

Moscow International Optical Fair (MIOF)

September 19-21, 2017

Crocus Expo, Pavilion 3, hall 15



TABLE OF CONTENTS

	SECTION	TABLE OF CONTENTS	
S1	TERMS AND DOCUMENTS	TERMS	3
		DOCUMENTS	3
S2	BASIC RULES AND RESTRICTIONS	BASIC RULES	3
		TRADE AT THE EXHIBITION	4
		PAYMENT AND PAPER WORK	4
		DAMAGE TO PROPERTY AND COMPENSATION	4
		EXPOSITION	4
		EXPOSITION BUILDUP	5
		EXPOSITION DISMANTLING	5
		EXTENSION OF BUILDUP/DISMANTLING PERIODS	5
		SECURITY	5
		ADVERTISING MATERIALS	6
		LABOUR SAFETY AND FIRE SAFETY RULES AND REGULATIONS	6
S3	EXHIBITION TIME SCHEDULE		8
S4	VENUE LAYOUT		9
S5	PAVILION 3 EXHIBITION HALLS SPECIFICATION		10
S6	STANDARD EQUIPPED STAND		12
	FORM 1 COMPLETION RULES		12
S7	TECHNICAL REQUIREMENTS TO STANDARD STAND DECORATION		13
S8	SPACE ONLY STAND		15
S9	GENERAL BUILDER SERVICES	APPLICATION FOR STANDARD EQUIPPED STAND	15
		APPLICATION FOR SPACE ONLY STAND	15
		CONNECTION TO ELECTRICITY, WATER AND COMPRESSED AIR MAINS	15
		AUDIOVISUAL EQUIPMENT	16
		SUSPENDED STRUCTURES	16
S10	ADDITIONAL SERVICES AND EQUIPMENT	CARGO FORWARDING AND CUSTOMS SERVICES	16
		HANDLING OPERATIONS	16
		ADVERTISING	16
		CATERING	17
		SECURITY	17

		STAND CLEANING	17
		TERMS FOR ADDITIONAL SERVICES AND EQUIPMENT APPLICATION	17
S11	ACCESS TO THE EXHIBITION SITE	EXHIBITOR BADGES	18
		PASSES FOR BUILDERS AND STAND ATTENDANTS	18
S12	PROCEDURE OF EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL		18
S13	CONTACTS		19
	APPENDIXES		
A1	PRICE LIST FOR ADDITIONAL EQUIPMENT AND GENERAL BUILDER SERVICES		21
A2	STANDARD STAND SPECIFICATION		25
	FORMS		
F1	STANDARD STAND LAYOUT		33
F2	ADDITIONAL EQUIPMENT FOR STANDARD EQUIPPED STAND		34
F3	LETTER FOR EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL		35
F4	LETTER FOR BUILDER PASSES		36
F5	ADVERTISING IN THE OFFICIAL SHOW CATALOGUE		37

TERMS	
Exhibition centre	Crocus Expo International exhibition centre.
Organizer	Crocus Expo AO CROCUS Krasnogorsk subsidiary.
Management office	Persons authorized by the Organizer for the Event organization and holding.
Event	Any exhibition, fair, corporate, congress or any other event held by the Organizer in the Exhibition centre.
Exhibitor	Any organization, sole proprietor or any natural person who concluded with the Organizer of the Event the space contract for participation in the Event.
Participant	Exhibitor, Builder or other participants of the Event (contracted by the Exhibitor stand attendants, promoters, advertising distributors, participants of any business events).
Builder	Any organization, sole proprietor or any natural person who concluded with the Exhibitor any contract for implementation of work package on exhibition stand and structures buildup and equipment installation, debris disposal and performance of decoration works within the contracted by the Exhibitor exhibit space.
Unequipped stand (space only)	A part of the exhibition space of the Event contracted between the Exhibitor and the Organizer intended for an exhibition stand, exhibits, exhibition and other relevant equipment installation.
Standard equipped stand	An exhibition space contracted between the Exhibitor and the Organizer of the Event equipped with standard exhibition elements by the General Builder.
Registration fee	Compulsory for all participants of the Event. The Registration fee will cover expenses, subject to availability of stipulated formats, related to the visitors' registration system, the Event catalogue entry including provision of invitations and Exhibitor badges.
Total running time of the Event	Overall Event period contracted with the Exhibitor including periods of installation, running and dismantling of the Event.
Event period	Event period opened for visitors except for periods of installation and dismantling of the Event.
General builder	Crocus Expo General builder – BuildExpo Limited Liability Company.

DOCUMENTS	
Services guide	Services guide for services provided for Events held in Crocus Expo IEC including the list of services and equipment and stipulating terms and costs of the rendered services.
Application forms of the Services guide	Set of application forms for services provided for Events held in Crocus Expo IEC.
Basic requirements while running events in Crocus Expo IEC	List of material terms and conditions subject to observance by Exhibitors, Participants and Builders applying to forms and scope of any information, procedure and time limit for any actions in the course of preparation and running Events.
Instruction for fire safety measures	Instruction for fire safety measures in the course of installation/dismantling of expositions and during exhibition events holding in Crocus Expo IEC pavilions and outdoor area.

BASIC RULES AND RESTRICTIONS

BASIC RULES

Only company(-ies), contracted exhibit space or standard equipped stand with the Organizer of the Event and effected the payment in full, is authorized to work at the stand. Any third-party company which is located at the stand of the Exhibitor (according to the arrangement with him), at any free stand or not equipped space without the contract with the Organizer will be removed from the Event by Crocus Expo Security service.

Only employees and official representatives of the Exhibitors are authorized to work at the stand. All stand attendants must have Exhibitor badges providing admittance to the exhibition pavilion during the Overall Event period. Badges are issued at the Service centre.

TRADE AT THE EXHIBITION

Any types of trade, cash sales and commercial activity within the Exhibition centre territory should be verified to comply with the requirements of the current legislation and other legal acts regulating retail commercial activity valid in the territory of the Russian Federation.

PAYMENT AND PAPER WORK

All invoices shall be settled in Russian roubles (dollars, euro) in accordance with the Contract, Additional Agreements to it and/or Application Contract. The payment shall be effected to the bank account stipulated in the invoice. Should there be any discrepancy inform immediately the Management office. Exhibitors should provide their representatives with a warrant empowering to execute financial documents during the Event period.

Applications for additional equipment and services documented at the Service centre and Management office during the Overall Event period shall be executed against the availability and payment at the Service centre in full.

The representative of Exhibitor shall have a warrant for solution of any organizational issue related to documentation and receipt of Participant badges, passes and etc.

DAMAGE TO PROPERTY AND COMPENSATION

The Exhibitor shall bear material liability for any damage caused to the property of the Organizer and the General builder (including floor, walls, pavilion pillars and standard stand equipment) and also to the property of other Exhibitors. The Exhibitor shall compensate damage caused to leased exhibition and storage premises, stands; electricity, water supply and sewer system mains and other property of the Organizer and all other damages and losses caused by the Exhibitor to the Organizer.

EXPOSITION

The Exhibitor and the Builder shall meet the requirement of maximum floor load per sq m for indoor and outdoor spaces (for details please refer to the PAVILION 1 EXHIBITION HALLS TECHNICAL SPECIFICATION). In case of the load requirement breach, insufficient stability of the exhibit or a special type of its fastening, the Exhibitor shall immediately inform about it the Organizer and shall continue the works only after the Organizer's approval.

The Exhibitor shall organize and carry out the work of the exposition so that avoid blocking visitors flow in the aisles and not to create threat or violation of the rights of other Exhibitors and visitors.

Any promotional activity or demonstration leading to blocking of visitors flow in the aisles or impeding access to the next stands shall be suspended for a period of time advised by the Management office. To ensure safety and comfort of visitors watching the promotional activity or demonstration the Exhibitors shall provide a sufficient space at the stand area.

During the Event period and in the course of promotional actions and other events with the use of audio and video appliances the level of noise should not exceed 75 dB. Employees of Technical Maintenance Service will effect measurements of the noise level. In case of complaints on high level of noise claimed by other Exhibitors the Organizer will express oral notification and after further violation the Organizer reserves the right to disconnect the source of noise in accordance with oral and/or written instruction.

Presentation and audio- video equipment of the Participants is allowed for use during the Event provided the equipment has been accredited by the General Builder department of Technical Documentation Inspection

The Organizer of the Event reserves the right to forbid the Exhibitor to display exhibits which might be hazardous to public, do not conform to the subject of the Event or do not belong to the Exhibitor.

If a stand remains vacant after the period provided for the exposition buildup the Organizer shall be entitled to use the unclaimed area at discretion.

EXPOSITION BUILDUP

Exhibits delivery to the stand shall be made via loading gates located in the Handling operations area (access by special passes for transportation vehicles).

The exhibition stand buildup is allowed within the space contracted by the Exhibitor. Aisles between the stands shall be kept clear of equipment, empties and construction debris. When carrying out painting works the floor and the walls of the building adjoining the stand surfaces have to be covered reliably by a polyethylene film or other protective materials.

