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## 2. INTRODUCTION

### **The International Travel Fair «Intourmarket» (ITM) – 2012**

Dear exhibition participants!

The Organizer - Limited Company "Expotour" - is happy to see you as participants at our exhibition. We are glad to help you with fair preparations and answer your questions.

The 7th International Travel Fair «Intourmarket (ITM) 2012» will take place  
on 17-20 of March in Moscow,

«Crocus Expo», Pavilion №2, Halls №9, №10, №11.

### 3. Exhibition carrying schedule

Installation of exhibition / Exhibition time - schedule / Dismantle of exhibition:

<b>Tuesday, 13 of March</b>	<b>8:00 – 20:00</b>	<b>Halls №9, №10 and №11 of the Pavilion №2</b> Installation of stands (non- equipped area) *
<b>Wednesday , 14 of March</b>	<b>8:00 – 20:00</b>	<b>Halls №9, №10 and №11 of the Pavilion №2</b> Installation of stands (non- equipped area) *
<b>Thursday, 15 of March</b>	<b>8:00 – 20:00</b>	<b>Halls №9, №10 and №11 of the Pavilion №2</b> Installation of stands (non- equipped area)*
<b>Friday, 16 of March</b>	<b>8:00 – 20:00</b>	<b>Halls №9, №10 and №11 of the Pavilion №2</b> Installation of stands (non- equipped and equipped area), arrival of participants*
<b>Saturday, 17 of March</b>	<b>10:00 – 18:00</b>  <b>12:00</b>	<b>Enter under assembly admissions is forbidden.</b> Official exhibition work  <b>Official opening</b>
<b>Sunday , 18 of March</b>	<b>10:00 – 18:00</b>	Official exhibition work
<b>Monday, 19 of March</b>	<b>10:00 – 18:00</b>	Official exhibition work
<b>Tuesday, 20 of March</b>	<b>10:00 -16:00</b>  <b>16:00 – 20:00</b>	Official exhibition work /Closing of exhibition. Departure of participants / dismantle of stands in halls
<b>Wednesday, 21 of March</b>	<b>8:00 – 20:00</b>  <b>20:00</b>	<b>Halls №9, №10 and №11 of the Pavilion №2</b> Dismantle All halls – should be released **

\* for installation/dismantle of your stand you can get information about the prices for additional hours further, the demand for service services, the form 6D, the application №4.

\*\* The hall administrator must sign the letter for equipment import/removal after finishing dismantling. In case an exhibitor/builder leaves the booth or parts of it after dismantling, a fine will be collected from the participating company according to 200 EUR per square meter.

Please pay your attention: During the Fair the capacity of the sound feedback shouldn't exceed 60 dB over a distance of 3 m from the stand.

#### **4. Conditions of Participation in VII International Trade Fair for Travel and Tourism**

##### **“ITM – Intourmarket 2012”**

#### **Registration fee:**

**350 EUR\*** - placement in the exhibition's official catalogue, providing with the exhibition's official catalogue , exhibitor badges and entrance tickets, plans of stands placement and electrical connection (10 kW of electrical power ) will be provided.

***Cost of equipped exhibition space for 1 square meter – 220 EUR\****

***Cost of non - equipped exhibition space for 1 square meter – 190 EUR\****

**\*The VAT is paid over mentioned cost on the rate acting at the moment of payment.**

#### **Extra pay:**

- 10 % for a corner booth (2 sides open)
- 15 % for a “peninsula” booth (3 sides open)
- 20 % for an “island” booth (4 sides open).

**\* All prices are given without VAT**

**The Internal course makes 1 EURO\* = 43, 00 rubles.** If a Central Bank rate at date of payment is above 43, 00 calculations are made on a Central Bank rate.

## 5. Stand building

### 5.1 Stand Building. General conditions.

The price of equipped exhibition space includes:

1. The exhibition space;
2. Stand with standard equipment (see application №7)
3. One electrical connection 10 kW of electrical power (after registration fee payment).

An order for additional equipment is made on application forms 6A, 6B, 6C and 6D.

In case of declining equipment included in the standard equipment the cost wouldn't be returned.

Please, pay attention to the following:

**1. The installation of a mobile stand should be approved by the company – general builder - LLC “BuildExpo City”, Tel.: +7 (495) 727 25 87, e-mail: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)**

2. In case of using of banners or other hanging materials Certifications of conformity to fire standards are needed.

The price of non-equipped exhibition space includes:

1. The exhibition space; 2. One electrical connection rated at up to 10 kW (after registration after fee registration payment). For more detailed information, see section 9 “Connection of Service Lines to a Booth”.

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## 5.2 Equipped Space / Standard Stand:

**Standard stand** is built of exhibition construct, which includes carpeting (gray color), wall panels (white color, H=2.5 meters), electrical equipment and furniture conforming to the description # 7 of standard booths.

### Possibilities:

1. Changing wall color by applying self-adhesive tape.
2. Changing height of the standard booth by joint using the exhibition equipment.
3. Changing the color of carpeting.

The prices of additional equipment for your stand can be found in order forms 6A, 6B, 6C and 6D. (see application № 4)

You can get **keys** to doors and/or locks for filing cabinets and showcase with a deposit of **500 rubles** at the Organizers Office (Hall 5).

**Dear Exhibitors, please note that keys issuing will be 16.03.2012, from 1:00 p.m. to 8:00 p.m.; 17.03.2012, from 9:00 a.m. to 11:00 a.m. The return of keys and return of deposits will take place ONLY 20.03.2012, from 4:00 p.m. to 8:00 p.m.**

**Important:** Wall panels and other additional construction components must not be damaged and should be cleaned of any remainders of adhesive tape and etc. Attaching of one's equipment to the structures of a stand, the independent lining of panels, the application of logos, holes drilling, the attaching of advertising and other materials with pins, buttons, hard-to-remove adhesive tape, etc., are prohibited. Otherwise, the cost of damaged components of the stand construction and additional equipment will be imposed on the participating company.

**Important:** Fire safety rules should to be observed (see application №1).

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### **5.3 Unequipped Space / Construction of an Exclusive Stand with another stand builder:**

The installation, utilization and artistic or graphic design work by exhibitors their own or with a help of other stand builder are possible **only** if it is an **exclusive** exhibition booth.

Under the **exclusive** exhibition booth we understand using other materials such as wood, wood laminates, fiberboard, fabric and etc. and double deck booths. Booths which are made of exhibition equipment, which embody individual design developments in the assembly and require production of exhibition designs of a non-standard type and dimension also may be regarded as **exclusive**.

**Lining of panels, application of logos, increasing the height of the walls, the use of pendant (brackets, suspension, etc.), electro dynamic structures, external fascias and similar additional components do not move a booth into the exclusive category.**

Companies which have ordered an unequipped space must pay special attention to “Fire Safety Rules” (application №1) and to “Regulations for electrical operations” (application №2). These rules must be followed both in the design and in the construction of your booth. If you have ordered an unequipped space, please, provide a copy of “Fire Safety Rules” and “Regulations for electrical operations” to the constructors of your stand.

We remind you that booth construction should necessarily contain a **floor covering** and **back and side walls** (if existing) not less than 2.5 meters high. The booth (parts of the booth) must not extend beyond the limit of occupied area. The placing of inscriptions, logos or other information on the parts of your booth which are facing adjoining booths is not permitted. The **back parts of booths** which are visible from aisles or neighboring booths **must be decorated properly**.

