

## EXHIBITOR HANDBOOK

Hosted by: AO VDNH



FORM No.	FORM TITLE	Deadline for submitting service request without extra charge
<b>A</b>	<b>INFORMATION ABOUT THE EXHIBITION AND EXPO CENTER</b>	
A1	Contacts	
A2	Exhibition dates and time. Technical specifications of pavilion No. 57 and tent pavilions	
A3	General information	
A4	Information about structure of the exhibition stands	
A5	Entrance and installation rules (for space only areas)	
A6	Fire safety rules	
A7	Regulations for performance of electrical and plumbing work	
A8	General terms and conditions of work for builders at the exhibition (technical expert examination)	
A9	Exhibits inbound/outbound letter	
A10	Authorisation form	
<b>B</b>	<b>ENGINEERING SUPPORT</b>	
B1	Electricity supply, water supply, compressed air	till May 26, 2023
B2	Internet	till May 26, 2023
B3	Standard stand layout (inscription on the fascia)	till May 26, 2023
B4	Standard stand construction (OCTANORM, MAXIMA, podiums, showcases)	till May 26, 2023
B5	Stand electrical equipment, furniture, white goods	till May 26, 2023
B6	Artistic design	till May 26, 2023
B7	Multimedia equipment	till May 26, 2023
<b>C</b>	<b>SERVICES</b>	
C1	Permanent pass for vehicles parking during the exhibition	till May 26, 2023
C2	Temporary personnel	till May 26, 2023
<b>D</b>	<b>BUSINESS EVENTS</b>	
D1	Providing meeting rooms and equipment for business events	till May 26, 2023
<b>E</b>	<b>MARKETING SERVICES</b>	
E1	Advertising	
E2	Advertising	
E3	Sponsorship	
E3.1	Sponsorship	
E3.2	Sponsorship	
E4	Information sponsorship	
E4.1	Information sponsorship	
<b>G</b>	<b>GRAPHIC APPENDICES TO THE EXHIBITOR HANDBOOK</b>	
G1	VDNH access plan (map)	
G2	Exhibitor's entry letter	
G3.1	Images of "OCTANORM" standard stand models including standard configuration	
G3.2	Images of "MODUL" standard stand models including standard configuration	

Form

**A1**
**CONTACTS**

PERSONNEL MEMBER	POSITION	CONTACTS
Kononov Ivan Anatolievich	Project Manager	+7 (495) 974 33-66, extension number 3153 ikononov@vdnh.ru
Slavyanskaya Vilena Aleksandrovna	Exhibitor Relations Manager	+7 (495) 974 33-66, extension number 3104 vslavyanskaya@vdnh.ru
Savlyuk Elena Nikolayevna	Business program	+7 (495) 974 77-77, extension number 5500 savlyuk@vdnh.ru
Ivanova Natalya Vyacheslavovna	Media relations	+7 (495) 974 77-77, extension number 3855 nivanova@vdnh.ru
Bragin Kirill Yiurievich	Technical Manager	+7 (495) 974 77-77, extension number 3162 kbragin@vdnh.ru
Gorbatenko Yuri Vasilievich	Official Forwarder, JSC DMW EXPO	+7 (495) 234-56-52 yuri.gorbatenko@dmw-expo.ru

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**EXHIBITOR HANDBOOK**

**A2**

**EXHIBITION DATE AND TIME**

**Technical specifications of pavilion No. 57 and tent pavilions**

**EXHIBITION OPENING HOURS**

Sunday	June 4	08.00 - 20.00	Stands installation Exhibits delivery and handling
Monday	June 5	08.00 - 20.00	Stands installation Exhibits delivery and handling
Tuesday	June 6	08.00 - 20.00 14.00 - 20.00 16.00 - 20.00	Stands installation Exhibitors check-in Exposition designing
Wednesday	June 7	09.00 - 18.30 10.00 - 18.00 18.00 - 19.00	Exhibition is open for participants/exhibitors* Exhibition is open for visitors Pavilion shall be under protection
Thursday	June 8	09.00 - 18.30 10.00 - 18.00 18.00 - 19.00	Exhibition is open for participants/exhibitors* Exhibition is open for visitors Pavilion shall be under protection
Friday	June 9	09.00 - 18.00 10.00 - 16.00 16.00 - 20.00	Exhibition is open for participants/exhibitors* Exhibition is open for visitors Removing exhibits**
Saturday	June 10	08.00 - 20.00	Stands deinstallation

\* Everyone entering the pavilion shall have a participant badge, stands installation is prohibited. Installation passes are not valid

\*\* Exhibits may be removed only after the end of the exhibition

**TECHNICAL SPECIFICATIONS OF PAVILION No. 57 and Tent pavilions**

Pavilion	Exhibition area (gross), sq.m	Max, stand construction height, m	Permissible floor-spreading load, kg/sq.m *	Cargo gate height/width, m
<b>Tent pavilions</b>				
Floor 1	2600	03.5	250	4x4
<b>Pavilion 57</b>				
Floor 1 Atrium	1000	6	500	4.1(h)x4.6 entrance ramp width 4.1
Floor 1	1500	4	500	
Floor 2	2500	6	500	

\* For spread load. Permissible point load shall be determined based on number and size of supports and appearance of the exhibit (stand)

**SECURITY ARRANGEMENT**

The pavilion perimeter is secured and an access control arrangement is provided at the exhibition. Security guards are not responsible for safety of your property. We would like to point out that recently there has been an increase in the number of thefts on the grounds of the exhibition centre. We kindly ask you to ensure constant presence of your representative in charge at the stand of the exhibiting company from the moment when the pavilion opens till the moment when the pavilion is closed by security in order to avoid misunderstandings and loss of property on the day of arrival, during installation, on the day of departure, during the exhibition and after the end of the exhibition. Please also ensure presence of a representative at your stand from 9:00 to 18:30 during the exhibit

**ENSURANCE**

Potential risks related to participating in the exhibition (losses due to cancellation, loss of or damage to exhibits or other property, etc.) as well as civil liability are insured by the exhibitor on their own and at their own expense. Exhibitors and their contractors are obliged to take care of the safety of other exhibitors, visitors and third parties at the exhibition. The host recommends that contractors have insurance from a reputable insurance company covering the public liability of the company and its employees to third parties.

**ENTRY TO THE EXHIBITION TERRITORY**

Exhibitors and personnel working at the stand will be given access to the pavilion upon presenting their passes (badges). Installation passes for personnel involved in performance of installation/deinstallation works at your stand are valid only during the installation/deinstallation period and must be obtained from the official stand contractor in accordance with a list. The list must be prepared in two copies on your company form and must include the passport details of the personnel members.