Upon completion of stands buildup and exhibits installation the Exhibitor and/or the Builder shall:

- remove all empties and containers to specially allocated places and construction debris to special containers;
- make the final cleaning of the floor and structures if dirtied during the buildup process.

EXPOSITION DISMANTLING

The dismantling works and exhibits removal shall not begin before the official closing of the Event. Dismantling period is specified in the Exhibition Schedule. The Organizer reserves the right to refuse removal of exhibits from the Exhibition site before the authorized dismantling period.

The Exhibitor shall undertake to vacate and to return the leased indoor and outdoor stand area in the condition as received at own expense no later than the expiration of their rent period.

EXTENSION OF BUILDUP/DISMANTLING PERIODS

The Exhibitor/Participant/Builder is allowed to use the Exhibition area contracted prior to and after the end of the Overall Event period in coordination with the Organizer should there be such a possibility. The Overtime use of the contracted space is allowed under the Overtime use terms defined in the Services guide if not otherwise stipulated by the Contract.

The minimum period of the ordered overtime use of the Exhibition area should make 2 (two) hours. If Overtime use of the Exhibition area for implementation of installation works takes place within the period from 20:00 of the last day of installation works to 08:00 of the first day of the Event period the cost will be subject to 100% surcharge.

Overtime use of the Exhibition area during the Overall Event period shall be registered by the Service Centre up to 18:00 of the day in question.

The Exhibitor shall provide the presence of his/her authorized representative on site and any other attendants responsible for compliance with the safety rules of the companies carrying out the works. If Overtime use of the Exhibition area takes place shortly before beginning the Event period (from 20:00 to 08:00 the Exhibitor shall take measures to ensure safety of the premise (stand space) where the works are carried out.

No extra cargoes are allowed to the space contracted during night hours (from 20:00 to 08:00) when the Overtime use of the Exhibition area takes place.

SECURITY

The Exhibition Organizer provides twenty-four-hour security for the duration of the Event but there is no security for the exhibits. The security guards are located at the entrance to the Exhibition centre and at loading gates. The Event Organizer does not bear responsibility for the safety of the exhibits.

The Organizer provides the overnight security during the Overall Event period ensuring integrity of exhibition halls perimeter and seals located at entrances to exhibition halls and loading gates of the Exhibition centre.

ADVERTISING MATERIALS

It is strongly prohibited to place advertising materials not conforming to the subject of the Event, goods and services provided by companies not participating in the Event.

If the above mentioned condition is violated the Organizer reserves the right to apply fine sanctions including the stand shut down. In that case neither compensation will be paid nor funds paid by the Exhibitor to the Organizer for participation in the Event will be returned.

The Exhibitor is allowed to distribute advertising materials outside the space contracted only if approved by the Management office. All other types of advertising activity both within the bounds of the Event and outside the Event grounds (registration halls, passageways, outdoor area and etc.) are permitted only upon approval by the Management office and the Department of Advertising and Information.

LABOUR SAFETY AND FIRE SAFETY RULES AND REGULATIONS

The obligation for the strict observation of all regulations regarding labour safety and fire safety measures is the essential condition for the Exhibitor's participation in the Event. The Exhibitor's representatives bear full responsibility for observance of the requirements. Their omission can entail unilateral cancellation of the Contract by the Organizer. The funds paid by the Exhibitor shall not be returned.

For detailed information about fire safety measures during buildup/dismantling of expositions and holding exhibition events in the Crocus Expo pavilions and on the outdoor areas please refer to the INSTRUCTION ON FIRE SAFETY MEASURES posted on the exhibition website.

Only General Builder specialists are authorized to implement all works on engineering facilitation (connection to electricity, water supply and compressed air mains).

In the Exhibition centre premises it is strongly prohibited to:



carry out hot works (welding, soldering, metal cutting and etc.) without approval by the Fire Safety Service;

block access to automatic fire alarm systems, indoor fire hydrants and fire extinguishers;

store combustible waste and empties (disposable empties are to be utilized, reusable empties are to be stores in the warehouse);

demonstrate exhibits applying open flame;

cause damage to sprinkler distributors of the automatic fire prevention system;



use paints, lacquers, adhesive and other coatings to floor, walls and pillars of the building, standard stand equipment and asphalt pavement;

apply flammable stand construction materials not treated by fire retarding composition;

install and use tanks with fuel gases;

use pressure tanks without engineering certification;



use fixed buzz saws and orbital sanders not equipped with dust extraction bags;



change electrical circuit scheme during exhibition holding without approval, apply undeclared extra electrical appliances;

apply household electric extension cords, substandard (home produced) electric appliances;

install projectors and border lights within 0,5 m to flammable constructions and sprinkler system distributors, wrap electric lamps in paper, textile or other flammable materials;

apply organic glass, polystyrene and other flammable materials for lamp diffusers;

fix stand elements to steel structures and wall panels with the use of hardware and adhesive tape, and to floor (asphalt pavement) with the use of anchor bolts;



construct display stands within immediate proximity to stable electric boards, fire cabinets, telecommunication closets and other engineering facilities;



unauthorized connection to electric, water supply and compressed air mains;

turn on water and compressed air taps and electric distributing switchboards without approval;

relocate, move, break down, disassemble stable and mobile electric switchboards and connect electric appliances;



Smoking in exhibition halls and within the exposition site is strictly prohibited. Smoking is only allowed in specially designated and equipped areas located minimum 15 m from the entrance to pavilions and buildings.