During the assembly works, it is necessary to remember that storage of equipment and materials is allowed only within rented space.

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The installation of silicate glass at a height greater than 1.8 meters from floor level to the upper edge of the glass is prohibited. It is permitted to use a special TRIPLEX type of glass at the indicated height.

Construction of exclusive booths should be performed by components in a high stage of readiness, which have undergone preliminary assembly and painting at the manufacturing facilities of the builder. Joining, sealing and painting the seams of prefabricated components is permitted only after covering the floors in the aisles with a protective film. The use of stationary circular saws, grinders that are not equipped for dust extraction, open fire and welding operations are categorically forbidden. Fastening of booth components to the walls or floor is not permitted.

**Upon violation of these rules, the assembly of the booth may be stopped until the elimination of the deficiencies committed.**

Extension cords may be plugged into the 220V sockets for small electrical tools during assembly. The connection of booths to these sockets is prohibited.

**The area in the pavilion must remain in original form (without construction waste, adhesive tape, etc.) after dismantling of the booth. Otherwise, a report is drawn up and the fine of 200 EUR per square meter is imposed on the participating company.**

**Important:**

The building company must render to the **Exhibition technical department** until 10.03.2012 the following:

1. The builder's information card.
2. The stand project (view from the side and view from above) in two copies.
3. A letter for importation/removal of equipment.
4. A list of assemblers.

- 
5. An engineering plan of the stand with a diagram of the electricity, water, compressed air, etc. connections with decoding of the legend, signed by the director.
  6. The detailed stand project certified by the company director with tension of power supply, maximum load capacity for each single equipment, points of connecting electrical equipment with full decoding of a legend .

**The contact person:**

**Orlov Michael- [technik@euroexpo.ru](mailto:technik@euroexpo.ru)**

Before starting assembly, make sure that your booth is located in the place which corresponds to the plan and to the design's metric area. Otherwise, in view of an inaccuracy in the position of your structures relative to the whole layout, you will have to dismantle and repeat assembly of the booth at your own expense.

**5.4 Construction of a double deck booth.** Documents for the construction of a double deck booth need to be coordinated with the **LLC “BuildExpo City” company** not later than 45 working days before the start of assembly operations at the exhibition.

**Load-Bearing Construction:**

- load-bearing double deck construction must have a static calculation of load-bearing capacity;
- the podium must sustain a load of **500 kg/m<sup>2</sup>**;
- podium parts that absorb the load of the load-bearing construction of the double deck booth must sustain **2,500 kg/m<sup>2</sup>**;
- the floor of the second deck must sustain a load of **350 kg/m<sup>2</sup>**;

**Enclosed Stand Construction:**

- enclosed second deck constructions must have a height no less than **1,100 mm** from the floor level of the second deck and prevent the possibility of various objects falling;
- enclosed second deck constructions must sustain a side load of **100 kg/m<sup>2</sup>**;

- 
- the walls of the second deck in which lightweight fillings are used must have a rigid safety filling at a height of **1,100 mm** from the floor level of the second deck and sustain a side load of **100 kg**;
  - the wobbling gap of walls, railings and frames must not exceed **5 mm**.

#### **Stairs:**

- booth main stairway can be only regular stairs, the use of a spiraling staircase is possible as an auxiliary stairs;
- the width of the staircase must be not less than **900 mm**;
- the load which is absorbed by the staircase must be **500 kg/m<sup>2</sup>**;
- the width of a stair step is not less than **250 mm**;
- the staircase's angle is not greater than **36 degrees** from the horizontal axis;
- if the height of a staircase more than **450 mm**, handrails must be provided;
- handrails must be **1,100 mm** high and sustain a side load of **100 kg**.

#### **Stand decorative Design:**

- the use of silicate glass at a height greater than 1,800 mm from the hall's floor level to the upper edge of the glass being installed is prohibited in a booth's design;
- a special glass is used for booth's designed of silicate glass - **TRIPLEX**.

#### **Fire Prevention Requirements:**

- fire safety requirements must be fulfilled in the design of double deck booths according to the standards and the fire safety rules that are in effect. (See attachment №1)
- double deck booth is to be equipped with mandatory fire prevention warning sensors with signal output to the corresponding services and with a fire extinguisher.

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## 6. List of Documents Necessary for Getting Permission for the Execution of Assembly and Decorative Design Work at IEC “Crocus Expo”.

Constructor is allowed for assembly work if organization concluded a treaty with LLC “BuildExpo City” General constructor.

Technical department: telephone +7 (495) 727 26 71. e-mail: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)

Permission is given after the examination of a booth’s technical documentation, which is fulfilled on a commercial basis.

Cost of work is determined in accordance with the “Pricelist of Services for Work Performed by the laboratory of LLC “BuildExpo City”.

Cost rates of work and rendering of services are determined in term of providing all technical documentation and papers for the right of execution of the work **21 days before the start of assembly operations at the exhibition (till 17<sup>th</sup> of February)**.

On delivery of documentation in the period from 21 days to 7 days before the start of assembly, the cost of the carrying-out work and rendering services increases by 50%.

On delivery of the documents in a period of less than 7 days to the start of assembly, the cost of work being carried-out increases by 100%.

Repeated handlings of the same build (change of design, document data specifications, etc.) are viewed as a new delivery of documentation with full payment for work being fulfilled and the services rendered.

**It is necessary to deliver the following documents to LLC “BuildExpo City” for examination:** a) the original of the license (the license will be returned) for the right of building, wiring and other engineering works (if such forms of work take place in the building of the booth);

b) the originals of licenses or notarial certified copies of licenses for the right of designing double deck booths and construction (if applicable);

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- c) a letter-of-attorney from the exhibitor's company for construction of the booth;
  - d) a letter with the organization's name with a list of equipment and materials which are subject to entry and removal that has been certified by the director;
  - e) an isometric blueprint of the booth which has been certified by the firm's director;
  - f) a detailed exposition plan of the booth, with an indication of total construction area certified by the company's director;
  - g) a detailed electrical layout of the booth indicating voltage, maximum power loads for each piece of equipment and connection points of the electrical service with full interpretation of the legend which has been certified by the organization's director (all metal booth structures, power panels, spiral wrap hose, metal electricity pipes, etc. must be grounded);
  - h) an engineering plan, if it is provided, of the booth with a diagram of water, compressed air and similar connections with full interpretation of the legend and certified by the firm's director;
  - i) compliance certifications for the materials and equipment used (combustible materials must be treated with corresponding fireproof materials; using of combustible materials without corresponding treatment is forbidden.);
  - j) certifications for load-bearing structures for double deck booths;
    - the static calculation for load-bearing structures of a double deck booth with an attached positioning plan of the construction components;
    - drawings of the double deck booth with an indication of the sizes and aspect views signed by the builder and with the stamp of the organization which has executed the booth's design (in case of the absence of the documents in subparagraph b) and j), a decision will be made by Mosexpertise of the Moscow Chamber of Commerce and Industry (22 Acad. Pilyugin Street, Suite 304, Moscow, tel.: +7 495 936 24 22) for use of the booth at the exhibition);

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- k) a list of electricians not lower than the third access group (according to Russian categories) who works with the wiring operations at the booth and copies of their certifications which have been certified by the firm's director;
  - l) a copy of the order designating the person responsible not lower than the fourth access group (according to Russian categories) who is responsible for the assembly/dismantling of the electrical equipment at the booth, and the designation of the person responsible for assembly/dismantling operations and safety measures at the booth, which has been certified by the firm's director;
  - m) a copy of the electricians' certifications certified by the director of organization;
  - n) a list of assemblers with full passport information who are participating in the assembly/dismantling operations at the booth which has been certified by the firm's director. There must be a Russian Federation visa for foreign citizens in the passport. The employees who are assembling/dismantling the booth must have a residence permit (a valid registration) for Moscow or the Moscow Region;
  - o) an insurance policy for the assemblers indicated on the list;
  - p) for hanging structures to the pavilion's ceiling static calculation is needed (the BuildExpo Ltd.[ [www.buildexpo-city.ru](http://www.buildexpo-city.ru)] company makes a mandatory check of the static calculation (a chargeable service) .

