/m	3 025,00
06724	MAXIMA wall elevation h 1000 mm	n/m	4 160,00
06725	Door unit MAXIMA ("accordion")	pcs.	18 900,00
06726	MAXIMA door unit (swing)	pcs.	26 460,00
06728	Octanorm 1340 x h 2500 mm diagonal wall panel	pcs.	9 955,00
06747	Glass shelf	pcs.	2 660,00
06756	Polycarbonate frieze h 1000 mm	n/m	7 000,00

06908	Additional working hours of pavilion No.1 from 20:00 to 22:00, 1 sq.m.	service	440,00
06909	Additional working hours of pavilion No.1 from 22:00 to 24:00, 1 sq.m.	service	520,00
06910	Additional working hours of pavilion No.1 from 00:00 to 08:00, 1 sq.m.	service	2 480,00
06911	Additional working hours in the open area from 20:00 to 22:00, 1 sq.m.	service	260,00
06912	Additional time of work on the open area from 22:00 to 24:00, 1 sq.m.	service	290,00
06913	Additional working time in the open area from 00:00 to 08:00, 1 sq.m.	service	1 280,00
06914	Extension of the mounting time in pavilion 1 (day 08:00 - 20:00), 1 sq.m	service	4 800,00
06915	Extension of mounting period in pavilion 1 (night 20:00 - 08:00), 1 sq.m.	service	5 400,00
06916	Extension of the mounting period in the open area (day 08:00 - 20:00), 1 sq.m.	service	3 600,00
06917	Extension of the mounting period on the open area (night 20:00 - 08:00), 1 sq.m.	service	4 200,00
06918	Extension of the term of dismantling in pavilion 1 (day 08:00 - 20:00), 1 sq.m.	service	4 800,00
06919	Extension of the dismantling period in pavilion No. 1 (night 20:00 - 08:00), 1 sq.m.	service	5 400,00
06920	Extension of the term of dismantling in the open area (day 08:00 - 20:00), 1 sq.m.	service	3 600,00
06921	Extension of the dismantling period in the open area (night 20:00 - 08:00), 1 sq.m.	service	4 200,00
06922	Additional shelf in the podium 1x0.5 m LDFP	pcs.	2 660,00
06923	Pass for a passenger car to the Exhibition area (for the period of early installation, August 17-19)	pcs.	10 780,00
06924	Pass for a car with payload up to 3.5 tons (for the period of early installation, August 17-19)	pcs.	4 620,00
06925	Pass for vehicles with load-carrying capacity over 3.5 tons (for the period of early assembly, August 17-19)	pcs.	6 160,00
06926	Pass for a passenger car with a trailer (for the period of early assembly, August 17-19)	pcs.	6 160,00
06927	Pass for a passenger car to the Exhibition area (for the period of late dismantling, August 30-31)	pcs.	10 780,00
06928	Pass for a car with a payload up to 3.5 tons (for the period of late dismantling, August 30-31)	pcs.	4 620,00
06929	Pass for vehicles with payload over 3.5 tons (for the period of late dismantling, August 30-31)	pcs.	6 160,00
06930	Pass for passenger car with trailer (for the period of late dismantling, August 30-31)	pcs.	6 160,00
06719	Arrangement of the suspension point and lifting of the load	pcs.	55 000,00

Prices for equipment and services are valid for a limited period of time. **Starting from 01.07.2023 prices increase by 50%, and from 21.07.2023 - by 100%.**

Services and equipment are provided by prior order and only if technically available.