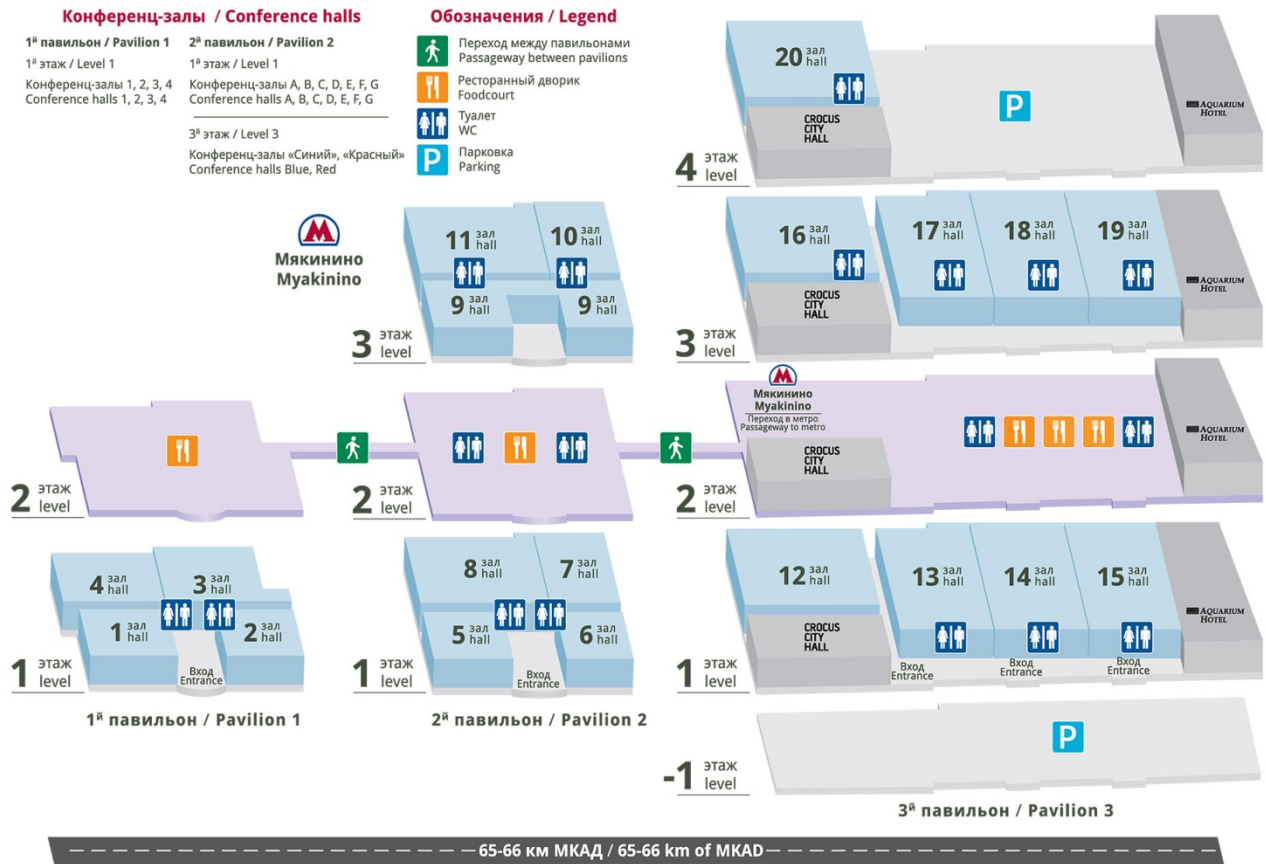
OFFICIAL EXHIBITOR MANUAL

EXHIBITION TIME SCHEDULE

BUILDUP			
September 16	SA	10:00 – 20:00	Stands buildup (space only stands) ^{1,2}
September 17	SU	08:00 – 20:00	Stands buildup (space only stands) ^{1,2}
September 18	MO	08:00 – 20:00	Stands buildup (including standard equipped stands) ^{1,2}
		08:00 – 20:00	Obligatory attendance of Exhibitors on the fairgrounds
		20:00	All stands to be ready and cleaned (including standard equipped stands) ³
EXHIBITION OPENING HOURS			
September 19	TU	08:00 – 20:00	Pavilion opening hours ⁴
		08:00 – 20:00	Obligatory attendance of Exhibitors on the fairgrounds
		10:00 – 19:00	Exhibition opening hours for visitors
September 20	WE	08:00 – 20:00	Pavilion opening hours ⁴
		08:00 – 20:00	Obligatory attendance of Exhibitors on the fairgrounds
		10:00 – 19:00	Exhibition opening hours for visitors
September 21	TH	08:00 – 20:00	Pavilion opening hours ⁴
		08:00 – 21:00	Obligatory attendance of Exhibitors on the fairgrounds
		10:00 – 17:00	Exhibition opening hours for visitors
DISMANTLING			
September 21	TH	17:00 – 21:00	Vehicle arrival to Handling operations area for exhibits removal
		21:00	Equipped standard stands to be cleared out ⁵
September 22	FR	08:00 – 20:00	Stands dismantling
		08:00 – 20:00	Obligatory attendance of Exhibitors on the fairgrounds
		20:00	Pavilion to be cleared out, stands equipment and structures to be dismantled and removed ⁶

1. For information regarding possibility and cost of the buildup/dismantling period extension please refer to the Management office.
2. Terms for bulk and heavy equipment and exhibits installation shall be agreed with the Management office in advance.
3. Any stand not occupied by 10:00 September 18, 2017 shall be deemed vacant. Please advise in writing if you cannot occupy your stand by this time.
4. Admittance to the pavilion only by Exhibitor badges. It is prohibited to carry out installation works at stands, buildup passes are invalid. The Exhibitor bears responsibility for stand exhibits security September 19-20, 2017 from 08:00 till 20:00 and September 21, 2017 from 08:00 till 21:00.
5. All exhibits and equipment shall be removed. Otherwise the Exhibitor shall bear further responsibility for their undamaged state (or full utilization of disposable structures).
6. All construction materials, structures and large-size garbage shall be removed from the Exhibition centre territory at the expense of the Exhibitor or his Builder. If necessary Builders/Exhibitors shall order utilization of garbage into garbage containers in advance. Failure to comply with the regulation involves penalties to the Exhibitor or his Builder (refer to Basic requirements while running events in Crocus Expo IEC).

CROCUS EXPO INTERNATIONAL EXHIBITION CENTRE



OFFICIAL EXHIBITOR MANUAL

EXHIBITION HALLS TECHNICAL SPECIFICATION

PAVILION 3

For configuration, sizes and applicable restrictions please refer to halls layout.

	Level 1				Level 2			
	Hall 12	Hall 13	Hall 14	Hall 15	Hall 16	Hall 17	Hall 18	Hall 19
Space	11 167 m ²	16 275 m ²	17 730 m ²	17 828 m ²	11 774 m ²	16 416 m ²	17 887 m ²	17 986m ²
Maximum floor load capacity ¹	2,5 τ / 1 m ²	2,5 τ / 1 m ²	2,5 τ / 1m ²	2,5 τ / 1m ²	1 τ / 1 m ²	1 τ / 1 m ²	1 τ / 1 m ²	1 τ / 1 m ²

¹ For distributed load.

Maximum localized load is defined depending on bearings quantity and size and total exhibit (stand) weight.

Height to ceiling beams	9,5 m ²	9,5 m	9,5 m	9,5 m	8,5 m	8,5 m	8,5 m	8,5 m
Maximum stand height	8,5 m ²	8,5 m	8,5 m	8,5 m	7,5 m	7,5 m	7,5 m	7,5 m

² For maximum height under balconies and passageways refer to hall layout.

Number of loading elevators ³	n/a	n/a	n/a	n/a	5 ³	5	5	6
Loading elevator number	–	–	–	–	1, 2, 3, 4, 5	6, 7, 8, 9, 10	11, 12, 13, 14, 15	16, 17, 18, 19, 20, 21

Maximum cargo size moved via loading elevators ⁴

height	–	–	–	–	2,1 m	2,1 m	2,1 m	2,1 m
width	–	–	–	–	2,5 m	2,35 m	2,35 m	2,35 m
length	–	–	–	–	5,65 (6,6) m	5,65 (6,6) m	5,65 (6,6) m	5,65 (6,6) m

³ Hall 16 elevators deliver cargo to the third level.

⁴ For location and size of loading elevators refer to hall layout.

Maximum cargo weight moved via loading elevators	–	–	–	–	2 500 kg	2 500 kg	2 500 kg	2 500 kg
Number of loading gates ⁵	3	3	3	3	5	5	5	6
Loading gate number	47, 48, 49	58, 59, 60	65, 66, 67	71, 72, 73	50, 51, 52, 53, 54	55, 56, 57, 61, 62	63, 64, 68, 69, 70	74, 75, 76, 77, 78, 79

Maximum cargo size moved via loading gates

height	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	–	–	–	–
width	4,0 (6,8) m	4,0 (6,8) m	4,0 (6,8) m	4,0 (6,8) m	–	–	–	–

⁵ For location and size of loading gates refer to hall layout.

Maximum cargo size moved via folding gates between halls ⁶

height	5,8 m	5,8 m	5,8 m	5,8 m	5,8 m	5,8 m	5,8 m	5,8 m
width	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m

⁶ For location and size of folding gates between halls refer to hall layout.

Maximum ceiling beams loading capacity for suspended structures

per point of suspension	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg
per a beam	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg

Connection via hatches ⁷

standard voltage 220/380 V ⁸	yes	yes	yes	yes	yes	yes	yes	yes
water supply	yes	yes	yes	yes	yes	yes	yes	yes
compressed air mains	yes	yes	yes	yes	yes	yes	yes	yes

⁷ For location of hatches refer to hall layout.

⁸ Electricity connections can be made to electricity switchboards located on hall pillars and walls.

Number of conference halls/meeting rooms	36 transformable conference halls are located on Level 4 of the pavilion. Each hall space comprises 162 m².
---	---

The General Builder carries out installation of standard equipped stands.

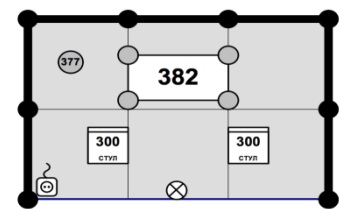
Standard equipped stand is a space equipped with the standard exhibition structures of light aluminum and plastic panels installed on the carpet flooring. The stand includes a standard set of furniture, electrical equipment and fascia with company name in accordance with approved specification and contracted space (refer to APPENDIX 2). There are stand samples available in the appendix, however the Exhibitor can design the stand layout placing walls and furniture at discretion.

The exhibitor can order additional equipment (refer to APPENDIX 1) alongside with the standard set.

The Exhibitor shall submit completed FORMS 1 and 2 (STANDARD EQUIPPED STAND LAYOUT and ADDITIONAL EQUIPMENT FOR STANDARD STAND). Please refer to APPENDIXES 1 and 2 when completing the forms.

FORM 1 COMPLETION RULES

Draw the layout of your stand contracted space taken into consideration (relevant proportions). Indicate open sides and equipment to be installed (including additional equipment ordered by FORM 2). Indicate also separately located elements (walls, furniture, plug sockets, lamps and etc.). Do not indicate your exhibits!



Equipment not indicated on the layout
will not be provided!



Equipment included into standard stand is specified in APPENDIX 2 – STANDARD STAND SPECIFICATION. Please note that standard stand packaging is invariable. Should you need additional equipment please complete FORM 2. The list of additional equipment is specified in APPENDIX 1.

If there is no FORM 1 submitted, the stand will be built up from a set of standard equipment as indicated in standard stand samples. In case of a corner configuration of the stand and absence of additional indications of the Exhibitor there will be no wall panels installed on open sides.



Please contact the Management office if ordered equipment is missing.



Stands built up and decorated by the General Builder are not subject to any independent changes, full or partial dismantling works by the Exhibitor. The Exhibitor shall not be authorized to make changes of designs and electric equipment of the stand. In case of violation of this condition and damage of the equipment, the Exhibitor shall be fined 100% of the cost of the dismantled and/or damaged equipment (structures).



NOTE! Exhibitors booked STANDARD EQUIPPED STAND cannot change the space application to UNEQUIPPED STAND (space only) **after August 16, 2017.**

The Exhibitor shall deposit and receive at the General Builder representative keys from doors of the stand office and locks with keys from showcases (if showcases have been ordered) on the last day of the buildup period.

OFFICIAL EXHIBITOR MANUAL TECHNICAL REQUIREMENTS TO STANDARD STAND DECORATION



In case of violation of the requirements the Organizer reserves the right to suspend the stand buildup till elimination of the violation and fine the Exhibitor.