**DELIVERY/REMOVAL OF GOODS**

Entry of vehicles in the territory of VDNH is charged. Please contact the Exhibition Manager to arrange delivery/removal of exhibition equipment and exhibits to the territory of VDNH. Please fill in a letter in accordance with Form A9 to deliver/remove exhibits to or from the pavilion. The letter for delivering/removing exhibits (Form A9) to the pavilion shall be made in two copies (for delivering and for removing), approved by the Head of the company and stamped with the company seal. Before bringing equipment or other valuables into the pavilion, the Form A9 letter must have "Permitted for Delivery" stamp on it, which can be obtained at the Host's information stand\*. Exhibitors must keep one copy of the letter. The second copy must be given to security personnel when bringing equipment into the pavilion. At the end of the exhibition, before removing equipment from the pavilion, a copy of the letter from the exhibitor must be have a "Permitted for Removal" stamp and endorsed by a responsible personnel member. \*Location of the information stand will be determined no earlier than 2 weeks before the start of the installation

**UNLOADING AND LOADING WORK/DELIVERY**

Please contact your DMV-EXPO accredited contractor to perform unloading/loading operations using lifting equipment. For more detailed information contact a Technical Manager. Please note that exhibitors shall provide the Host with a lifting plan and maps for performing installation and deinstallation works using mobile cranes. Exhibitors shall provide protective pads (wood or rubber) under the metal parts of the exhibits and metal parts in contact with the floor, which weigh more than 250 kg, in order to prevent possible damage to the floor surface in the exhibition hall. This requirement is obligatory during performance of loading and unloading work. Otherwise, the Host has the right to refuse your company in performance of loading and unloading work. Any unloading/loading operation using own crane or manipulators inPlease contact your DMV-EXPO accredited contractor to perform unloading/loading operations using lifting equipment. For more detailed information contact a Technical Manager. Please note that exhibitors shall provide the Host with a lifting plan and maps for performing installation and

**SOUND LEVEL AT YOUR STAND**

During the exhibition, the sound level at your stand must not disturb other exhibitors. Sound pressure level of more than 70 dB at the boundary of your stand are not allowed. In case of complaints from other exhibitors about high sound level at your stand, the Host has the right to demand lowering the sound level down to acceptable level. If the above requirements are ignored, the Host reserves the right to disable the sound source and levy a fine on the exhibitor.

**HANGERS ON THE PAVILION CEILING**

Hanging advertising and technical suspensions on the ceiling must be agreed with the Exhibition Management.

**STAND SIZE**

Please note that the size of your stand including any protruding elements must not exceed the length and width of the stand you ordered. In case of failure to comply with this requirement, the Host reserves the right to suspend construction of the stand. It is not allowed to install solid walls into the aisle. It is necessary to decorate the surface with a banner (graphics) or retreat 0.5 m deep into the stand. No inscriptions, logos or graphics are allowed on the back of structures located on/near the boundary of the stand and pointing towards neighbouring stands.

**EQUIPPED SPACE (STANDARD STANDS)**

A standard stand is a stand made of carpeted exhibition constructions, the colour of the panels is white. The colour of the wall panels may be changed by applying a self-adhesive film Oracal No. 641.

The height of a standard stand is 2.5m but it can be extended by using exhibition structures. The stand walls are made of lightweight aluminium beams, jambs and plastic laminated panels. Each wall panel is approximately 2500 mm high (including the upper and lower purlins), approximately 1000 mm wide and has a face size of 960×2350 mm. If you would like to know the exact size of the stand details, please contact your Technical Manager.

Installation of exhibition equipment and other structures within a standard stand is considered to be an individual construction and is subject to a chargeable technical expert examination.

**GENERAL PROVISIONS**

Please note that in order to stabilise your stand it may be necessary to include additional fixing elements, which are not included in your stand layout. If you need to remove them temporarily (for example: for installation of large exhibits), you will need to obtain permission from the Technical Manager and ensure that all necessary precautions are taken.

Please note that additional equipment and furnishing in accordance with your order (in accordance with the participation form and additional order in this handbook) can only be rented for stands, the construction and renting of which was ordered via the Host.

The stand construction elements and additional equipment must be returned at the end of the exhibition, free of any adhesive tape and in good condition.

The exhibitor shall be financially liable for any damage caused to the stand structures and additional equipment.

Equipment shall not be attached to the stand structures, drilling holes, fixing promotional material with pins, buttons, use of application film, etc. The cost of stand elements or additional equipment ordered by the exhibitor but not used for any reason will not be refunded.

Keys for cabinet and display cabinet doors as well as locks will be available at the information desk during check-in and registration on the security of the key/lock.

Please check the range of accessories available for your stand, which are appropriate for the size of your stand (total area) in advance.

You may order additional equipment or services using Forms B4, B5, B6. The stand layout must be shown on the layout made in accordance with Form B3.

Once again, please note that the design of the stand may include technically relevant elements that are not indicated on your layout.

**EXHIBITION DEADLINES**

Please ensure that all stands are ready for inspection by 18:00 on the last installation day. Therefore, you should be present at your stand on the last installation day in order to ensure that your stand is built correctly and completely, since you need to have time to equip and decorate it in time.

All boxes and cases with exhibits must be unpacked and removed from the stand by 17:00 on the last installation day because after that time the aisles between stands will be carpeted. If the boxes have not been removed from the stand by 17:00 on the last installation day, the Host reserves the right to remove the boxes from the stand at the exhibitor's expense. Boxes can be returned to the stand only after the Exhibition has been officially closed.

On the last day the Exhibition will be closed at 16:00, after which the exhibits may be packed at the exhibitors' stands. Stamps on Form A9 will not be stamped until after 16:00. It is not allowed to deinstall stands, pack and remove exhibits before the Exhibition is closed.

**LAYOUT AND PLACING**

Final layout and placing of exhibitors at the exhibition shall be performed not earlier than 2 weeks before the start of the installation. The layout of the exhibitors' space in the pavilion made before this deadline is preliminary. The Host reserves the right to change the location of the exhibitors in the pavilion depending on the technical necessity at its own discretion. Exhibition space paid for and not occupied by the exhibitor 24 hours before the opening of the Exhibition shall be deemed vacant. The Host is entitled to dispose them at his/her own discretion. In this case, the funds paid by the exhibitor will not be refunded to the exhibitor.

**ORDERING ADDITIONAL EQUIPMENT AT THE EXHIBITION**

Orders for equipment and services received during installation will only be accepted when equipment is available on site and only after pre-paid orders are completed. Any orders received during installation will not be accepted without 100% payment of the invoices for technical services and/or services issued prior to installation of the Exhibition. Any on-site orders must be paid for. Orders received five (5) working days or less prior to the installation of the Exhibition shall be charged at a rate increased by 50%. Orders received during the total period of the Exhibition will be charged at a rate increased by 100%.

**EXCLUSIVE STANDS**

Exclusive stands are stands, for which other materials (wood, chipboard, hardboard, fabric, etc.) are used, as well as two-storey stands. Exclusive stands are stands that are made of exhibition constructions, during production of which individual designs are implemented and which require custom-made exhibition constructions of a non-standard type and size.

**GENERAL PROVISIONS**

Exhibitors ordering space inly area shall be guided by the following rules in the design, layout and decoration of their stand:

1. When designing your stand, the following requirements shall be met:
  - flooring must be provided over the entire stand area as well as back and side walls;
  - no inscriptions, logos, graphics on the back of structures located on/above the boundary of the stand and facing the neighbouring stands are permitted;
  - external surfaces of stand structures visible from the aisles between stands and from neighbouring stands must be suitably decorated (white colour is permitted with no logos);
- none of your stand structures may extend beyond the boundaries of the exhibition space you have paid for. If this condition is violated, the Host reserves the right to stop construction of the stand;
- it is not allowed to set up stands and hang banners at a height that overlaps the range of the automatic fire alarm (AFA) line detectors installed in the pavilion.