**Please pay attention to the fact that a fee has been introduced at the Crocus Expo International Exhibition Center for access to the cargo handling area. You can get Information about the fee rates at the transportation department of the IEC Crocus Expo, Tel.: +7 495 727 25 87.**

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## Transport entry to the IEC Crocus Expo grounds

A cargo handling (CH) area 30 meters wide around the periphery of the Pavilions has been allocated for organizing the entry/removal of exhibits and equipment into the IEC Crocus Expo. Motor transport entry into the CH area is by paid passes which are obtained at the service center of your pavilion based on a letter for entry/removal. After unloading exhibits and equipment, the transport must be taken outside the complex's boundaries.

Admission to the CH area is free for builders and exhibition participants ordered cargo handling services at the IEC Crocus Expo.

### **7. Importation of Equipment and Getting Passes for Assembly/Dismantling (for independent builders):**

#### **Documents Required:**

1. Five copies of a letter on your organization's letterhead with a list of equipment, with indicating booth number, name of the exhibiting company, size of the ordered area (in square meters). The signature of the general director and the organization's stamp must be on the letter.
2. Two copies of a letter on your organization's letterhead with the list of employees carrying out installation/dismantle of the booth with instructions of nameplate data and operating registration in Moscow or Moscow Region (for citizens of the foreign states in the passport there should be a visa of the Russian Federation).
3. The power of attorney for the building company from the exhibition company-participant with the right of building .

#### **Letters on equipment import/export must be endorsed:**

1. In **Exhibition technical department**, contact person Mr. Michael Orlov:  
[technik@euroexpo.ru](mailto:technik@euroexpo.ru), Tel.: +7 (495) 925 65 61/62
2. In department of fire protection «Expo Crocus» (3 pavilion, office part).

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3. In LLC «Build Expo City», technical department, bodies. +7 (495) 727 2671. LLC «Build Expo City» without fail spends technical expert appraisal of the project of the stand (chargeable service).
  4. The letter on import/export is endorsed the Service-centre of your pavilion 2. It forms the basis for equipment import/export.

**Letter with the list of staff must be endorsed:**

1. In technical department of the exhibition, contact person Mr. Michael Orlov: [technik@euroexpo.ru](mailto:technik@euroexpo.ru), Tel.: +7 (495) 925 65 61/62
2. In Limited Company «Build Expo City», technical department, bodies. (495) 727 2671.
3. Passes will be given on a post of Service centre of your pavilion 2, on the basis of your letter. The endorsed letter will serve as the basis for the issue of passes for assembly/dismantling (a person who gets the passes should have a letter of attorney for receipt of equipment and supplies.)

Pay attention to the fact that admission for assembly/dismantling is valid only in completed form.

**8. Importation of Equipment and Receipt of Passes for assembly and dismantling (for participants)**

1. A letter for entry/removal of exhibits in four copies, on organization letterhead with original stamps (a form is enclosed), with full list of importing equipment (brochures, advertising material, equipment like tea kettle, glasses, instruments, etc.)
2. Attention: a pass to the cargo-handling works territory is paid according to the IEC “Crocus Expo” pricelist
3. The letter for entry/removal should be certified at the **exhibition’s management office** and at the **IEC Crocus Expo service center** stand.

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4. Attention: a pass to the cargo handling area has to be paid to the transport department's manager at the service center of IEC Crocus Expo in accordance with their tariffs.
  5. The letter for importation and export of exhibits should be certified by the representative of the fire prevention. In case if you bring banners, drapery fabric or other flammable materials/exhibits, the letter for entry/removal needs to be certified by the fire prevention representative at the IEC Crocus Expo service center stand. Certificates of compliance for flammable materials, smoke formation and toxicity must accompany them.
  6. If you bring your own (not ordered via **Exhibition technical department**) plasma display, television or other audiovisual equipment, a letter has to be coordinated with the audiovisual equipment and communications department representative at the IEC Crocus Expo service center stand (a chargeable service; tel.: +7 495 727 26 15)

## 9. Connection of Service Lines to a Booth

One connection to 10 kW is included in the registration fee; in case if you need power more than 10 kW or an additional connection, you must apply to Exhibition technical and order this service in terms of application 6C (see application #4).

Pay attention that the prices are indicated for connection to one power panel. The cost of connection two or more power panels is calculated separately. The contact person: Mr. Michael Orlov - [technik@euroexpo.ru](mailto:technik@euroexpo.ru), +7 (495) 727 26 15

The stand must be equipped with a power panel which conforms to the required power, with a CB (circuit breaker) and an incoming electrical cable (flexible, copper, five-wire, and a cross section not less than 6 mm) which is calculated for the required power and is long enough (nearly 30 linear meters).

The electrician installing the electrical equipment at the booth must have a group access not lower than 3 (according to Russian categories).

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The wiring impedance will be measured after completion (chargeable service, request to “BuildExpo City” Ltd.). After that, the booth will be connected to the power supply.

In case if you need water connection/drainage, a single load of water, a suspension point or additional power, we ask you to turn to the **Exhibition technical department** (contact person Mr. Michael Orlov, chargeable service (see the application form for additional equipment 6C/6D).

## **10. Order for Hanging Structures within the Pavilion at IEC Crocus Expo**

**We bring to your attention that when hanging structures to the pavilion ceiling, compliance of the static calculation with LLC “BuildExpo City” technical department is required (a chargeable service; contact number: +7 495 727 26 15).**

For ordering a hanger bracket at your booth, you have to present the following documents to the **Exhibition technical department** (contact person Mr. Michael Orlov, [technik@euroexpo.ru](mailto:technik@euroexpo.ru), tel.: +7 (495) 925 65 61/62

### **Order form for additional equipment 6D.**

- 1. Information about a structure for hanging inside a pavilion (drawn up on the company’s letterhead; blank attached).**
- 2. Drawing of the structure being hung (drawn up on the company’s letterhead).**
- 3. Booth design, view of the booth from above with an indication of the structure to be hung and scale in meters (drawn up on the company’s letterhead).**

**The order for the hanger bracket will not be accepted without the above-mentioned original documents.**



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## **11. Delivery of Cargo for Foreign Companies**

The official expeditors for foreign exhibitors are:

**1. «Danzas Messen GmbH»,** Mrs. Helga Paule - Branch Manager

Tel. +49 (0)89 / 321 01 – 601

Fax +49 (0)89 / 321 01 – 600

E-Mail: [helga.paule@dhl.com](mailto:helga.paule@dhl.com)