It is prohibited to place inscriptions, logos, and graphics on the reverse side of the wall panels which are located on/about stand boundaries and are facing other stands.



Exhibits shall be placed within the contracted space. No part of the stand structure (including lamps, flags, decorative elements, exposition and etc.) shall exceed the boundaries of the space contracted including vertical stand side.



It is prohibited to install wall panels on open stand sides.



It is prohibited to block aisles between stands and placement of materials, equipment and articles of personal use on other Exhibitors' stands.



The following should be provided: free access to cabinets (indoor fire hydrants, electricity cabinets and telecommunication switchboards) located on pillars and walls; free access to emergency exits.



It is prohibited to fix exhibits and decoration elements to electric equipment, lamps and other equipment installed on the stand and not intended for these purposes.



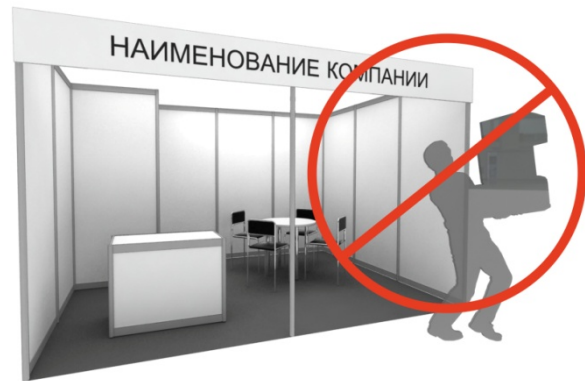
It is prohibited to make unauthorized pasting of wall panels, to use adhesive tape and other self-adhesive materials when decorating wall panels with information and advertizing production; it is prohibited to use staplers for fastening of advertizing and other materials; it is prohibited to perform drilling works on stand structures.



It is prohibited to perform at the stand any electric installation work not approved by the General builder including replacement of bulbs and installation of own lighting fixtures.

It is prohibited to install extra lighting or mobile structures with own electric chains. It is allowed only if approved by the General builder.

It is prohibited to use chairs as stepladders.



It is prohibited to remove equipment transferred for temporary use, outside the premises.



Installation of elements of non-standard stand structures and interior decoration which aren't exhibits inside standard modular structures (independent completion or decoration making essential impact on the standard stand structure) by the Event Participant is allowed if only approved by the General builder after the review of engineering design documentation.

The Organizer will not provide furniture and other equipment the Exhibitors who have booked space only stand.

The Exhibitor who has booked space only stand will bear responsibility for the stand buildup and the equipping. The stand design shall conform to the Event's rules and requirements and shall be approved by the Management office and the General builder. In case of non-compliance with the requirements the stand buildup will be forbidden.

In case the Exhibitor applies to a contractor services for the stand construction and equipping and/or execution of installation and construction works by a third party, the Builder shall undergo accreditation at the General builder. The Builder will be allowed to perform works only against the duly signed relative contract with the General builder.

Maximum stand height shall not exceed 3 m.

No part of the stand structure, banners, exhibits and other equipment shall exceed the boundaries of the space contracted; otherwise the Organizer reserves the right to force the Exhibitor to dismantle these parts at his own expense.

GENERAL BUILDER SERVICES

BuildExpo LLC is the Crocus Expo official General builder.

For detailed information about the General builder please refer to the official website at eng.buildexpo.ru.

The price list for services rendered by the General builder is specified in APPENDIX 1.



Applications for additional services and equipment shall be submitted under the terms stipulated in the Contract for participation in the Event. Applications submitted later are subject to equipment availability.

APPLICATION FOR STANDARD EQUIPPED STAND

The General builder renders the service of standard equipped stands buildup. For detailed information please refer to STANDARD EQUIPPED STAND section.

APPLICATION FOR SPACE ONLY STAND

The Exhibitor can apply to the General builder's services or a contractor's services in case of booking the space only stand. For detailed information please refer to SPACE ONLY STAND section.

CONNECTION TO ELECTRICITY, WATER AND COMPRESSED AIR MAINS

The General builder provides connection of the stand to electricity mains. Unauthorized connection to power supply mains is strictly prohibited. Power distribution board, plug sockets and wires shall be provided by the Exhibitor or by stand constructors. Technical and kitchen equipment of the Exhibitor will be connected to drainage system of the exhibition hall. Connection hoses, fittings shall be provided by the Exhibitor or by the stand constructor.



Standard voltage provided to Standard equipped stand – 220 V. Use FORM 1 to order voltage of 380 V. If your equipment operates on 110 V, you will need a voltage adaptor.

To order power supply, water and compressed air please complete the application form for additional services (FORM 2) and indicate their location with relevant indications on the stand layout (FORM 1).

AUDIOVISUAL EQUIPMENT

The General builder provides for rent all necessary audio-, video and sound equipment, projectors and presentation hardware, including LED screens, plasma display panels, seamless panels, equipment for simultaneous interpretation, conference systems, video projectors, notebooks and so forth.

Use of own devices and audiovisual equipment (LCD / plasma display panels with the diagonal exceeding 28 inches, projectors, sound amplifiers, video walls and etc.) is allowed only after accreditation of the equipment at the General builder.

For detailed information about the procedure and cost of approval for own equipment use please refer to BuildExpo LLC Department of technical documentation inspection.

SUSPENDED STRUCTURES

The project of works on suspension and removal of light structures at height with specifying of weight of the suspended structure and points of suspension is executed by the Builder and will be coordinated with the General builder and Crocus Expo Maintenance Service.

The cost of suspension works includes suspension and removal of structures. The suspension works are executed during buildup and dismantling periods of the Event. The suspension works are not executed during the Event period. When works are executed within the period from 20:00 to 08:00 their cost is subject to 100% surcharge.

ADDITIONAL SERVICES AND EQUIPMENT



For the full list of rendered services and additional equipment during the Event holding in the Exhibition centre please refer to the Services guide.

Apply to Services guide application forms when ordering a service.

CARGO FORWARDING AND CUSTOMS SERVICES

For the list of international freight forwarders which are official partners of the Exhibition centre and authorized to operate on the territory for foreign Exhibitors please refer to the website at eng.crocus-expo.ru/services/expeditors.php.

HANDLING OPERATIONS

The Crocus Expo Department of transport and logistics renders a wide range of services related to loading and unloading, hoisting and rigging works with application of the most modern hoisting equipment. Should your forwarders need information related to the full list of services and rules and regulations regulating handling operations on the Exhibition centre territory please advise them to refer to the Services guide and the Basic requirements while running events in Crocus Expo IEC accordingly.

ADVERTISING

There are various adverting activities available for the Participants of the Event. They significantly improve the commercial effect of the work on the exhibition platform and the post show results being a source of additional information for visitors: navigation to stands, distribution of advertizing production, invitations to business events, seminars or master classes, announcement of special events and many other things. The full list of advertizing opportunities with the detailed description is available on the website at eng.crocus-reklama.ru.

CATERING

Official Crocus Expo catering partners – Backstage Catering and Sucre Bankeýt – render catering services in the Exhibition centre: buffet dinner parties, banquets, coffee breaks and food delivery to stands).



Dinner parties, banquets and other events after the Event closing hours are allowed only if approved by the Management office.

Crocus Expo catering structures allow serving events of any level of complexity: for private guests, large companies, public organizations or government institutions. The companies can offer: a possibility of attraction of resources of all restaurants located in the Crocus City territory; European, Mediterranean, Italian, Azerbaijani, Russian, Pan-Asiatic and author's cuisines; qualified personnel (waiters, bartenders, sommelier, barista, confectioners, chefs and interior designers); individual approach to each client; great experience.

SECURITY

The Participant can order extra individual stand guards both during the Event period and in overtime. A separate contract application on the basis of the contract assignment existing between Crocus Expo and the security organizations is signed when ordering the service. Payment shall be effected in cash or to the Crocus Expo settlement account.

Security services in the territory of the Exhibition center can be ordered only at Crocus Expo. Security services are rendered by the security organizations licensed for implementation of security activity and accredited by Crocus Expo.

STAND CLEANING

Any works on cleaning in the Exhibition Center should be carried out only by the Administrative department of Crocus Expo directly or through accredited companies, except for the works relating to cleaning, rubbing, and polishing of exhibit items.

One time cleaning of stand includes vacuum cleaning of carpeting, wet cleaning (parquet, laminated flooring) emptying of waste bins.

TERMS FOR ADDITIONAL SERVICES AND EQUIPMENT APPLICATION

Applications for additional services and equipment shall be submitted under terms stipulated in the Event Participation Contract. Late applications shall be subject to equipment availability.



The Exhibitor shall submit all necessary applications minimum 14 calendar days prior the beginning of the Overall Event period unless otherwise is stipulated in the Contract.

Cost of services and equipment provided in accordance with the Services guide and ordered less than 14 calendar days prior the beginning of the Overall Event period are subject to 50% surcharge.



EXHIBITOR BADGES



Exhibitor badge provides admittance to the Event grounds during the Overall Event period including buildup and dismantling periods.