2. Please agree the exact location of your stand with the Host before starting the installation work. Otherwise, any work related to deinstallation and re-installation of your stand structures within the entire exhibition will be performed at your own expense.
3. Adhesive tape residue must be cleaned from the pavilion floor after removing the carpeting.
4. Losses resulting from damage to any structure or part of the pavilion caused by the exhibitor or his/her builder shall be covered at the exhibitor's expense.

5. A double-decker stand must be equipped with a fire extinguisher or fire-extinguishing system as well as fire alarm sensors. The first floor must not overlap the range of the AFA line detectors.

6. Stand design approval:

6.1 The following documents must be submitted to the Host 15 working days before the start of the installation to obtain approval of the stand design:

- engineering drawing of the stand including company name, stand number and size, specification of the availability of the 2nd floor and its area, the 1st and 2nd floor plans;
- detailed energy plan showing the maximum capacity of each piece of equipment, electrical equipment connection points, plumbing plan, compressed air, etc.

**Note that exhibits and equipment placement without carpeting is not prohibited. In case of laying the stand with one's own carpeting, it is also necessary to pass the technical expert examination and to have fireproofing.**

**TECHNICAL EXPERT EXAMINATION**

The following documents should be submitted to OOO Artcapital and AO VDNH authorised representative to pass and pay for performance of technical expert examination of the exhibition stand:

- certificate of conformity to GOST R ISO 9001-2011 (ISO 9001:2011);

- exhibition/stand plan (for standard construction) or stand de`- exhibition/stand plan (for standard construction

- a letter with a list of equipment required for the exhibition/stand construction indicating the name of the company, for which the construction is being performed, in 4 copies. The letter must be certified by the Head of the company-Contractor. The letter should have a stamp of the RUSD 3 Fire Department for North-East Administrative District, Main Department of Emergency Situations of the Ministry of Emergency Situations for the city of Moscow, phone number: 8-499-760-27-24.

- certificates of conformity for materials, structures and electrical equipment used;

- power structure certificate for the 2-storey stand;
- a copy of the decree appointing a person responsible for installation and deinstallation work and maintenance of the exhibition/stand during performance of work, and a person responsible for safety during installation and deinstallation work at the exhibition/stand;

- electrical design of the exhibition/stand (in 2 copies) with a legend specifying the power supply voltage, maximum capacity of the loads for each piece of equipment, connection points for electrical equipment certified by the Head of the company-Contractor;

- copy of the document appointing a person responsible for installation/deinstallation of electrical equipment with an electrical safety group of at least 4;

- a copy of the electricians' knowledge test logbook with the stamp of the State Electric Inspection;

- a list of electricians with an authorization group of at least 3rd level involved in performance of electrical installation work at the Exhibition signed by the person responsible for performance of electric installation work indicating the person responsible for performance of work at the exhibition area;

- copies of the certificates of the electricians listed in the electricians list;
- a list of installers participating in installation and deinstallation work at the exhibition/stand certified by the head of the company-Contractor in 3 copies.

You should conclude an agreement for checking the process documentation and making electrical measurement. After the process documentation has been checked, the letter containing the list of equipment to be imported is stamped under the company's permit to perform installation work and the installation passes are issued.

To the Department of Emergency Situations and Fire Safety of AO VDNH (p. 229) and RUSD 3 Fire Department for North-East Administrative District, Main Department of Emergency Situations of the Ministry of Emergency Situations for the city of Moscow. Address: Moscow, 119 Mira prospect, dom. 119, RUSD 3 - building 191. Phone number: 8-499-

- act of fire protection work completion;
- fire safety certificates for the materials used

Note that if you outsource construction, electrical installation and decoration work to an independent company, be sure to bring the above information to the company.

**FIRE SAFETY RULES**

The exhibition stand is provided to the exhibitor in a proper condition with basic fire safety conditions provided. The contractor is responsible for fire safety and compliance with fire safety measures at the exhibition stand during installation and deinstallation work.

The exhibitor and the stand constructor shall be responsible for fire safety within their authority for operation of the stand as well as for maintenance of the stand and equipment installed therein during the Exhibition. Compliance with fire safety rules is supervised by AO VDNH and RUSD 3 Fire Department for North-East Administrative District, Main Department of Emergency Situations of the Ministry of Emergency Situations for the city of Moscow.

The exhibitor/constructor shall provide AO VDNH with information about radioactive, fire and explosive materials and exhibits in advance but no later than two weeks before the start of installation work in order to take appropriate coordinated safety measures. It is not allowed to bring in the above materials and exhibits without permission of AO VDNH. Fixed structures of stands may be made of non-combustible and non-combustible construction materials. Non-combustible and slow-burning materials must be used for finishing the interior of stands, offices, as well as podiums, ceilings and fencing. It is prohibited to use drapery materials made of combustible synthetic materials that cannot be treated with flame retardant. It is prohibited to paint in pavilions using flammable dyes.

All stand materAll stand materials used in the construction of the exhibition must have fire safety certificates. Carpets and coverings must have fire safety certificates that meet the requirements of the 'Process Regulation on Fire Safety Requirements'. Carpets and coverings used in pavilions shall be firmly attached to the floor around the perimeter and at the joints. Access routes in pavilions (installation gates and passageways) shall be kept clear during performance of installation and deinstallation work. The transportation crates, packaging and other materials and equipment that are no longer needed shall be immediately removed from the pavilion. It is prohibited to install thresholds and turnstiles on the evacuation routes and the routes of visitors. Passageways for visitors must be at least 3 metres wide and provide circular movement as well as free access to evacuation passageways, electric boards, fire hydrants and other fire extinguishers

Staircases, evacuation exits, passageways, corridors and vestibules must be kept free of any objects obstructing the movement of people at all times. It is prohibited to arrange expositions, warehouses, place offices and service rooms on staircases and under them. The use of electrical appliances for making tea, coffee may only be permitted in rooms specially designated and equipped for this purpose.

The following shall be prohibited on exhibition stands:

- setting up storage rooms and workshops;
- installing vessels with flammable gases;
- storing combustible and flammable liquid;

- demonstrating exhibits in action using open flame.

When laying electrical circuits outdoors, avoid the risk of mechanical damage to the circuits. Any connection or branching of wires and cables must be performed using welding, soldering, crimping or special clamps. The cores of wires and cables shall be reliably insulated at the connections and branch lines. Electric lights applicable to the fire hazardous premises shall be used for lighting stands. It is allowed to use electric lights with a degree of protection corresponding to the PUE (Regulations of Electrical Installations). The distance from the lighting fixtures to combustible or slow-burning surfaces must be at least 50 cm.

Display of operating models and installations using flammable liquids or combustible gases at exhibition stands is permitted only if they are piped from a tank installed outside the pavilion and the exhaust gases are vented to the outside. Installation and demonstration of exhibits and processes associated with the potential for fire occurrence (welding and soldering work, other types of work related to open flame, flammable solvents, etc.) on the territory of AO VDNH is prohibited. Exhibits, spare equipment, containers and packaging materials must be stored outside the pavilion or in specially designated areas.