Mr. Stefan Wehmann - Deputy Branch Manager

Tel. +49 (0)89 / 321 01 – 603

Fax +49 (0)89 / 321 01 – 600

E-Mail: [stefan.wehmann@dhl.com](mailto:stefan.wehmann@dhl.com)

**«Danzas Messen GmbH»** on the territory of “Crocus Expo”: Tel. +7 (495) 727 25 68;

Contact: Mr. Harald Hagen

2. Please get in contact with our partner and nominated

official On-Site-Exhibition Freight Forwarder

for all questions regarding transport to and from fairground, on-site-handling and customs procedure:

**Panalpina Welttransport (Deutschland) GmbH**

PAN-FAIRService® Hamburg

Mr. Volker Baumann

- Manager Europe / Russia / C.I.S / Turkey -

Tel. +49 (0) 40 23771 - 1182

Mobil-Tel. (D) +49 (0) 160 880 5718

Mobil-Tel. (RUS) + 7 (8) 916 862 4092

Fax +49 (0) 40 23771 - 1245

[volker.baumann@panalpina.com](mailto:volker.baumann@panalpina.com)

[www.pfs.de](http://www.pfs.de)

**3. «BTG Expo GmbH»,** UFO-Gebäude, Carl-Benz-Strasse 21, D – 60386, Frankfurt/Main, Germany, [www.btg.de](http://www.btg.de)

Mr. Eric Awater, Telefon: 069 / 40 89 87 – 102, FAX: 069 / 40 89 87 - 222

Email: [eric.awater@btg.de](mailto:eric.awater@btg.de)

Mr. Matthias Hildebrandt, Telefon: 069 / 40 89 87 – 104, Telefax: 069 / 40 89 87 - 222

Email: [matthias.hildebrandt@btg.de](mailto:matthias.hildebrandt@btg.de)

**Cargo handling services for foreign exhibitors may be ordered only by the organizer or the exhibition's official forwarder!**

## **12. Cleaning**

During assembly/dismantling of the exhibition, every day there will be cleaning of the aisles (of minor construction waste).

Every morning, before the exhibition opens for visitors, there will be cleaning of the **AISLES** between the booths. The waste left in front of the booth last evening must be packed in a plastic bag.

Cleaning of the booths is **not included** in the booth's cost. If you need to order cleaning, you can fill in order form 3.

## **13. Security**

During assembly/dismantling as well as during the exhibition the pavilion is locked at 8:00 p.m. and unlocked at 8:00 a.m. and security service is given during this time.

Unfortunately, thefts become more frequent recently on the territory of exhibition centers. For securing the safety of exhibits, it is advise you to provide for at least one employee of your firm staying at the booth during assembly and the exhibition work.

We also earnestly recommend you **NOT** to leave valuable things, documents and money without any supervision.

If needed, you can order guarding filling in request form 3.

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## **Application №1. Fire Safety Rules**

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Fire safety rules of the exhibition complex:

1. The exhibition's management renders the pavilions (the facilities) for holding exhibitions in an appropriate condition and guarantees basic fire safety conditions considering construction standards and regulations.
2. Exhibition participants accounting for fire safety and observance of fire prevention measures during assembly and dismantling of fairs and exhibitions.
3. The exhibition's management and local fire protection agencies take under control the execution of the present regulations.
4. Exhibition participants beforehand, but not later than a month before the beginning of assembly operations, are obligated to present to the IEC Crocus Expo fire department information about all radioactive, flammable and highly explosive materials and exhibits for taking of appropriate agreed safety measures. The importation of the materials and exhibits mentioned above without the permission of the IEC "Crocus Expo" is not permitted.
5. Immobile booth structures can be made of conventional building materials (with the usual class of inflammability). Fireproof and materials that are difficult to burn down must be used for decorating booth spaces, offices, podiums and enclosures. All flammable materials must be treated with a fire-proved measure. The use of drapery materials made of flammable which were not treated with a fire-proved measure is not allowed. The use of flammable synthetic trim materials in escape routes (in the halls, vestibules, corridors and in stairwells) is forbidden.

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**Documentation which characterizes the degree of material flammable must be presented for all materials being used in booth construction.**

6. Carpets and carpet strips being used in the pavilions must be fastened solidly to the floor, around the perimeter and at the joints. They must be assembled from material that is difficult to fire (will not catch fire from burning cigarettes or matches). **Documentation which characterizes the degree of material combustibility must be presented for the carpets being used on booth. Otherwise the carpets will be treated with a special liquid (a chargeable service by IEC Crocus Expo).**

7. Approaches to the pavilions (halls) must be free during assembly and dismantling of exhibits. The used transportation boxes, packing and similar materials and equipment must be removed immediately from the pavilions.

8. It is prohibited to set baffles and turnstiles in the evacuation way and visitors' movement ways. Aisles for visitors must be not less than 3 meters and ensure circular movement, and also free access to evacuation aisles, power panels, fire cabinets and other firefighting equipment. Stairwells, emergency exits, aisles, corridors and lobbies must be kept constantly free of any objects which could prevent visitors' movement.

9. If fire cabinets or power panels are located in the area of an exhibition booth, there should be provided free access to them (the use of decorative curtains or other drapery which does not interfere with instantaneous access is allowed.) For such decoration of fire cabinets it is necessary to use special "ПК" symbol [PK – Fire Cock] (it will be drawn on the curtain or drapery and must be recognized easily from the aisle.)

10. It is forbidden to set displays made of flammable materials or locate offices and office furniture in stairwells or beneath flights of stairs.

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11. The use of electrical and gas appliances for preparing tea and coffee may be permitted only in rooms especially set aside and equipped for these purposes in accordance with an agreement with the fire protection service. Electrical heating appliances, refrigerators and air conditioners must be connected to the independent electricity supply with a launching protector.

12. **It is forbidden at exhibition booths:**

- to set up storerooms and workshops.
- to store fuels and highly flammable liquids.
- to install containers with easily flammable gases.
- to demonstrate exhibits in action using open flame.

13. If the current allowed in low-power electrical appliances (electric motors, transformer, etc.) which have been installed at an electrified booth is lower than estimated and for which an automated electrical circuit protection device has been installed, additional electrical protection must be provided. All electrical installations must be grounded. Insulation resistance documents are required which must be given to the IEC Crocus Expo fire protection service.

14. If, in the presence of the surface work of electrical circuits, the danger of their mechanical damage is absent, it is permitted to use cables with fireproof or difficult to fire. All junctions and branching of wires and cable must be welded, soldered, crimped or specially clamped. Wire and cable strands must be insulated reliably at junction and branching locations.

15. Flexible wires, protected from mechanical damages, must be used for connection of adjustable loads. A layer of asbestos must be laid beneath them upon consolidation of wiring articles (terminal boxes, sockets, et al.) on a flammable or difficult to ignite base.

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16. Electrical lamps which conform to class PP fire premises must be used for lighting halls and booths. The use in lamps of light diffusers made from Plexiglas, polystyrene and other highly inflammable materials is not permitted. The distance from the illumination of lamps to incombustible or surfaces difficult to fire must be not less than 40 centimeters.