Exhibitor badges are available at the Service centre: 1 badge for every 3 m² of the stand space.

Extra badge costs 2,00 EUR.

PASSES FOR BUILDERS AND STAND ATTENDANTS



Passes for builders and stand attendants involved into buildup/dismantling process provide admittance to the Event grounds only during buildup and dismantling periods.

Exhibitors contracted Space only sites shall provide their personnel with passes received at the Service centre in accordance with the submitted list well in advance.

The Exhibitor shall submit completed FORM 4 to the Service centre in order to receive passes for builders and stand attendants.

Passes for Builder's employees shall be received in the General Builder Maintenance department only after the accreditation process has been completed.

PROCEDURE OF EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL



**TRUCKS ENTRY AND EXIT THROUGH CROCUS CITY ARCHWAY
IS STRICTLY PROHIBITED!**

After entering the Crocus Expo territory the drivers of freight vehicles with exhibits and equipment shall park their vehicles on the free parking lot opposite the pavilions or on the temporary parking lot following instructions of Traffic management department until the drivers receive vehicle passes.

Entry to Handling operations area is allowed only by pass.



The Exhibitor shall complete LETTER FOR EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL (FORM 3) including the list of exhibits and equipment. If you deliver goods several times or days the letter for exhibits and equipment entry and removal should be duly arranged each time or day. The letter is submitted in triplicate.

The letter is submitted to the Management office where the Exhibitor gets permission for entry provided there are no outstanding payments and all relative documents authorizing participation in the Event are available in original (Contract, Appendixes, applications, power of attorney and etc.)

After the letter is authorized by the Management office it is submitted to the Service centre.

One copy is left at the Service centre, the second is left with the security guard at the loading gates and the third is kept till your departure after the show for the removal authorization.

If the Exhibitor needs to enter/remove hand luggage, then the LETTER FOR EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL after the Management office and the Service centre approval are submitted to the security guard at the exhibition hall entrance.

OFFICIAL EXHIBITOR MANUAL CONTACTS

CROCUS EXPO SERVICES				
Description	Contact person	Job title	Phone	E-mail
Management office				
General issues, paper work (contracts, invoices and etc.)	Elena Begunova	Exhibition Director	+7 (495) 983-06-78 Cell phone: +7 (915) 376-69-52	begunova@crocus-off.ru
	Elena Kryshina	Senior manager	+7 (495) 983-06-78 Cell phone: +7 (915) 283-58-08	krushina@crocus-off.ru
Standard equipped stands, submission of FORMS 1, 2	Serguei Kasatkin	BuildExpo LLC, Department of exhibition space design	Cell phone: +7 (916) 434-74-38	expowork@bk.ru
Service centre				
Receipt of passes to the Handling operations area, Exhibitor badges, invitations, submission of letters of exhibits and equipment entry and removal, services settlement (in cash)			Pavilion 3: +7 (495) 727-25-24 Cell phone: +7 (985) 367-79-03	service3@crocus-off.ru
Transportation and logistics department				
Handling and hoisting works, handling and hoisting equipment for rent and etc.			+7 (495) 727-25-87	trans@crocus-off.ru
Department of advertising and information				
Application for outdoor advertising in the territory, advertising structures rent, large format printing	Serguei Stepanov	Head of Sales and maintenance department	+7 (495) 727-26-39 Cell phone: +7 (915) 283-70-11	stepanov@crocus-off.ru
	Ekaterina Shemanina	Senior manager	+7 (495) 727-26-39	shemanina@crocus-off.ru
Maintenance service				
Floor load approval, suspended structures	Anatoliy Kalinin	Deputy chief engineer	Cell phone: +7 (916) 266-04-27	
Fire safety service				
Approval of use of fire-hazardous and dangerously explosive exhibits and materials, compressed gas tanks	Oleg Borisov	Leading specialist	+7 (495) 938-06-73 Cell phone: +7 (916) 547-06-23	o_borisov@crocusnet.ru
	Vasily Sobchenko	Specialist	+7 (495) 938-06-73 Cell phone: +7 (916) 547-07-25	y_sobchenko@crocusnet.ru

BUILDEXPO LLC – CROCUS EXPO GENERAL BUILDER

Description	Location	Contact person	Job title	Phone	E-mail
Department of audiovisual equipment and telecommunications					
Sound amplifiers, audio and video equipment, projectors for installation in specialized Crocus Expo premises and the Exhibitor's stands		Mikhail Edidovich	Head of the department	+7 (495) 727-26-15 Cell phone: +7 (925) 488-53-60	edid@crocus-off.ru
Maintenance department					
Electrical and sanitary ware works, compressed air supply, electrical equipment for rent, electrical mounting	Pavilion 1, 1 st floor, office 115	Alexei Doronenko	Chief electrician	+7 (495) 727-24-38	ote@buildexpo.ru
Department of technical documentation inspection					
Inspection and approval of technical documentation for contracted builders, control of technical documentation of electric wiring executed by contracted builders, services related to static design, electrical laboratory, fire safety services, hoisting tackle for rent	Pavilion 1, 1 st floor, office 119	Andrey Meshkov	Head of electrical laboratory and fire safety system	+7 (495) 727-26-71, +7 (495) 727-26-12 Cell phone: +7 (916) 434-82-13	sales@buildexpo.ru
Audiovisual equipment approval for use during the Event		Vladimir Samokhin	Engineering manager	+7 (495) 727-26-71	ingener@buildexpo.ru

PARTNER COMPANIES

Description	Company	Phone	E-mail
Catering	Backstage Catering	+7 (925) 771-16-17	info@backstagecatering.ru
	Sucre Банкейт	+7 (925) 544-70-45, +7 (925) 508-60-06	crocus-banquet@mail.ru , sucre.banquet@gmail.com

OFFICIAL EXHIBITOR MANUAL
A1 – PRICE LIST FOR ADDITIONAL EQUIPMENT
AND GENERAL BUILDER SERVICES

Nº	Description	Code	Price, EUR (VAT incl.) before 16.08.17	Price, EUR (VAT incl.) after 16.08.17
STAND STRUCTURE				
1	Wall element (1000x2500)	220	36	72
2	Wall element (500x2500)	221	30	60
3	Wall element bow-shaped (R=1000 H=2500)	222	110	220
4	Wall element bow-shaped (R=500 H=2500)	223	58	116
5	Wall element diagonal (0,5x0,5 m) 700x2500	224	36	72
6	Wall element (1000x2500) with glass (glass 970x1262)	401	72	144
7	WALL element (500x2500) with glass (glass 470x1262)	402	56	112
8	Wall element (1000x2500) with glass (glass 970x1942)	403	145	290
9	Wall element 1000x2500, laminated MDF	228	110	220
10	Wall element radius, H=1100, R=1000 (1/4 circle)	217	36	72
11	Wall element radius, H=1100, R=500 (1/4 circle)	216	30	60
12	Counter (octahedral supporting section), H=1600 (d), 2070 (e), 2480 (f)	118	20	40
13	Counter (octahedral supporting section), H=480 (a), 750 (b), 1100 (c)	118	8	16
14	Purlin H=70 (rectangular connecting section), per r.m.	114	10	20
15	Purlin H=175 (rectangular reinforced connecting section), per r. m.	115	18	36
16	Fascia board up-and-over, H=300, per r. m.	116	15	30
17	Fascia insert panel, H=350, per r. m.	117	15	30
18	Wall height extension by 500mm, per r. m.		16	32
19	Projecting panel for equipment mounting, laminated MDF, 600x1000	239	55	110
20	Folding door, lockable (1000x2500)	240a	63	126
21	Hinged door, lockable (1000x2500)	241	190	380
22	Hinged glass door, lockable (1000x2500)	245	244	488
23	Curtain (office), 1000x2500	242	30	60
24	Ceiling panel (1000x1000) elements H=70	250	16	32
25	Ceiling lattice (980x980) w/o ceiling panel	260	16	32
26	Barrier H=480, 750, 1100 per piece	267 a, b, c	14	28
27	Chain per 1 per r. m.	280	8	16
28	Carpet flooring (2 m width) per sq m with covering, w/o cutting (with fire-retardant treatment)	281	19	38
29	Carpet flooring (2 m width) per sq m with covering, with cutting (with fire-retardant treatment)	282	25	50
FURNITURE				
30	Chair	300	15	30
31	Conference chair	303	22	44
32	Bar stool	306	25	50
33	Table (800x800)	310	40	80
34	Bar table (D=600, H=1200)	316	53	106
35	Round table (D=800)	314	40	80
36	Table (800x1200)	315	44	88
37	Round glass table (D=800)	314 a	53	106
38	Single armchair, leather-substitute 870x820x860 (black, white)	333	105	210
39	Double sofa, leather-substitute 1460x820x860 (black, white)	334	250	500
40	Coffee table, glass 900x550x400	335	173	346
41	Coffee table, glass D=800, H=495	336	173	346
42	Meeting table 1000x2200, H=720	337	260	520
43	Display table (500x1000x800) structural	382	30	60
44	Display table (1000x1000x800) structural	384	48	96
INFO COUNTERS				
45	Info counter (500x1000x1100) per 1 per r. m.	318	53	106
46	Info counter (500x1000x1100) with narrow top shelf, per r. m.	319	53	106
47	Info counter radius angular 500x500, R=500, H=1100	318 r	53	106
48	Info counter radius (large)	708	110	220
49	Info counter radius (small)	709	80	160
50	TV stand (500x500 H= 800) structural	388 a	35	70
51	TV stand (500x500 H= 1100) structural	388 b	44	88
ARCHIVAL CABINET				
52	Archival cabinet (500x1000x1100) with doors 645x492	317	63	126