Fireworks, sparklers, firecrackers and other pyrotechnic products shall not be used on the exhibition grounds or in the pavilions. Welding and other fire-hazardous work may only be performed with appropriate permission issued by AO VDNH in strict compliance with applicable fire safety rules. Other matters not stipulated herein and arising during performance of installation and deinstallation work and during the Exhibition shall be settled on-site by representatives of the Emergency Situations and Fire Safety Department of AO VDNH. If the design of an exposition (stand) does not comply with these regulations, AO VDNH has the right to demand that the exhibitor and the exhibition contractor dismantle the exposition. Exhibitors must know and comply with fire safety measures, be able to react in case of fire occurrence and use primary fire extinguishing equipment.

**Note that carpeting and banner fabrics, and other combustible materials must have a fireproofing certificate. A responsible person at the stand shall have a copy of the certificate.**

In case of violating fire safety rules, the supervisory authorities of the Ministry of EmergIn case of violating fire safety rules, the supervisory authorities of the Ministry of Emergency Situations of the Russian Federation

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EXHIBITOR HANDBOOK

**REGULATIONS FOR PERFORMANCE OF ELECTRICAL AND PLUMBING WORK**

**REGULATIONS FOR PERFORMANCE OF ELECTRICAL WORK**

- 1.1 Electrical work and maintenance of electrical equipment at exhibition stands and structures may be performed by personnel members who meet the requirements for electrical personnel and have an electrical safety qualifications of at least 3rd group in accordance with the current electrical safety rules and regulations in the Russian Federation;
- 1.2 Electrical work on or near live parts shall be performed when voltage is removed;
- 1.3 Cables with a fire-retardant sheathing shall be used when laying exposed circuits, if there is no risk of mechanical damage occurrence;
- 1.4 Cover open areas and passageways with floor drains;
- 1.5 It is prohibited to lay unprotected cables and install lighting fixtures on flammable structures;
- 1.6 Connections and branch lines shall consist of special terminals and connectors. It is forbidden to connect power collectors to the mains via direct connection of wires;
- 1.7 Each stand must be equipped with an electric board with residual current device (RCD) with protection devices appropriate for calculated loads separately for lighting circuit, process equipment, and equipment, which require 24-hour power supply;
- 1.8 Electrical distribution input devices shall be easily accessible;
- 1.9 Exhibit booths and structures shall be illuminated using electric light fittings for class FH2 hazardous areas. It is not allowed to use diffusers made of organic glass, polymers and other flammable materials in luminaires. The distance from the luminaires to combustible or hardly combustible surfaces shall be at least 50 cm;
- 1.10 After completing electrical work at the stand and laying electrical wiring to the pavilion switchboard, representatives of the contractor and AO VDNH in cooperation with the engineering service of the exhibition pavilion shall ensure the work performed is of high quality, after which the engineering service of the exhibition pavilion is to provide connection to the power supply sources in the pavilion in accordance with the energy plan;
- 1.11 Voltage shall be supplied to the stand power supply unit (switchboard), which has the requested capacity. A representative of the engineering service of the pavilion and the person responsible for the stand safety must sign an Act on separation of ownership and responsibility for operation of electrical installations with a voltage of less than 1000 V between the engineering service of the pavilion and the person responsible for providing electrical connection at the stand of the contractor. The Act defines the separation of ownership and responsibility for the operation of electrical equipment and networks during the Exhibition;
- 1.12 A responsible representative of the engineering service of the exhibition pavilion shall de-energize the input device after the exhibition is over on request of representative of the contractors responsible for deinstallation of the electrical equipment;

- 1.13 Deinstallation of electrical equipment and related disconnection at exhibition stands are performed by the personnel who perform 1.13 Deinstallation o
- 1.14 Electrical equipment of exhibition stands and structures including power supply cables is operated by the companies that installed them during the period of installation and deinstallation work and during the Exhibition;
- 1.15 Representatives of AO VDNH or engineering service of the exhibition pavilion are entitled to disable emergency power supply to stands and structures in case of accidents and in order to prevent accidents that may occur due to violation of Electrical Installation Operation Regulations and Safety Rules;
- 1.16 Electricity consumers at exhibitions are not allowed to connect additional loads, which are not specified in the plan, to the input device without consent of AO VDNH and the engineering service of the exhibition pavilion.

**REGULATIONS FOR PERFORMANCE OF PLUMBING WORK**

- 1.1 Personnel members performing plumbing work and operational maintenance of water supply and sewerage lines on exhibition stands and structures shall comply with the requirements for engineering personnel and be qualified in accordance with current standards and regulations in the Russian Federation;
- 1.2 The contractor shall monitor the condition of plumbing equipment on exhibition stands and structures during the Exhibition.



**GENERAL TERMS AND CONDITIONS OF WORK FOR BUILDERS AT THE EXHIBITION (technical expert examination)**

Please make sure to provide compliance with the following requirements in order to be able to construct stands in a space only area:

1. Contact Regional Department of Supervisory Activities and Preventive Work 3, Fire Department for North-East Administrative District, Main Department of Emergency Situations of the Ministry of Emergency Situations for the city of Moscow via phone number 8-499-760-27-24 and submit the following documents (visiting hours: Tuesday, Thursday: 10:00 - 16:00):

- act on completing fireproofing work;
- fire safety certificates for materials used.

2. Apply for work at the Technical Support Department of AO VDNH, address Moscow, 119 Mira Prospect, building 164, office 437, phone +7 (495) 974-35-35 ext. 3125, e-mail: aelistratov@vdnh.ru, the following documents must be submitted.

Please contact an authorised representative of AO VDNH within 15 working days prior to the installation of the exhibition to verify the process documentation and permit for the exhibition area development. The following documents must be submitted:

- a copy of the certificate of conformity to GOST R ISO 9001 requirements for design, construction of exhibition stands, electrical installations with a voltage of less than 1000 V (certified by a notary) or a copy from a self-regulatory organisation (SRO);
- copies of the certificates of conformity for the materials, structures and electrical equipment used;
- a stand layout in the pavilion;
- exhibition (stand) design made in isometric view (for non-standard construction) with a legend;
- for a 2-floor stand a static calculation of the power construction (Lira program) in a hard and soft copy, dPlease make sure to provide compliance with the following requirements in order to be able to construct stands in a space only area:

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  - copies of the certificates of conformity for the materials, structures and electrical equipment used;
  - a stand layout in the pavilion;
  - exhibition (stand) design made in isometric view (for non-standard construction) with a legend;
  - for a 2-floor stand a static calculation of the power construction (Lira program) in a hard and soft copy, drawings showing all the sizes of the 2-floor stand (signed by the constructor and stamped by the company; drawings of the 2-floor (power) construction with all the strengthening elements and stairs with railings, 1 and 2 floor drawings with fencing shown, electric supply and lighting scheme for the 1st and 2nd floor (fill in Form 3);
  - letter from the company, for which the construction of the expositions is performed
  - a letter with a list of equipment required for the exhibition/stand construction indicating the name of the company, for which the construction is being performed, in 4 copies. The letter must be certified by the Head of the company-Contractor;
  - a copy of the decree appointing a person responsible for installation and deinstallation work and maintenance of the exhibition/stand during performance of work, and a person responsible for safety during installation and deinstallation work at the exhibition/stand;
  - electrical design of the exhibition/stand (in 2 copies) with a legend specifying the power supply voltage, maximum capacity of the loads for each piece of equipment, connection points for electrical equipment certified by the Head of the company-Contractor;
  - stand power supply and lighting layout;
  - copy of the document appointing a person responsible for installation/deinstallation of electrical equipment with an electrical safety group of at least 4;
  - a copy of the electricians' knowledge test logbook with the stamp of the State Electric Inspection;
  - a list of electricians with an authorization group of at least 3rd level involved in performance of electrical installation work at the Exhibition signed by the person responsible for performance of electric installation work indicating the person responsible for performance of work at the exhibition venue;
  - copies of the certificates of the electricians listed in the electricians list;
  - a list of installers participating in installation and deinstallation work at the exhibition/stand certified by the head of the company-Contractor in 3 copies.
4. 4. Conclude Agreement for inspection of process documentation and Agreement for performance of electrical measurement.