17. The demonstration of moving models and installations which operate on highly inflammable liquids or burning gases is permitted in the exhibition hall only on the condition of their supply being piped from a tank which has been installed outside the building and which takes the exhaust gases outside. The installation and demonstration of exhibits and processes which can cause fire (welding and soldering, other types of operations connected with open fire, inflammable solvents, etc.) must be submitted with the fire protection service.

18. It is not allowed to store advertising materials and souvenirs in the exhibition hall. It is allowed to store the materials in offices and their quantity should not exceed a day's requirement. The storage of exhibits, reserve equipment, and packaging materials must be done outside the pavilions or in specially set-aside rooms.

19. Smoking in the exhibition pavilions is allowed in area placed for this purpose which conforms to the fire protection service.

20. Welding and other flammable operations must be performed only with the written permission of the exhibition's management under strict observance of the fire safety regulations in force.

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21. All other questions which are not mentioned in the present regulations and which arise during the exhibition's assembly, operation and dismantling are resolved by the specialists at the location of the fire protection service.

22. If the appearance of an exhibit does not conform to the present regulations, the exhibition's management has the right to demand the participant dismantle the exhibit.

23. Each day after the end of the working day, all pavilions, administration offices and other facilities, halls, vestibules, etc. must be cleared of flammable waste and materials. Electrical appliances should be switched off with the exception of refrigerators and equipment which has been started in an uninterruptible process. Waste is to be put into special containers.

24. All exhibition participants must know and observe the fire safety measures, know how to act in the case of a fire and how to use emergency firefighting equipment.

**In case of violation of fire safety regulations the penalty provision applied against exhibition participants including foreign organizations by agencies of State Fire Inspectorate in accordance with Russian Federation laws.**

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## **Application №2. Regulations for electro technical work**

Established Regulations for electro technical work on the territory of exhibition complex:

1. **A license** is needed for wiring operations for the right to perform the respective work.
2. Assembling of booths must be carried out in accordance with the “Regulations for the Use of Consumer Electrical Installations” and with the observance of the “Regulations of Safety Measures in the Use of Consumer Electrical Installations” and the instructions “On Fire Safety in IEC Crocus Expo Facilities.”
3. Each independent electrical installation (booth, electrical junction, etc.) must have a separate short circuit and overload protection device (power panel and a CB - circuit breaker) with the estimated operating current of the installation. This device must be installed in an accessible place at a height of 1.8 meters from floor level.
4. Electrical plans of the booths indicating the necessary power marked out in groups must be given to the exhibition center management by every individual builder of the booths before holding the exhibition.
5. All electrical operations in the booths of individual builders must be made under the supervision of an electrician with an access category not less than three. A document for an insulation resistance test is presented before connection of booths to the exhibition center’s electrical circuit and the document is signed about delimitation of responsibility.
6. All power panels which are required for wiring of an internal electrical circuit to the booths of individual builders must be equipped with a circuit

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breaker (CB). The feed cable from a booth's power panel to the point of connection to the exhibition center's electrical circuit is provided by the builder. The obligatory requirement for the cable is the presence of 5 strands, flexible, copper, not less than 30 linear meters long, and a cross section of 6 mm.

7. The electrical feed cable from the electrical access to the protection devices must be protected from mechanical damage (in the wire, spiral wrap hose, jacket, etc. with further *clamping*).



8. Junctions of the branching of wire and cable strands must be soldered (welded) or bolted using clamps. A junction using twisted joints, and also building up (lengthening) of the electrical wire using terminal blocks is not allowed.

9. All metallic exhibit (booth) structures, electrical panel frames, spiral wrapped hose, wiring metal piping, etc. must be grounded.












Connection of a booth to the electricity is undertaken only upon observance of the above-enumerated requirements.

### Application №3. Standard equipment for booths

**Additional equipment for booths must be ordered and paid not later than two weeks before the exhibition.**

 <p>Curtain</p>	 <p>Sliding door</p>	 <p>Swinging door</p>
 <p>Wall panel with glass</p>	 <p>Info desk centre unit 1000x500x1100</p>	 <p>Info desk corner unit R-1m</p>
 <p>Showcase 1000x500x2500</p>	 <p>Showcase 1000x500x1100</p>	 <p>Built in 5-shelf unit 1000x500x2500</p>

**Additional equipment for booths must be ordered and paid for not later than two weeks before the exhibition.**

 <p>Chair</p>	 <p>Conference chair</p>	 <p>Bar chair</p>
 <p>Table 700x700</p>	 <p>Table 700x1400</p>	 <p>Table D 0,6; H-0,8</p>
 <p>Cupboard; H-0,7</p>	 <p>Cupboard; h-1,1</p>	 <p>5-shelf unit plastic</p>
 <p>Z-form brochure holder</p>	 <p>Coat rack (wall)</p>	

**Additional equipment for booths must be ordered and paid for not later than two weeks before the exhibition.**



Coat rack



Refrigerator 120 L



Refrigerator 280 L



Kitchen unit with a refrigerator, burner and hot water



Kitchen unit „Kit Kase“ with a refrigerator, burner and hot water



Kitchen sink with hot water



Coffee machine


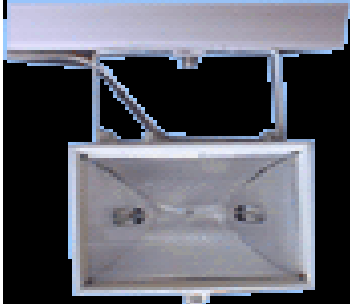
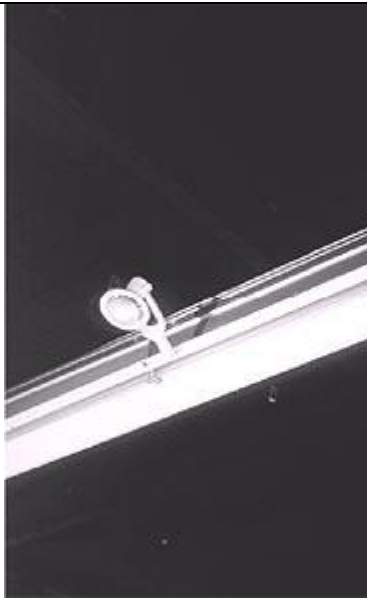





Water cooler



Mirror

**Additional equipment for booths must be ordered and paid for not later than two weeks before the exhibition.**

 <p>Cube with inside illumination</p>	 <p>Halogen lamp 300W</p>	 <p>Spot on power supply track 100W</p>
 <p>Junction box 220V, (max. 1kW)</p>	 <p>Power outlet 220V (max. 1kW)</p>	 <p>Fluorescent light 40W</p>

**GRAPHICS/ FASCIA/ STAND DECORATION**

FORM 5

Company Name: \_\_\_\_\_

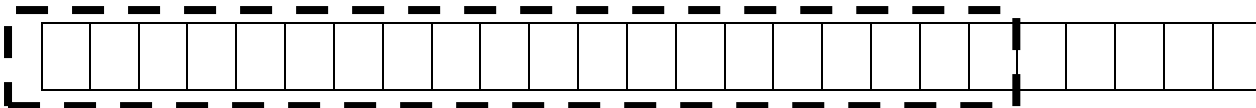
Contact person \_\_\_\_\_

**PRICES FOR ADDITIONAL EQUIPMENT WITH RISE 50% IF ORDERED LATER THAN 20 OF FEBRUAR 2012!**

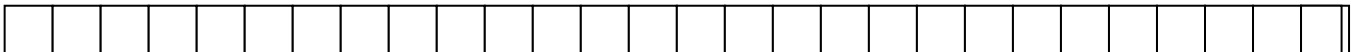
**PRICES FOR ADDITIONAL EQUIPMENT DOUBLE IF ORDERED LATER THAN 8 OF MARCH 2012 AND AVAILABILTY CANNOT BE GUARANTEED!**

**FASCIA: STANDARD HELVETIC, BLUE COLOR, 20 letters**

First Fascia (for all stands): 20 letters included



Additional letters cost 1 Euro per letter



**STAND GRAPHIC DESIGN**

Please send your reproducible Company Logo saved in **.CDR** (Corel Draw 9.0) to TECHNICAL DEPARTMENT. If we receive your logo on paper or in any other format we have to charge **EUR 60** for scanning and computer works.