PROMOTIONAL OPPORTUNITIES AT THE EXHIBITION			
Article	Name of service	Units	Price, Rub
Polygraphic advertising			
06773	Highlighting the company name in the catalog content and highlighting the text about the company in the section "Information about Exhibitors"	Service	12 500,00
06774	Placement of the company logo in the section "Information about Exhibitors"	Service	5 500,00
06776	Logo placement on the Z-map of the Exhibition area	Service	123 500,00

Distribution of promotional products			
06777	Аккредитация промоутера Экспонента (на 1 день Выставки)*	Service	15 600,00
06778	Распространение рекламно-информационных материалов Экспонента в пресс-центре Выставки	Service	39 000,00

Videography and photography			
06780	Оказание услуг по фотосъемке (съёмка в течение 2 часов, не менее 200 фото)	Service	84 000,00
06781	Оказание услуг по видеосъемке (съёмка в течение 2 часов, видео не менее 3 минут)	Service	301 000,00

Online catalog			
06903	A Company video placement in the personal account in the online catalog	Service	6 000,00
06904	Company photos/images placement in the personal account in the online catalog	Service	6 000,00















* Exhibitor's promoter is provided with a badge



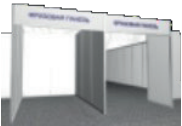





























SECTION 5: EQUIPMENT

CATALOG OF FURNITURE AND ADDITIONAL EQUIPMENT FOR STANDARD EXHIBITION BOOTHS

	06650 Octanorm wall panel 1000 x h 2500 mm		06659 Glass showcase 500 x 1000 mm, h 1000 mm
	06651 Octanorm wall panel 500 x h 2500 mm		06661 Glass showcase 500 x 1000 mm, h 2500 mm (2 glass shelves, without backlight) shelves, without illumination)
	06652 Wall panel with Octanorm 1000 x h 2500 mm (glass height 1400 mm)		06662 Glass showcase 1000 x 1000 mm, h 2500 mm (2 glass shelves, without backlight) shelves, without illumination
	06653 Wall panel with Octanorm 500 x h 2500 mm (glass height 1400 mm)		06663 Radius glass showcase R 500 mm, h 2500 mm (2 glass shelves, without backlight)
	06654 Octanorm wall element with harmonica door with lock 1000 x h 2500 mm (plastic) lock 1000 x h 2500 mm		06664 Radius glass showcase R 1000 mm, h 2500 mm (without illumination)
	06655 Octanorm wall element with hinged door with lock 1000 x h 2500 mm		06665 Rack of 3 shelves 1000 x 500 x h 2500 mm
	06656 Octanorm wall element with curtain (office curtain) 1000 x h 2500 mm		06667 Floor mirror 1500 x 600 mm



	06658 Frieze panel insert Octanorm h 350 mm, per 1 p.m.		06668 Spot-bra light fixture (100 W)
	06669 Halogen spotlight (300 W)		06683 Podium table 1000 x 1000 x h 500 mm
	06670 Metal halide floodlight (150W)		06684 Podium table 1000 x 1000 x h 750 mm
	06671 Remote halogen luminaire on a boom (150 W)		06685 Podium table 1000 x 1000 x h 1000 mm
	06676 Spinning cube 1000 x 1000 x 1000 mm; without logo		06686 Information stand 500 x 1000 x h 1000 mm
	06677 Podium table 500 x 500 x h 500 mm		06687 Small information stand radius corner h 1000mm
	06678 Podium table 500 x 500 x h 750 mm		06690 Upholstered stool
	06679 Podium table 500 x 500 x h 1000 mm		06691 Bar stool

	06680 Podium table 500 x 1000 x h 500 mm		06692 Backrest bar stool
	06681 Podium table 500 x 1000 x h 750 mm		06693 Glass table
	06682 Podium table 500 x 1000 x h 1000 mm		06694 Round table d 700 mm
	06696 Conference table 800 x 1200 mm		06700 Wall rack
	06697 Bar table h 1000 mm, d 700 mm		06701 Floor rack
	06698 Booklet stand (brochure holder)		06718 Refrigerator 200 liters without installation 24-hour socket

IMPORTANT!

The equipment may differ from the pictures. All equipment is available by prior order and only if it is technically possible.

Please note that additional equipment is available only for standard booths.

Prices for equipment and services are valid for a limited period of time. Starting from 01.07.2023 prices increase by 50%, and from 21.07.2023 - by 100%.