Please make sure you have your organisation's details and stamp with you. All documents must be presented as original documents or as a certified copy.

Regional Supervisory Activities Department for North-East Administrative District, Main Department of Emergency Situations of the Ministry of Emergency Situations of Russia for the city of Moscow

Phone: + 7 (499) 760-27-24

Contact: Syrtsov Evgeniy Viktorovich

AO VDNH representative responsible for stand construction accreditation is OOO Artcapital

Phone: + 7 (916) 629-17-59, e-mail: artcapitalexpo@yandex.ru

Contact: Shcherbatov Andrey Vladimirovich



Agreement No.: \_\_\_\_\_  
Date and place of issue: \_\_\_\_\_  
Issued to (full name, position): \_\_\_\_\_

To (hereinafter referred to as the Representative), passport series: \_\_\_\_\_ No  
issued by: \_\_\_\_\_ on  
registration address at the place of residence: \_\_\_\_\_

that he/she is authorised to represent the interests of (name of the exhibiting organisation; TIN; PSRN): \_\_\_\_\_

(hereinafter referred to as the Represented) in all enterprises, institutions, organizations, including the Host on matters related to participation of the Represented in the International Exhibition of Elevators and Lifting Equipment "Russian Elevator Week - 2023" (hereinafter referred to as the Exhibition) held on June 7-9, 2023, at: Moscow, 119 Mira Prospect, pavilion 57, tent halls

Representative is authorized to perform the following legal actions: to receive documents (contract, statement of services rendered, invoice, etc.), receive/return the property due to the Representative (exhibition area, stand, additional equipment etc.), sign the statement of services, applications, claims, submit documents and perform other actions on matters related to participation of the Representative in the Exhibition.

The Representantive's signature (full name, position) \_\_\_\_\_ I certify that

This authorisation may not be assigned to anyone else.

Authorisation is issued for the period of preparation and running of the Exhibition ( June 04 to 10, 2023)

Exhibitor shall notice the following: this authorisation is valid if presented in original and signed by the authorised person and stamped (if any). The completed authorisation must be submitted to the Accounts Department during the period of preparation for the Exhibition (June 04 to 10, 2023). Absence of this authorisation means that exhibitor will not be able to obtain the following original documents:

- agreement;
- service acceptance act;
- invoice;
- invoice for payment.

Position

Full name

Signature

Send this form to the Technical Service Department:  
Kirill Brgain, e-mail: kbragin@vdmh.ru , phone 8 495 974 77-77, extension number 3162

Organisation name: \_\_\_\_\_ Stand number: \_\_\_\_\_  
Agreement number: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone and e-mail: \_\_\_\_\_

Attention! Electricity consumption is not included in the price for space only areas. When ordering an electrical connection, the exhibitor (builder) shall supply power to the stand by him/herself in accordance with the rules for performance of electrical work. An electrical cable with an appropriate cross section of at least 30 m is required to supply power to the stand.

Attention! Electric board must be equipped with a breaker and RCD complying with the ordered power capacity. Exhibits or equipment can be connected to 380V main via an extra connection (a complete fuse box is required), or via the electric board of the stand with a separate output (via 380V main). In case you install the electric board yourself, you will need to pass resistance measurement.

The cost of the standard electric board includes 1kW 220V power consumption for each socket block. Additional power supply and 380V connection can be ordered by filling Form B3. Electrical outlets and other electrical equipment can be ordered by filling Form B3. Work on electrical installation and adjustment at the stand will be performed by the exhibitors (builders).

**1. Electrical connection/auxiliary power supply at stands**

Please indicate the number of connections to be ordered in accordance with the stand power plan (a fuse box with circuit breaker and RCD must be installed for each connection). Connection will be provided for the period of the exhibition.

Item number	Name	Measurement unit	PAVILION 57		Tent pavilions		Cost
			Price (EUR)	Quantity	Price (EUR)	Quantity	
50010101010	Providing electrical connection, for one connection with installed capacity up to and including 3 kW (220 V)	connection	300		300		
50010101030	Providing electrical connection, for one connection with installed capacity up to and including 5 kW (380 V)	connection	360		360		
50010101040	Providing electrical connection, for one connection with installed capacity up to and including 10 kW (380 V)	connection	480		480		
50010101050	Providing electrical connection, for one connection with installed cProviding electrical connection, for one	connection	560		560		
50010101060	Providing electrical connection, for one connection with installed capacity up to and including 25 kW (380 V)	connection	640		640		
50010101070	Providing electrical connection, for one connection with installed capacity up to and including 30 kW (380 V)*	connection	900		900		

\*The cost of providing an electricity source with installed capacity of more than 30 kW is calculated as the sum of the rates providing the required capacity.

**Additional power supply for equipped area (standard development):**

50010101090	Additional power supply of 1 kW (220 V)	connection	100		100		0,00
-------------	---	------------	-----	--	-----	--	------

**TOTAL:** \_\_\_\_\_

Measuring the resistance of the wiring must be paid separately. Connection sockets are not included in the price of the electrical connection. Connection to the pavilion's power grid may only be done by the pavilion's electricians.

**Terms and conditions of the application:**

Orders received less than 5 days before the installation of the exhibition will be calculated with a 50% surcharge. Orders received during the installation of the exhibition are subject to a 100% surcharge. The Host and the Exhibitor acknowledge that this order form for additional services may be considered as duly signed when the Host receives a scanned copy with a signature of the authorised person and the stamp of the Exhibitor (if any) via fax, e-mail or in any other way. The original order form for additional services shall be handed over to the Host at the place where the services are to be provided.

By signing the form we agree to the terms and conditions of participation. Prices include VAT of 20%.	<b>19.05.23 10:16</b>	<b>L.S. Exhibitor's signature</b> _____
	<b>EXHIBITOR HANDBOOK</b>	

Form

B2

INTERNET

Send this form to the Technical Service Department:

Kirill Brgain, e-mail: kbragin@vdnh.ru , phone 8 495 974 77-77, extension number 3162

Organisation name: \_\_\_\_\_ 0 \_\_\_\_\_ Stand number: \_\_\_\_\_ 0 \_\_\_\_\_  
 Agreement number: \_\_\_\_\_ 0 \_\_\_\_\_  
 Contact: \_\_\_\_\_ 0 \_\_\_\_\_  
 Phone and e-mail: \_\_\_\_\_ 0 \_\_\_\_\_

**Internet connection**

The following is prohibited: connecting telecommunication equipment to available communication line for providing communication services to third parties, laying communication cable lines between stands by the Organiser/Exhibitor's own efforts and facilities, broadcasting without proper permission or on an unauthorised frequency, bringing in and operating REE and RF devices including Wi-Fi access points and radio microphones without approval. Violation of the above will result in line disconnection and penalties. There is no limit on traffic. Maximum possible period of network unavailability during the event shall not exceed 2 hours.