Please contact our technical manager for detailed information at [technik@euroexpo.ru](mailto:technik@euroexpo.ru)

Logo for fascia		From 100 EUR
Logo for cube		From 150 EUR
Graphics for wall panels	mx.9 letters	From 50 EUR
Full - color print	1sqm	From 55 EUR
Color vinyl for wall panels, fascia (Oracal 641film)	1sqm	From 30 EUR
Covering of wall panels with oracal/full print provided by exhibitor	1sqm	25 EUR

**\* All the prices are without the VAT**

Place and Date \_\_\_\_\_

Stamp and Authorized Signature \_\_\_\_\_

**ADDITIONAL EQUIPMENT**
**FORM 6A**

Company name: \_\_\_\_\_ Contact person \_\_\_\_\_

**PRICES FOR ADDITIONAL EQUIPMENT WITH RISE 50% IF ORDERED LATER THAN 20 OF FEBRUAR 2012!**
**PRICES FOR ADDITIONAL EQUIPMENT DOUBLE IF ORDERED LATER THAN 8 OF MARCH 2012 AND AVAILABILTY CANNOT BE GUARANTEED!**

Nr.	Description	Dimensions	Price EUR	Quantity	Total EUR
<b>Stand Equipment</b>					
101	Table	0.7 m x 1.4 m	70		
102	Table	0.7 m x 0.7 m	60		
103	Round table D 0,6 m	H 0.8 m	60		
105	Soft chair		25		
106	Plastic chair		15		
107	Bar stool		45		
108	Cupboard (without lock)	H 0.7 m	60		
109		H 1.1 m	70		
110	5-shelf unit plastic		35		
1101	Built in 5-shelf unit		90		
111	Coat rack (wall)		25		
1111	Coat rack (clothes tree)		50		
1121	Z - form brochure holder		60		
114	Waste paper basket		5		
115	Ashtray		5		
116	Mirror		55		
<b>Equipment for Display Area</b>					
300	Shelf On the structure for 1 p.m.	1 m	20		
301	Display table H 0.5 m	1.0 m x 1.0 m	60		
304	Display table H 0.75 m	1.0 m x 1.0 m	70		
307	Display table H 1.1 m	1.0 m x 1.0 m	80		
310	Info desk corner unit	R 0.5 m	85		
311		R 1.0 m	90		
312	Info desk center unit	0.5 m x 1.0 m	70		
313		0.5 m x 0.5 m	60		
314	Showcase H 1.1 m	0.5 m x 0.5 m	70		
315		0.5 m x 1.0 m	80		
316	Showcase H 2.5 m (one glass shelf)	0.5 m x 1.0 m	100		
321	Glass shelf for showcase	0.5m x 0.5 m	20		
322		0.5 m x 1.0 m	25		
323	Door for lower part of showcase		20		
324	Illumination for showcase		25		

**\* All the prices are without the VAT**

Place and Date

Stamp and Authorized Signature

### ADDITIONAL EQUIPMENT

FORM 6B
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Company name: \_\_\_\_\_ Contact person: \_\_\_\_\_

**PRICES FOR ADDITIONAL EQUIPMENT WITH RISE 50% IF ORDERED LATER THAN 20 OF FEBRUAR 2012!**

**PRICES FOR ADDITIONAL EQUIPMENT DOUBLE IF ORDERED LATER THAN 8 OF MARCH 2012 AND AVAILABILTY CANNOT BE GUARANTEED!**

No.	Description	Dimensions	Cost EUR	Quantity	Total EUR
<b>Main Construction Elements</b>					
001	Wall Panel	1.0 m x 2.5 m	35		
002		0.7 m x 2.5 m	30		
003	Wall Panel (LDCP 16mm)	0.5 m x 2.5 m	25		
004		1.0 m x 2,5 m	100		
010	Wall Panel (plastic/glass/plastic)	1.0 m x 2.5 m	60		
011		0.7 m x 2.5 m	50		
012		0.5 m x 2.5 m	45		
013		R0.5 m x 2.5 m	80		
014		R1.0 m x 2.5 m	120		
015	Wall Panel Curved	R 0.5 m x 2.5 m	75		
016		R 1,0 m x 2,5 m	100		
	Covering of wall panels, frieze	1 sq m	30		
017	Ceiling Lattice	1 m <sup>2</sup>	15		
018	Ceiling Grid	1 m <sup>2</sup>	30		
019	Swinging Door		125		
020	Sliding Door		105		
021	Curtain		25		
022	Blinds (horizontal)	1 m <sup>2</sup>	20		
0221	Blinds (vertical)	1 m <sup>2</sup>	20		
023	Carpet	1 m <sup>2</sup>	20		
025	Fascia (hanging) per m	0.3 m	12		
0251		0.5 m	25		
0252	Fascia (integrated) per m	0.5 m	18		
<b>Kitchen equipment</b>					
400	Kitchen unit with a refrigerator, burner and hot water		650		
401	Kitchen sink with hot water (incl. water installation)		600		
402	Refrigerator "Zanussi" Freezer/Refrigerator	120 lt	150		
404	Combination "Zanussi"	280 lt	210		
<b>Decorative elements (without graphics – order on form 5)</b>					
500	Rotating cube with inside illumination		320		
501	Cube with inside illumination		200		

**\* All the prices are without the VAT**

Place and Date

Stamp and Authorized Signature

### ADDITIONAL EQUIPMENT

FORM 6C
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Company name: \_\_\_\_\_ Contact person name: \_\_\_\_\_

**PRICES FOR ADDITIONAL EQUIPMENT WITH RISE 50% IF ORDERED LATER THAN 20 OF FEBRUAR 2012!**

**PRICES FOR ADDITIONAL EQUIPMENT DOUBLE IF ORDERED LATER THAN 8 OF MARCH 2012 AND AVAILABILTY CANNOT BE GUARANTEED!**

No.	Description	Dimensions	Cost EUR	Quantity	Total EUR
	<b>Power Supply</b>				
0002	Power supply 220V 2 - 5 kW		300		
0003	Power supply 220V 5 – 10 kW		350		
0004	Power supply 380V 10 – 20 kW		400		
0005	Power supply 380 V 20 – 40 kW		650		
0006	Power supply 380 V 40 – 60 kW		700		
0007	Power supply 380 more than V 60		request		
	<b>Sanitary Equipment and Services</b>				
0009	Connection of technical and kitchen equipment to water and sewage mains. One connection only		450		
00010	Connection of technical and kitchen equipment to water and sewage mains on upper floor of two-story stands		550		
	<b>Compressed Air</b>				
0012	Connection to the main pipe including compressed air – not more then 30m3/hour. One connection only		450		
0014	Connection to the main pipe including compressed air – more then 30m3/hour. One connection only		550		
	<b>Electrical</b>				
201	Fluorescent light 40W		30		
202	Spot on power supply track 100W		25		
2021	Power supply track 1m		10		
203	Build in halogen lamp		50		
2031	Showcase brightening		25		
204	Halogen lamp 300W		80		
205	Socket 220 V (1kW)		25		
206	Socket 380V		150		
207	Lamp KONVEX		70		
208	Spot bra		40		