OFFICIAL EXHIBITOR MANUAL

53	Archival cabinet (500x1000x800) with doors 645x492	320	53	106
54	Archival cabinet (500x1000x1100) with doors 952x492	321	63	126
SHOW-CASES				
55	Glass show-case (500x1000x1100)	394	88	176
56	Glass show-case (500x1000x1100)	394 a	73	146
57	Glass show-case (500x1000x2000) with 2 glass shelves	396	104	208
58	Glass show-case (500x1000x2500) with lighting (100 W) and 2 shelves	398	115	230
59	Glass show-case (500x1000x2500) with lighting (100 W) and 2 shelves	398 a	97	194
60	Glass show-case (500x500, R=500, H=2500) with lighting (100 W) and 2 shelves	398 ar	115	230
61	Glass show-case (500x500, R=500, H=2500) with lighting (100 W), 2 shelves and curtains	398 sh	135	270
62	Glass show-case (H=2500, R _{inside} =500, R _{outside} =1000) with lighting (100 W)	399	235	470
63	Glass show-case round (D=1000, H=2500)	400	315	630
64	Additional glass shelf (500x1000)	111 a	25	50
65	Additional glass shelf (500x500, 500x1000)	111 b	27	54
66	Additional glass shelf to showcase 399	111 c	36	72
67	Additional glass shelf to showcase 400	112 a	18	36
68	Curtains for showcases 396 and 398	113	18	36
SHELVES STAND				
69	5-shelves stand (300x1000x2070)	340	36	72
70	5-shelves stand (500x1000x2070)	701	53	106
71	5-shelves stand (1000x1000x2500)	702	70	140
72	Stand movable (500x1000x1600)	740	70	140
73	Book stand – prospect holder (stand alone)	324	30	60
WALL SHELVES				
74	Wall shelf (1000x300) H=1200 (default)	380	18	36
75	Sloping wall shelf (1000x300) H=1200 (default), slope angle of 45 degree	381	30	60
76	Wall grating (1500x800), cell 50x50, w/o hooks	375	53	106
OFFICE				
77	Mirror (1500x600)	330 a	30	60
78	Clothes rack (overhanging)	331	12	24
79	Waste basket	377	4	8
80	Jalousie (1400x1000)	404	19	38
KITCHEN				
81	Refrigerator – 200 l (600x600x1200) with 24 hours plug socket	350	130	260
82	Refrigerator – 280 l (600x600x1600) with 24 hours plug socket	351	155	310
83	Coffee machine, against deposit 1000 RUB	370	44	88
84	Kitchen unit (sink) (550 x 900 x 850), 2,0 kW	600	208	416
ELECTRICAL EQUIPMENT				
85	Spotlight (100 W)	510	27	54
86	Spotlight metal-halide (70 W)	511	46	92
87	Spotlight halogen (75 W)	515	35	70
88	Mini metal-spotlight for showcase (35 W)	510 a	32	64
89	Floodlight halogen (300 W)	513	70	140
90	Floodlight halogen (150 W)	514	96	192
91	Lamp halogen (bar mounted), 150 W	516	62	124
92	Floodlight halogen (1000 W)	512	183	366
93	Spotlight halogen (40 W)	520	30	60
94	Plug socket 220 V (single under 1,0 kW, 16A)	504 a	81	162
95	Plug socket 220 V (single from 1,0 up to 2,5 kW, 16A)	504 b	184	368
96	Plug socket 220 V (power connector, from 2,5 and up to 5 kW, 32A)	504 c	334	668
97	Plug socket 220 V (triple from 1,0 kW, 16A)	505 a	90	180
98	Plug socket 220 V (triple up to 2,5 kW, 16A)	505 b	210	420
99	Plug socket 220 V (single, 24-hour under 1,0 kW, 16A)	508 a	100	200
100	Plug socket 220 V (single, 24-hour from 1,0 up to 2,5 kW, 16A)	508 b	228	456
101	Plug socket 220 V (triple, 24-hour under 1,0 kW, 16A)	509 a	125	250
102	Plug socket 220 V (triple, 24-hour from 1,0 kW up to 2,5 kW, 16A)	509 b	245	490
103	Plug socket 380 V (power connector, from 1,0 kW up to 10 kW, 32 A)	506 a	398	796
104	Plug socket 380 V (power connector, from 10 kW up to 20 kW, 32A)	506 b	680	1360
105	Plug socket 380 V (power connector, from 10 kW up to 20 kW, 63 A)	506 c	1143	2286
106	Rotating cube (1000x1000x1000) w/o logo (500 W)	707 a	167	334
107	Floor cable pipe, per r. m.		20	40
STAND DECORATION				
108	Fascia name (max. 10 characters)	104	53	106
109	Fascia additional character	104 a	2	4
110	Fascia company logo	105	from 70	from 140
111	Light cube, info counter, wall panel company logo	106	from 105	from 210

112	Covering with colour tape ORACAL, per 1 sq m		28	56
113	Covering with Customer's material, per 1 sq m		25	50
114	Banner printing (with eyelets/pockets/without treatment), 360 dpi, per sq m		20	40
115	Full colour printing ORAJET film, including covering works, per sq m		57	114

OTHER

116	Banner suspension on eyelets (at 5 m max. height) per banner sq m		12	24
117	Banner suspension on inserters (at 5 m max. height) per banner sq m		20	40

II. DEPOSIT EQUIPMENT

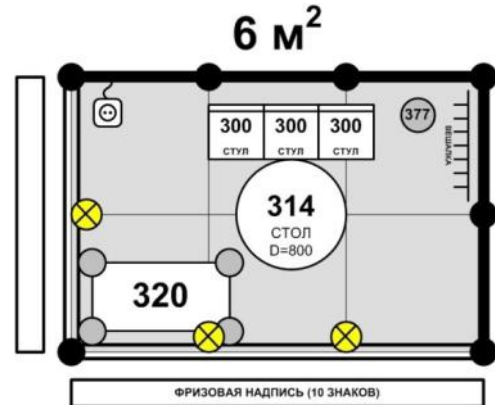
Nº	Description	Code	Price, (VAT incl.)
1	Water dispenser FAMILY + water (19 l), against deposit 8050 RUB	338	130 EUR
2	Water bottle 19 l	338 a	30 EUR
3	Coffee machine (1,25 kW), against deposit 15 100 RUB	339	230 EUR
4	Keys for wing or folding doors		1000 RUB
5	Keys for showcase		100 RUB

OFFICIAL EXHIBITOR MANUAL A2 – STANDARD STAND SPECIFICATION*

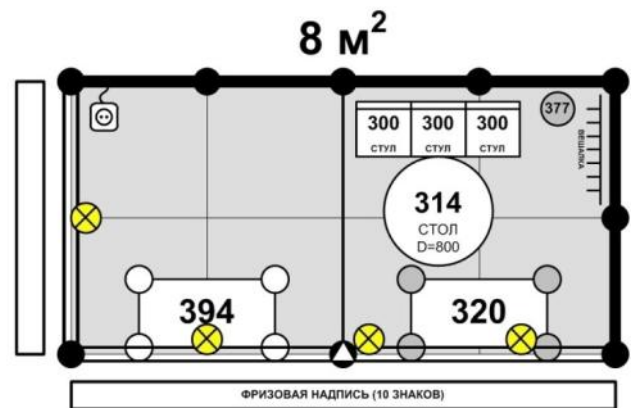
Standard stand specification specifies standard set of equipment included into the cost.

* Should you wish to book a standard stand of space exceeding 54 sq m please contact the Management office for the stand specification.