Connection shall be provided for the duration of the exhibition.

Item number	Name	Measurement unit	PAVILION 57		Tent pavilions		Price
			Price (EUR)	Quantity	Price (EUR)	Quantity	
50030101010	Providing wired internet access (separate circuit with unlimited traffic, RJ-45 connector, one internal IP address) at a rate of up to 2048 Kbit/s	connection	430		430		
50030101020	Providing wired internet access (separate circuit with unlimited traffic, RJ-45 connector, one internal IP address) at a rate of up to 5 Kbit/s	connection	560		560		
50030101030	Providing wired internet access (separate circuit with unlimited traffic, RJ-45 connector, one internal IP address) at a rate of up to 10 Kbit/s	connection	780		780		
50030101040	Providing wired internet access (separate circuit with unlimited traffic, RJ-45 connector, one internal IP address) at a rate of up to 50 Kbit/s	connection	1 240		1 240		

**Terms and conditions of the application:**

Orders received less than 5 days before the installation of the exhibition will be calculated with a 50% surcharge. Orders received during the installation of the exhibition are subject to a 100% surcharge. The Host and the Exhibitor acknowledge that this order form for additional services may be considered as duly signed when the Host receives a scanned copy with a signature of the authorised person and the stamp of the Exhibitor (if any) via fax, e-mail or in any other way. The original order form for additional services shall be handed over to the Host at the place where the services are to be provided.

By signing the form we agree to the terms and conditions of participation. Prices include VAT of 20%.	<b>19.05.23 10:16</b>	<b>L.S.</b> <b>Exhibitor's</b> <b>signature</b>
	<b>EXHIBITOR HANDBOOK</b>	



B4

STANDARD STAND CONSTRUCTION

Send this form to the Technical Service Department:  
Kirill Brgain, e-mail: kbragin@vdnh.ru , phone 8 495 974 77-77, extension number 3162

Organisation name: \_\_\_\_\_ Stand number: \_\_\_\_\_  
Agreement number: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone and e-mail: \_\_\_\_\_

Item number	Service name	Measuremen	Price (EUR)	Quantity	Cost
50140101010	Carpeting colour change	sq.m	15		
50140101020	Carpeting	sq.m	31		

STANDARD STAND OCTANORM CONSTRUCTION

50140201010	File cabinet 0.5x1.0xh 1.0 m	pcs.	166		
50140202010	Display case, vertical 0.5x0.5xh 2.5/2.0 m (2 shelves, not illuminated)	pcs.	236		
50140202020	Display case, vertical 0.5x1.0xh 2.5/2.0 m (2 shelves, not illuminated)	pcs.	243		
50140202030	Display case, vertical 1.0x1.0xh 2.5/2.0 m (2 shelves, not illuminated)	pcs.	257		
50140202040	Display case, horizontal 0.5x0.5xh1.0 m	pcs.	177		
50140202050	Display case, horizontal 0.5x1.0xh1.0 m	pcs.	182		
50140202060	Display case, horizontal 1.0x1.0x1.0 m	pcs.	198		
50140202070	Round display case r1.0xh2.5 m (2 shelves, not illuminated)	pcs.	286		
50140203010	Diagonal door "accordion"	pcs.	226		
50140203020	Sliding door "accordion" with lock	pcs.	144		
50140203030	Swinging door with lock	pcs.	216		
50140202080	Additional glass shelf in the display case	pcs.	50		
50140201020	Arched information pole r1.0xh1.0 m	pcs.	173		
50140204010	Curtain, fabric	pcs.	62		
50140204020	32mm chipboard floor lift (without carpeting)	sq.m	19		
50140204030	Wall lift up to 1m	lin m	44		
50140204040	Connecting purlin	lin m	7		
50140203040	Sliding plastic doors (2 pcs.)	pcs.	16		
50140201030	1.0x0.5xh 2.5/2.0 construction racks (3 shelves)	pcs.	110		
50140201040	1.0x0.5xh 2.5/2.0 construction racks (5 shelves)	pcs.	125		
50140204050	Rack H=2.5m	pcs.	6		
50140205010	Podium table 0.5x0.5xh 0.5 m	pcs.	84		
50140205020	Podium table 0.5x0.5xh 0.75 m	pcs.	100		
50140205030	Podium table 0.5x0.5xh 1.0 m	pcs.	51		
50140205040	Podium table 0.5x1.0xh 0.5 m	pcs.	101		
50140205050	Podium table 0.5x1.0xh 0.75 m	pcs.	116		
50140205060	Podium table 0.5x1.0xh 1.0 m (with shelf inside)	pcs.	61		
50140205070	Podium table 1.0x1.0xh 0.5 m	pcs.	119		
50140205080	Podium table 1.0x1.0xh 0.75 m	pcs.	126		
50140205090	Podium table 1.0x1.0xh 1.0 m	pcs.	129		
50140204060	Fascia board h 0.4 m (without inscription)	lin m	32		
50140204070	Chipboard fascia board (without inscription)	lin m	22		
50140204080	Wall element 0.5x2.5 m	pcs.	79		
50140204090	Wall element 1.0x2.5 m	pcs.	94		
50140204100	Diagonal wall element r1.4xh2.5 m	pcs.	98		
50140204110	Arc wall element r0.5xh2.5 m	pcs.	104		
50140204120	Arc wall element r1.0xh2.5 m	pcs.	111		
50140204130	Chipboard wall element 1.0x2.5 m	pcs.	126		
50140204140	Wall element with glass 0.5xh2.5 m (h1.4m glass)	pcs.	94		

STANDARD STAND MAXIMA\* CONSTRUCTION

50140301010	MAXIMA door unit (sliding) 1.0x2.5 m	pcs.	196		
50140301020	MAXIMA door unit (swinging) 1.0xh2.5 m	pcs.	276		
50140301030	MAXIMA wall lift up to 1 m	lin m	67		
50140301040	Connecting purlin MAXIMA	lin m	25		
50140301050	MAXIMA fascia board h-0.5 m	lin m	50		
50140301060	MAXIMA Wall element - glass 1.0 x 1.0 m (hinged on crab)	pcs.	118		
50140301070	MAXIMA Wall element 1.0x2.5 m	pcs.	116		
50140301080	MAXIMA wall element 0.5xh2.5 m	pcs.	97		

\* - please contact the Technical Manager to check availability

TOTAL:

Terms and conditions of the application:

Orders received less than 5 days before the installation of the exhibition will be calculated with a 50% surcharge. Orders received during the installation of the exhibition are subject to a 100% surcharge. The Host and the Exhibitor acknowledge that this order form for additional services may be considered as duly signed when the Host receives a scanned copy with a signature of the authorised person and the stamp of the Exhibitor (if any) via fax, e-mail or in any other way. The original order form for additional services shall be handed over to the Host at the place where the services are to be provided.

L.S.  
Exhibitor's  
signature \_\_\_\_\_

By signing the form we agree to the terms and conditions of participation. Prices include VAT of 20%.