**\* All the prices are without the VAT**

Place and Date

Stamp and Authorized Signature

**ADDITIONAL SERVICE/ TECHNICAL EQUIPMENT**
**Form 6d**

Company name: \_\_\_\_\_ Contact person: \_\_\_\_\_

**PRICES FOR ADDITIONAL EQUIPMENT WITH RISE 50% IF ORDERED LATER THAN 20 OF FEBRUAR 2012!**
**PRICES FOR ADDITIONAL EQUIPMENT DOUBLE IF ORDERED LATER THAN 8 OF MARCH 2012 AND AVAILABILITY CANNOT BE GUARANTEED!**

No.	Description	Dimensions	Cost EUR	Quantity	Total
<b>General Services</b>					
	Ceiling works in exhibition hall/ per ceiling point	Up to 50kg	400		
		50 – 100kg	450		
	Assembly of a winch in the exhibition hall (winch rent not included)		350		
	Fastening of wire rope to the ceiling without hanging the construction		350		
	Stay of hanging constructions or banners for more exact placement, depending on complexon		200		
<b>Extension of stand assembly /dismantling for 1sqm per 1 hour</b>					
<b>Please pay your attention that cost of extension will double since 12 of March 2010</b>					
	Stand size	Up to 30sqm	10		
		30 – 50sqm	9,5		
		50 – 100sqm	9		
		100 – 200sqm	8,5		
		200sqm and	8		
		More than 500sqm	7.5		
<b>Internet, Fax, Telephone</b>					
	Full Internet services		180		
	Internet channel (port10/100BaseTX, 2Mbits), 1 GB traffic included		500		
	Internet WI Fi channel (for one PC) (port 10/100Base TX, 512Kbits), 1 GB traffic included		400		
	Additional IP address		50		
	Telephone incl. installation and direct Moscow number		230		
	Additional 1 GB traffic		150		
	Rent of telephone with direct Moscow number		260		
	Fax machine incl. installation and fax line with direct Moscow number		260		
	Direct telephone number reservation 10 days before exhibition starts		80		
<b>TV / VIDEO/ Plasma</b>					
	Plasma screen '42 (with floor stand)		450		
	Plasma screen '50 (with floor stand)		600		
	Plasma screen '42 (with wall assembly)		500		
	Plasma screen '50 (with wall assembly)		650		
	DVD player		60		
<b>Electrical Kitchen Equipment</b>					
	Electric kettle		80		
	Coffee machine		120		
	Water cooler		200		
	Water bottle for cooler 19l		33		

**\* All the prices are without the VAT**



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## Application №5.

There is a letterhead for ordering hanging constructions inside the pavilion.

**We draw your attention! When ordering for hanging constructions to the pavilion ceiling, compliance of the static calculation with the BuildExpo Ltd. technical department is required (chargeable service).**

The letter should be written on a letterhead of organization

### Information about hanging the construction inside a pavilion

Exhibition \_\_\_\_\_

Company Name \_\_\_\_\_

(exhibitor)

Company Name \_\_\_\_\_

(builder)

Pavilion Number \_\_\_\_\_ Hall Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Design dimensions \_\_\_\_\_

(length x width x height)

Materials \_\_\_\_\_

Structure weight \_\_\_\_\_

List and total weight of equipment being suspended on the structure (lighting equipment, advertising supports, decorative lining)

\_\_\_\_\_

Total weight of equipped structure \_\_\_\_\_

Estimated number of suspension points \_\_\_\_\_

Estimated load at each suspension point \_\_\_\_\_

Estimated suspension height from the floor (according to the upper point of the structure)

\_\_\_\_\_

**Person responsible for design** \_\_\_\_\_

**Person responsible for assembly (Surname, Last name, position)**

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**Person responsible for assembly (cell phone)** \_\_\_\_\_



**The customer's firm bears responsibility for assembly and reliability of the structure, and also for organization of the fastening points in the structure.**

**The customer's firm bears responsibility for quality and service of its own hoists.**

**The suspension of additional equipment (lighting equipment, advertising supports, decorative lining) onto a hanged construction is PROHIBITED!**

**I am acquainted and agree with the order of the execution on hanging and removal of structures within the pavilion. The design drawing (executed on the organization's letterhead) must be attached to the letter, signed and stamped by the company manager.**

Director signature

Operation Service

Company (exhibitor)

\_\_\_\_\_

\_\_\_\_\_

Agreed IEC "Crocus Expo"

### **Application №6. Exhibitor (builder) information list**

Exhibition \_\_\_\_\_

Company Name(exhibitor) \_\_\_\_\_

Company Name (builder) \_\_\_\_\_

Pavilion Number \_\_\_\_\_ Hall Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Company telephone number (office) (exhibitor) \_\_\_\_\_

Company address (office) (exhibitor) \_\_\_\_\_

Company info \_\_\_\_\_

Company telephone number (office) (builder) \_\_\_\_\_

Company address (office) (builder) \_\_\_\_\_

Company info \_\_\_\_\_

(builder)

**Person responsible for assembly (Surname, Last name, position, cell phone)** \_\_\_\_\_

Director signature

Company (exhibitor)

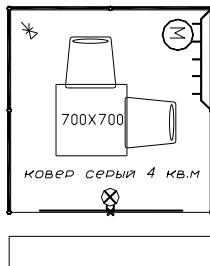
**The list should be filled in on a company (exhibitor) letterhead with a stamp and director signature.**

**Application №7. Standard Stand Construction**

**Standard stand construction for the Fair «Intourmarket / Интурмаркет 2012»**

**Standard equipment for stand of 4-5 sq m**

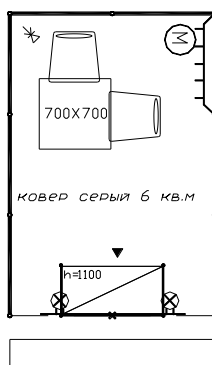
**4 sq m**



- floor carpeting (grey color)
- white wall panels
- frieze panel
- frieze panel with company name (full company name, blue color)
- 1 socket 220 v (1kW)
- 1 spotlight at assemble rail
- 1 table 700 x 700 ìì
- 2 plastic chairs
- 1 coat track
- 1 wastebasket

**Standard equipment for stand of 6-8 sq m**

**6 sq m**



- floor carpeting (grey color)
- white wall panels
- frieze panel
- frieze panel with company name (not more than 20 symbols, blue color)
- 2 spotlight at assemble rail
- 1 info desk 500 x 1000 x 1100ìì
- 1 brochure rack (4 pockets A4 vertically oriented)
- 1 table 700 x 700 ìì
- 2 plastic chairs
- 1 socket 220V
- 1 coat track
- 1 wastebasket