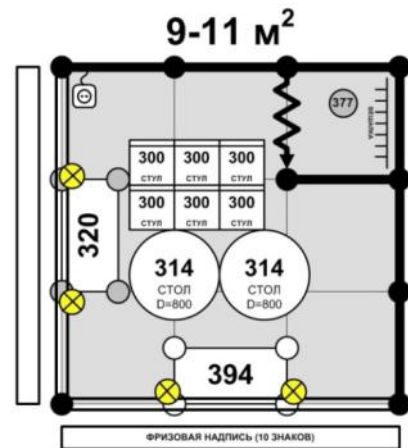
SPACE 6 sq m



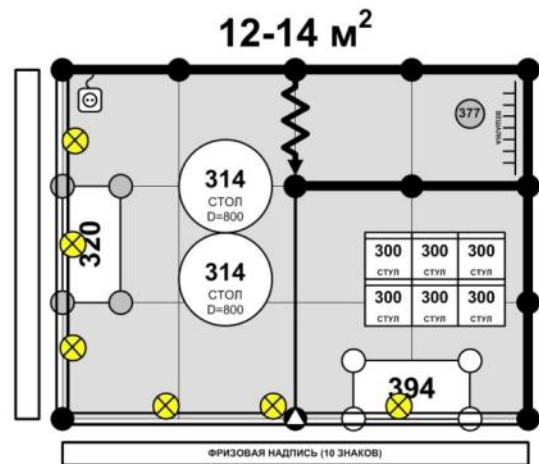
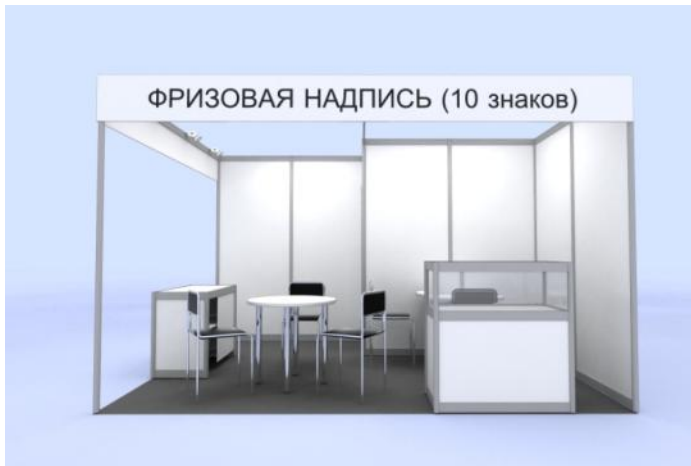
Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	3
Table	314 / 310	1
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		3
Plug socket (under 1,0 kW)	504a	1
Waste basket	377	1



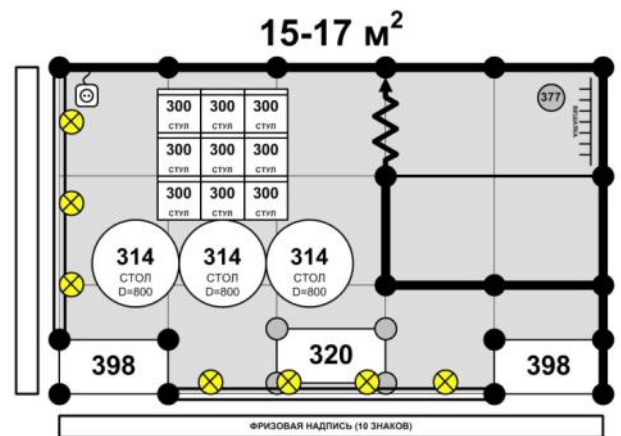
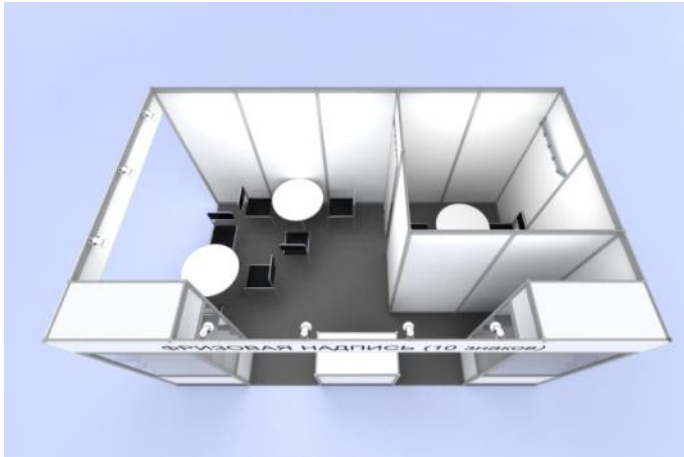
Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	3
Table	314 / 310	1
Glass show-case (500x1000x1100)	394	1
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		4
Plug socket (under 1,0 kW)	504a	1
Waste basket	377	1



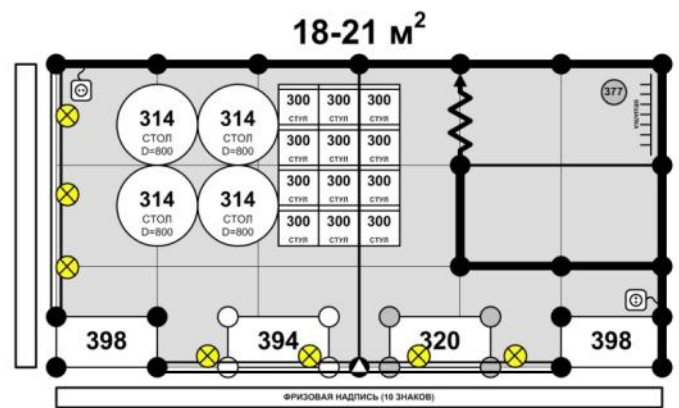
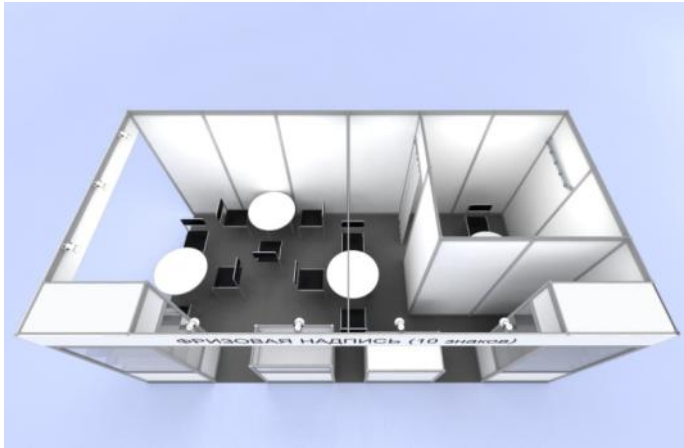
Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Wall element	220 / 221	1
Chair	300	6
Table	314 / 310	2
Glass show-case (500x1000x1100)	394	1
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		4
Plug socket (under 1,0 kW)	504a	1
Folding door, lockable	240	1
Waste basket	377	1



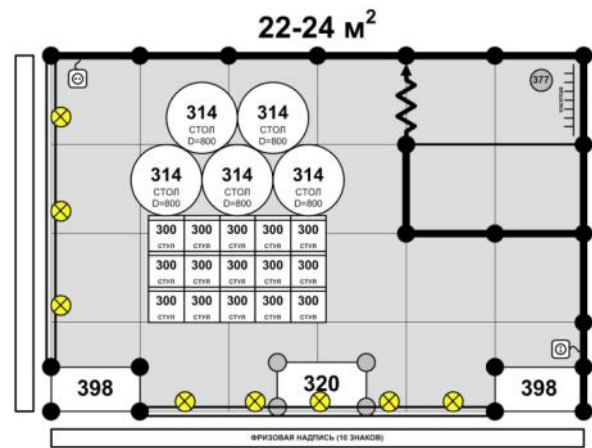
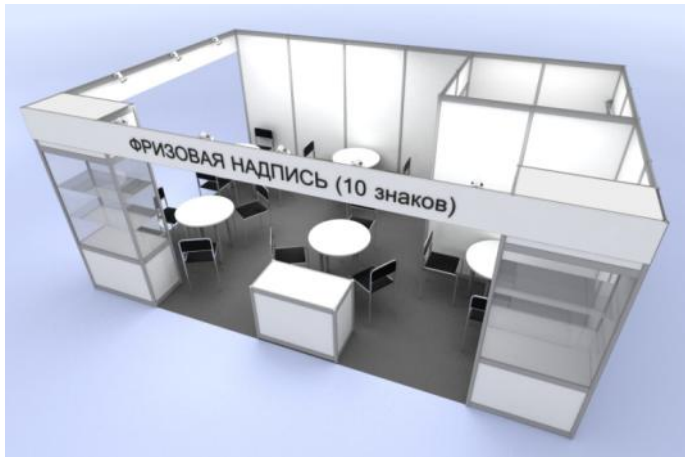
Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Wall element	220 / 221	2
Chair	300	6
Table	314 / 310	2
Glass show-case (500x1000x2500)	394	1
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		6
Plug socket (under 1,0 kW)	504a	1
Folding door, lockable	240	1
Waste basket	377	1



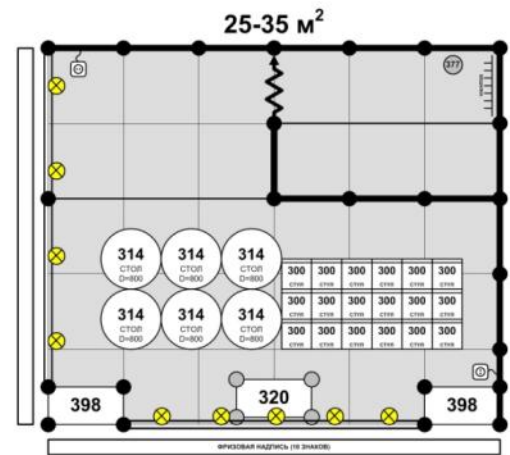
Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Wall element	220 / 221	3
Chair	300	9
Table	314 / 310	3
Glass show-case (500x1000x2500)	398	2
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		7
Plug socket (under 1,0 kW)	504a	1
Folding door, lockable	240	1
Waste basket	377	1