19.05.23 10:16

EXHIBITOR HANDBOOK

Form

**B5**

**STAND ELECTRICAL EQUIPMENT, FURNITURE, WHITE GOODS**

Send this form to the Technical Service Department:

Kirill Brgain, e-mail: kbragin@vdnh.ru , phone 8 495 974 77-77, extension number 3162

Organisation name: \_\_\_\_\_ Stand number: \_\_\_\_\_

Agreement number: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone and e-mail: \_\_\_\_\_

Item number	Service name	Measuremen	Price (EUR)	Quantity	Cost
<b>STAND ELECTRICAL EQUIPMENT</b>					
50130101010	220V socket kit	pcs.	20		
50130102010	Halogen lamp (100 W)	pcs.	28		
50130102020	Fluorescent lamp (20 W)	pcs.	23		
50130102030	Fluorescent lamp (40 W)	pcs.	29		
50130102040	Showcase lighting	pcs.	23		
50130103030	Cube lighting	pcs.	66		
50130102050	Halogen spotlight (300 W)	pcs.	58		
50130101020	220V socket (power socket up to 3 kW)	pcs.	34		
50130101030	380V socket (up to 10 kW) 16A power socket	pcs.	42		
50130101040	380V socket (up to 20 kW) 32A power socket	pcs.	55		
50130101050	220V full-time socket (1 kW)	pcs.	35		
50130102060	Suspended halogen lamp on a tripod (150 W)	pcs.	42		
50130102070	Spot lamp (75 W)	pcs.	18		
50130104010	Power switchboard	pcs.	83		
<b>FURNITURE AND EXHIBITION EQUIPMENT</b>					
50130201010	Floor hanger	pcs.	37		
50130201020	Wall hanger	pcs.	9		
50130201030	Shutters 1.0xh 1.5 m	pcs.	31		
50130201040	Floor mirror	pcs.	31		
50130201050	Rubbish bin	pcs.	3		
50130202010	Wall shelf 1.0x0.3 m	pcs.	14		
50130201060	Booklet holder	pcs.	18		
50130201070	Chain stand for fencing	pcs.	9		
50130202020	Table 0.7x1.1x0.75 m	pcs.	50		
50130202030	Bar table	pcs.	52		
50130202040	Square table 0.7x0.7 m	pcs.	33		
50130202050	Bar stool (black, other colours are available on request)	pcs.	37		
50130202060	Metal chair	pcs.	12		
50130202070	Padded chair (several colours are available on request)	pcs.	40		
50130201080	Fencing chain	lin m	2		
<b>WHITE GOODS</b>					
50130301020	Cooler + 19L water bottle (provided on request)	pcs.	85		
50130301030	19L water bottle	pcs.	7		
50130301040	Small domestic refrigerator (120 l)	pcs.	82		

**TOTAL:**

Terms and conditions of the application:

Orders received less than 5 days before the installation of the exhibition will be calculated with a 50% surcharge. Orders received during the installation of the exhibition are subject to a 100% surcharge. The Host and the Exhibitor acknowledge that this order form for additional services may be considered as duly signed when the Host receives a scanned copy with a signature of the authorised person and the stamp of the Exhibitor (if any) via fax, e-mail or in any other way. The original order form for additional services shall be handed over to the Host at the place where the services are to be provided.

**L.S.**

**Exhibitor's signature** \_\_\_\_\_

By signing the form we agree to the terms and conditions of participation.  
Prices include VAT of 20%.

**19.05.23 10:16**

**EXHIBITOR HANDBOOK**



Send this form to the Technical Service Department:

Kiril Brgain, e-mail: kbragin@vdnh.ru , phone 8 495 974 77-77, extension number 3162

Organisation name: \_\_\_\_\_ Stand number: \_\_\_\_\_  
 Agreement number: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone and e-mail: \_\_\_\_\_

Item number	Service name	Measure	Price (EUR)	Quantity	Cost
<b>PASTING, PLOTTING AND INSTALLATION WORK</b>					
50150101010	Wallpapering (ORACAL film)*	sq.m	20		
50150101020	Additional symbol of a fascia inscription	pcs.	2		
50150101030	Logo on a light cube, information stand (up to 1 sq. m)	pcs.	78		
50150101040	Logo on a standard fascia up to 0.35 m (not more than 3 colours)***	pcs.	50		
50150101050	Logo on a complex fascia up to 0.35 m (full colour)	pcs.	69		
50150101060	Monochrome logo**	pcs.	47		
50150101080	Surface covering with customer's material	sq.m	19		
50150101090	Facing with full colour printing	sq.m	43		
50150101100	Fascia wallpapering (ORACAL film)*	lin m	18		
50150101110	Cleaning customer's material off the surface	sq.m	13		
<b>INSTALLATION WORK</b>					
50150301020	Customer's banner/netting installation	sq.m	18		
50150201050	Banner/netting installation and printing (eyelets, clips/straps, corner pieces)	sq.m.	57		

**TOTAL:**

\* Film colour and number can be found via the following link:

<https://www.orafol.com/ru/europe/produkty/oracal-641-economy-cal>

Banner film wrapping and printing is calculated in multiples of 0.5 sq.m.

\*\*Requirements for plotting cutting:

- All images shall be in vector format CorelDraw;
- All fonts shall be converted to curves (Convert To Curves);
- All lines must have: the smallest thickness (Hairline), be closed, without gradient or effects;
- Minimum thickness of objects in the layout is 2-3 mm.

\*\*\*Requirements for printing:

- .tiff - TIFF raster file, no layers, no alpha channels, LZW compression LZW, 1:1;
- .psd - Adobe PhotoShop fonts and effects in layers shall be rasterized;

.cdr - CorelDraw Up to x7 version, fonts shall be converted to curves (Convert To Curves), effects shall be separated from objects, raster objects shall be embedded with CMYK palette;

.pdf - Adobe Acrobat fonts shall be converted to curves (Convert To Curves), effects shall be converted to raster, raster objects shall be embedded with CMYK palette;

ai - Adobe Illustrator up to CS5 version, fonts must be converted to curves (Convert To Curves), effects shall be converted to raster, raster objects shall be embedded with CMYK palette;

- Resolution 150 dpi (up to 2,5 sq.m), 70-100dpi (up to 15sq.m), 50-70dpi (up to 30sq.m);
- CMYK Composite black colour 90, 90, 80, 100;
- Layout in full size.

One image to print - one file. There should be no cropping allowances - the file must be the exact size for printing. If there are light margins on the edges of the file, frame it in black and make the frame 1 pixel thick. The font height should be at least 5 mm. Set the maximum value of the gradient steps in the layout for better gradient reproduction. The maximum permissible file resolution for printing at 1440 dpi is 180 dpi. Leave an indentation of at least 30 mm from the edges to relevant elements.

Terms and conditions of the application:

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**L.S.**  
Exhibitor's  
signature \_\_\_\_\_

By signing the form we agree to the terms and conditions of participation.  
Prices include VAT of 20%.

19.05.23 10:16

**EXHIBITOR HANDBOOK**

Form

**B7**

**MULTIMEDIA EQUIPMENT**

Send this form to the Technical Service Department:

Kirill Brgain, e-mail: kbragin@vdnh.ru , phone 8 495 974 77-77, extension number 3162

Organisation name: \_\_\_\_\_ Stand number: \_\_\_\_\_

Agreement number: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone and e-mail: \_\_\_\_\_

Item number	Service name	Measuremen	Price (EUR)	Quantity	Cost
<b>MULTIMEDIA</b>					
50160101020	42" plasma panel	pcs.	323		
50160101030	50" plasma panel	pcs.	515		
50160101050	Plasma panel stand	pcs.	69		

**Total:**

Plasma panels are provided with HDMI and USB connectors. The equipment is installed on the last installation day.

**Terms and conditions of the application:**

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**L.S.**

**Exhibitor's**

**signature** \_\_\_\_\_

By signing the form we agree to the terms and conditions of participation.  
Prices include VAT of 20%.

**19.05.23 10:16**

**EXHIBITOR HANDBOOK**

Form

C1

**PERMANENT PASS FOR VEHICLES PARKING DURING EXHIBITION**

Send this form to the Technical Service Department:

Kirill Brgain, e-mail: kbragin@vdnh.ru , phone 8 495 974 77-77, extension number 3162

Organisation name: \_\_\_\_\_ Stand number: \_\_\_\_\_  
 Agreement number: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone and e-mail: \_\_\_\_\_

Item number	Service name	Price (EUR)	Quality	Cost
50170101010	Multi visit pass for vehicles with a maximum permissible weight up to 3.5 tonnes for duration of the event, 1 piece.*	48		
50170101020	Multi visit pass for vehicles with a maximum permissible weight up to 3.5 tonnes for the period of installation, deinstallation and for duration of the event, 1 piece.*	73		

**TOTAL:**

\*The maximum permissible weight for your vehicle is shown on the vehicle registration certificate (VRS).

**Terms and conditions of the application:**

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**L.S.**

**Exhibitor's signature** \_\_\_\_\_

By signing the form we agree to the terms and conditions of participation. Prices include VAT of 20%.

**19.05.23 10:16**

**EXHIBITOR HANDBOOK**

Form

C2

**TEMPORARY PERSONNEL**

Send this form to the Technical Service Department:  
Kirill Brgain, e-mail: kbragin@vdnh.ru , phone 8 495 974 77-77, extension number 3162

Organisation name: \_\_\_\_\_ Stand number: \_\_\_\_\_  
Agreement number: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone and e-mail: \_\_\_\_\_

**STAND CLEANING**

Item number	Name	Tent pavilions		Cost
		Price (EUR)		
50090201010	One-time floor cleaning (using a vacuum cleaner), per 1 sq.m	2		
	Enter number of metres: _____	<b>&lt;=&gt;Specify the stand area and cleaning days!</b>		
	Choose cleaning days <input type="checkbox"/> June 7 <input type="checkbox"/> June 8 <input type="checkbox"/> June 9			
50090202010	One-time floor cleaning (wet cleaning), per 1 sq. m	3		
	Enter number of metres: _____	<b>Specify the stand area and cleaning days!</b>		
	Choose cleaning days <input type="checkbox"/> June 7 <input type="checkbox"/> June 8 <input type="checkbox"/> June 9			
Item number	Name	Price (RUB)	Quantity	
50090203030	Cleaner call for performance of one-time cleaning, 1 call	22		

Item number	Name	PAVILION 57		Cost
		Price (EUR)		
50090201010	One-time floor cleaning (using a vacuum cleaner), per 1 sq.m.	2		
	Enter number of metres: _____	<b>&lt;=&gt;Specify the stand area and cleaning days!</b>		
	Choose cleaning days <input type="checkbox"/> June 7 <input type="checkbox"/> June 8 <input type="checkbox"/> June 9			
50090202010	One-time floor cleaning (wet cleaning), per 1 sq. m	3		
	Enter number of metres: _____	<b>&lt;=&gt;Specify the stand area and cleaning days!</b>		
	Choose cleaning days <input type="checkbox"/> June 7 <input type="checkbox"/> June 8 <input type="checkbox"/> June 9			
Item number	Name	Price (RUB)	Quantity	
50090203030	Cleaner call for performance of one-time cleaning, 1 call	22		

**TOTAL:** \_\_\_\_\_

**Terms and conditions of the application:**

Orders received less than 5 days before the installation of the exhibition will be calculated with a 50% surcharge. Orders received during the installation of the exhibition are subject to a 100% surcharge. The Host and the Exhibitor acknowledge that this order form for additional services may be considered as duly signed when the Host receives a scanned copy with a signature of the authorised person and the stamp of the Exhibitor (if any) via fax, e-mail or in any other way. The original order form for additional services shall be handed over to the Host at the place where the services are to be provided.

**L.S.**  
**Exhibitor's**  
**signature** \_\_\_\_\_

By signing the form we agree to the terms and conditions of participation. Prices include VAT of 20%.

**19.05.23 10:16**  
**EXHIBITOR HANDBOOK**

Send this form to:

Elena Savlyuk, e-mail: savlyuk@vdmh.ru, phone 8 495 974 77-77, extension number 5500

Organisation name: \_\_\_\_\_ Stand number: \_\_\_\_\_

Agreement number: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone and e-mail: \_\_\_\_\_

Working hours of conference rooms for business events are 9:00 - 18:00. The period when conference rooms are provided may exceed the working hours on request, and the period for providing audio, video and presentation equipment may be extended as well. In this case, each additional hour in excess of the working time is charged at "per additional hour" rate. An incomplete hour is charged as a full hour.

The "per additional hour" rate applies to calculation of the following:

- the cost of leasing a room in excess of the specified working hours;
- the cost of leasing a room for each extra hour booked and paid for;
- the cost of leasing a room during the exhibition for an organisation that is not an exhibitor, but is hosting an event related to the exhibition;
- the cost of using the premises for holding events not related to the exhibition on weekends and public holidays.

Item number	Service name	Measurement unit	Price (EUR)	Quantity	Cost
<b>PAVILION 57</b>					
50070101010	Conference room 118, for 1 day	pcs.	2 400		
50070101020	Conference room 118, for 1 hour	pcs.	533		
50070101030	Conference room 118, for 1 extra hour	pcs.	560		
Conference room 118 rate includes the following: - standard chair - 208 pcs. - presidium table - 3 pcs. - presidium chair - 6 pcs. - platform for speaker - 1 pc. - radio microphone - 2 pcs. - two-way portable acoustic system with total power pf 4 kW- multimedia video projector, light flux 15000 ANSI lm - 1 pc. - projection screen 2x4 m - 1 pc. - 1-2 technicians service (light, audio, video).					
50070103010	Lecture hall (room 209), for 1 day	pcs.	1 333		
50070103020	Lecture hall (room 209), for 1 hour	pcs.	267		
50070103030	Lecture hall (room 209), for 1 extra hour	pcs.	293		
The lecture hall (room 209) rate includes the following:- presidium table with 25 seats - 1 pc. - presidium chair - 35 pcs. - wired conference system for 25 speakers - 25 microphones - sound broadcasting equipment with total capacity of 1.5 kW - multimedia video projector, light flux 5000 ANSI lm - 1 pc. - projection screen 2x4 m - 1 pc. - 1-2 technicians service (light, sound, video).					

**TOTAL:**

\* Venue may be rented, if there is no construction being performed as part of the current exhibition.

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**L.S.**

**Exhibitor's signature** \_\_\_\_\_

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**19.05.23 10:16**

**EXHIBITOR HANDBOOK**