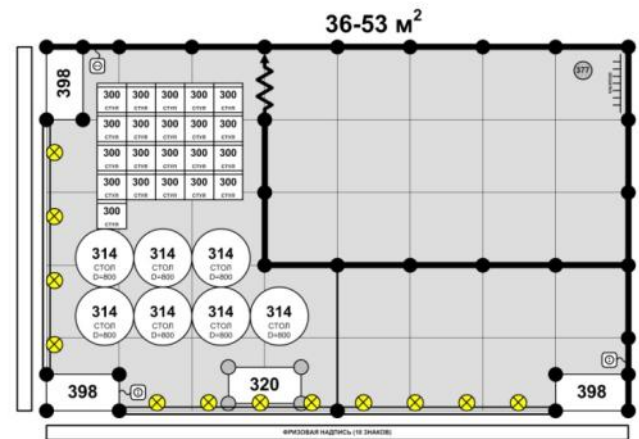
Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Wall element	220 / 221	3
Chair	300	12
Table	314 / 310	4
Glass show-case (500x1000x1100)	394	1
Glass show-case (500x1000x2500)	398	2
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		7
Plug socket (under 1,0 kW)	504a	2
Folding door, lockable	240	1
Waste basket	377	1



Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Wall element	220 / 221	3
Chair	300	15
Table	314 / 310	5
Glass show-case (500x1000x2500)	398	2
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		8
Plug socket (under 1,0 kW)	504a	2
Folding door, lockable	240	1
Waste basket	377	1



Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Wall element	220 / 221	4
Chair	300	18
Table	314 / 310	6
Glass show-case (500x1000x2500)	398	2
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		9
Plug socket (under 1,0 kW)	504a	2
Folding door, lockable	240	1
Waste basket	377	1



Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Wall element	220 / 221	7
Chair	300	21
Table	314 / 310	7
Glass show-case (500x1000x2500)	398	3
Archival cabinet	320	1
Clothes rack	331	1
Spotlight (100 W)		12
Plug socket (under 1,0 kW)	504a	3
Folding door, lockable	240	1
Waste basket	377	1

Moscow International
Optical Fair
(MIOF. September 2017)

Contract	
----------	--

Pavilion	Hall	Stand	Space
----------	------	-------	-------



**Submit
before
16/08/2017**





Please read carefully COMPLETION RULES specified in STANDARD EQUIPPED STAND section.
Equipment not indicated on the layout **will not be provided!**

STAND PASCAL COMPANY NAME
(complete in block letters, 9 characters are included into space cost)

[illegible]

Stand configuration	Fascia name colour*	Carpet flooring colour
<input type="checkbox"/> Inline (one side open)	<input type="checkbox"/> Black	<input type="checkbox"/> Black
<input type="checkbox"/> Corner (two sides open)	<input type="checkbox"/> Blue	<input type="checkbox"/> Blue
<input type="checkbox"/> Peninsular (three sides open)	<input type="checkbox"/> Grey	<input type="checkbox"/> Grey
<input type="checkbox"/> Island (four sides open)	<input type="checkbox"/> Green	<input type="checkbox"/> Green
	<input type="checkbox"/> Red	<input type="checkbox"/> Red

*If not marked the standard colour is **black**

Indications on the layout		
Plug sockets	E	
Plug sockets (operating 24 hours)	E24	
Water connection	P	
Spotlights	L	
Voltage	<input type="checkbox"/> 220 V	<input type="checkbox"/> 380 V
Wall panel		
Fascia		

A full-page view of a blank sheet of graph paper. The grid consists of thin, light gray horizontal and vertical lines forming small squares across the entire page. There are no margins, text, or other markings present.

Full name	<input type="text"/>
Job title	<input type="text"/>
Phone	<input type="text"/>

Date _____

Signature _____

Stamp

Return completed
FORM 1 to:
expowork@bk.ru



Serguei Kasatkin
+7 (916) 434-7438

FORM 2 – ADDITIONAL EQUIPMENT FOR STANDARD EQUIPPED STAND

Moscow International
Optical Fair
(MIOF. September 2017)

To Contract dated

Company name as contracted

Pavilion Hall Stand Space



**Submit
before
16/08/2017**

For the list and price of additional equipment please refer TO APPENDIX 1 – PRICE LIST FOR ADDITIONAL EQUIPMENT AND GENERAL BUILDER SERVICES.

	Description	Code	Price, EUR VAT incl.	Quantity	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
			TOTAL:		

Applications for additional services and equipment shall be submitted under terms stipulated in the Event Participation Contract. Late applications shall be subject to equipment availability.

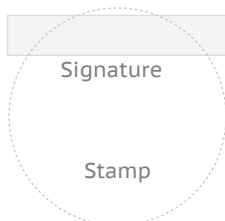
Value spelled out

ORGANISER

Full name

Date

Signature



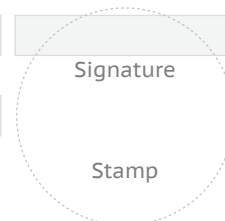
Stamp

EXHIBITOR

Full name

Date

Signature



Stamp



Return completed FORM 2 to: expowork@bk.ru
Serguei Kasatkin, +7 (916) 434-7438

FORM 3 – LETTER FOR EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL

Moscow International
Optical Fair
(MIOF. September 2017)

To be submitted in triplicate:

One copy is left at the Service centre;

The 2nd copy is left with the security guard at loading gates;

The 3rd copy is kept by Exhibitor till departure to obtain a removal authorization.

Company
Company name as contracted

Pavilion Hall Stand

EQUIPMENT LIST:

	Description	Identification number (for TV, video, audio and office equipment)	Quantity
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Full name Date
Job title Signature
Phone

Stamp

To be completed by Crocus Expo employees:

ENTRY

REMOVAL

FORM 4 – LETTER FOR BUILDER PASSES

valid for build up and dismantling periods

Moscow International
Optical Fair
(MIOF. September 2017)

To be submitted to the Service centre

Company

Company name as contracted

Pavilion

Hall

Stand

List of stand attendants and installers during build up and dismantling periods

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Full name

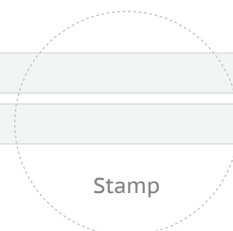
Date

Job title

Signature

Phone

Stamp



FORM 5 – ADVERTISING IN THE OFFICIAL SHOW CATALOGUE

Moscow International
Optical Fair
(MIOF. September 2017)

To Contract № dated

Company name as contracted

Exhibitor name



**Submit
before
16/08/2017**

Advertising in the show catalogue, printed version (A5 format)

<input type="checkbox"/> Cover page (2nd, 3rd and 4th pages)	790,00 EUR
<input type="checkbox"/> Page (1st and 2nd pages)	520,00 EUR
<input type="checkbox"/> Page near the company's entry	150,00 EUR
<input type="checkbox"/> Logo in the company's description	50,00 EUR

Technical requirements (1/1 A5 format): bleed size – 158x220 mm, trim size – 148x210 mm, type area – 138x200 mm. TIFF or EPS, 300 dpi, CMYK, fonts converted into curves, all raster images inserted into the file.

Advertising in the online show catalogue

<input type="checkbox"/> Priority view in the exhibitors list with a particular background colour, 1st position	500,00 EUR
<input type="checkbox"/> Priority view in the exhibitors list with a particular background colour, 2nd position	450,00 EUR
<input type="checkbox"/> Priority view in the exhibitors list with a particular background colour, 3rd position	250,00 EUR
<input type="checkbox"/> Banner 200x100 px in the exhibitors list	60,00 EUR
<input type="checkbox"/> A particular background colour in the overall list of exhibitors	30,00 EUR

Requirements to banners 200x100 pixels*:

1. Image file formats – GIF, JPG, PNG.
2. File size – maximum 50 KB.
3. Provision of link to the client's website.

* Banners in Flash and HTML5 formats are not acceptable.

Advertising in e-letters

<input type="checkbox"/> Banner 550x100 px, direct mailing about online registration to visitors data base (7000 contacts), two times minimum	500,00 EUR
---	------------

Requirements to banners 550x100 pixels *, **:

1. Image file formats – GIF, JPG, PNG.
2. File size – maximum 120 KB.
3. Provision of link to the client's website.

* Banners in Flash and HTML5 formats are not acceptable.

** Banners may be proportionally miniaturized for mobile devices or devices with small screens.

Total (VAT including)

Value spelled out

<input type="text"/>	EUR	<input type="text"/>
----------------------	-----	----------------------

ORGANISER

EXHIBITOR

Full name

Signature

Date

Stamp

Full name

Signature

Date

Stamp



Return the completed FORM 5 to the Exhibition management:

Elena Begunova: begunova@crocus-off.ru, +7 (915) 376-6952

Elena Krushina: krushina@crocus-off.ru, +7 (915) 283-5808

phone/fax: +7 (495) 983-0678