Place and Date

Stamp and Authorized Signature

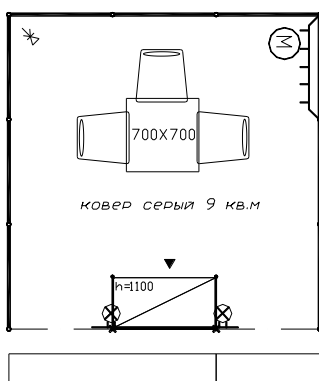
**Application #7. Standard Stand Construction**

**Standard equipment for stand of 9-11 sq m**



**9 sq m**

- floor carpeting (grey color)
- White wall panels
- frieze panel
- frieze panel with company name (full company name, blue color)
- 2 spotlight at assemble rail
- 1 info desk 500 x 1000 x 1100mm
- 1 table 700 x 700 mm
- 3 plastic chairs
- 1 socket 220V
- 1 coat track
- 1 wastebasket



Place and Date

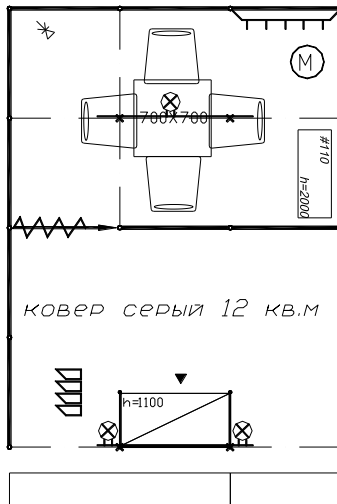
Stamp and Authorized Signature

**Application #7. Standard Stand Construction**

**Standard equipment for stand of 12-17 sq m**



**12 sq m**



- floor carpeting (grey color)
- white wall panels
- frieze panel
- frieze panel company name (full company name, blue color)
- 1 swinging door (you have to make a loan for the key)
- 3 spotlight at assemble rail
- 1 fluorescent light
- 1 info desk 500 x 1000 x 1100mm
- 1 brochure rack ( Z - form)
- 1 table 700 x 700 mm
- 4 chairs
- 1 shelf 300 x 800 x 2000 mm (4 shelves)
- 1 socket 220V
- 1 coat track
- 1 wastebasket

Place and Date

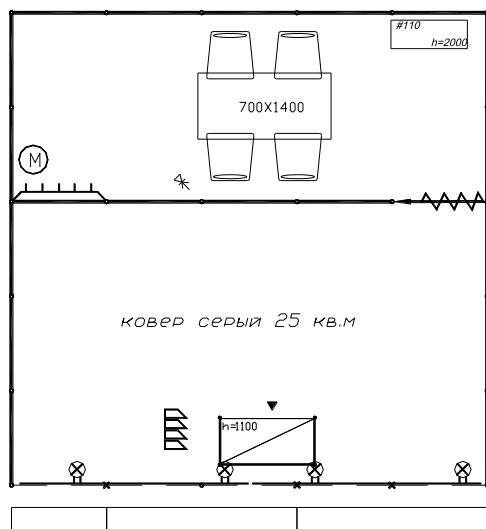
Stamp and Authorized Signature

### Application #7. Standard Stand Construction

#### Standard equipment for stand of 18-29 sq m



25 sq m



- floor carpeting (grey color)
- white wall panels
- frieze panel
- frieze panel company name (full company name, blue color)
- 1 swinging door (you have to make a loan for the key)
- 4 spotlights at assemble rail
- 1 info desk 500 x 1000 x 1100mm
- 1 brochure rack (Z-form)
- 1 table 700 x 1400 mm
- 4 chairs
- 1 shelf 300 x 800 x 2000 mm (4 shelves)
- 1 socket 220V
- 1 coat track
- 1 wastebasket

Place and Date

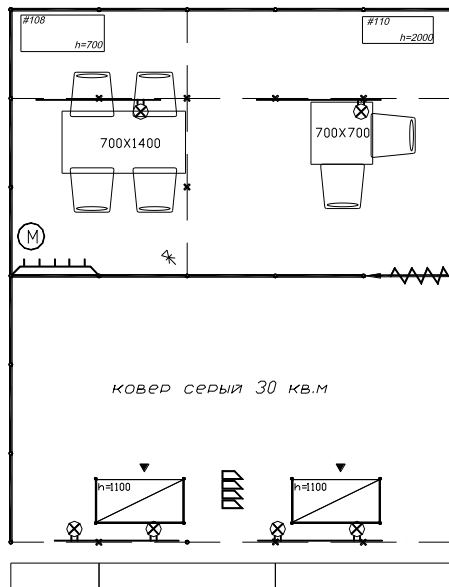
Stamp and Authorized Signature

### Application #7. Standard Stand Construction

**Standard equipment for stand of 30-42 sq m**



### 30 sq m



- floor carpeting (grey color)
- white wall panels
- frieze panel
- frieze panel with company name (full company name, blue color)
- 1 swinging door (you have to make a loan for the key)
- 6 spotlights at assemble rail
- 2 info desks 500 x 1000 x 1100mm
- 1 brochure racks (Z-form)
- 1 table 700 x 700 mm
- 1 tables 700 x 1400 mm
- 6 chairs
- 1 cupboard 500 x1000 x700 mm(without key)
- 1 shelf 300 x 800 x 2000 mm (4 shelves)
- 1 socket 220V
- 1 coat track
- 1 wastebasket

Place and Date

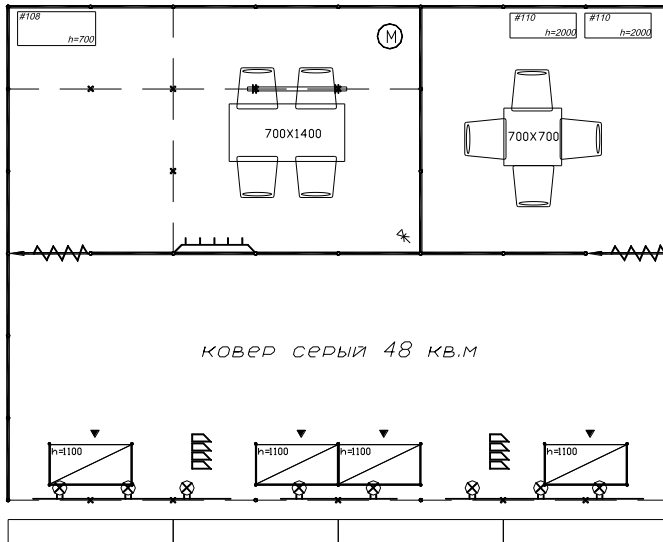
Stamp and Authorized Signature

**Application #7. Standard Stand Construction**

**Standard equipment for stand of 43-54 sq m**



**48 sq m**













- floor carpeting (grey color)
- white wall panels
- frieze panel
- frieze panel with company name (full company name, blue color)
- 2 swinging doors (you have to make a loan for the key)
- 8 spotlights at assemble rail
- 1 fluorescent lights
- 1 socket 220V
- 4 info desks 500 x 1000 x 1100mm
- 2 brochure racks (Z-form)
- 1 table 700 x 700 mm
- 1 table 700 x 1400 mm
- Cupboard 500 x 1000 x 1100mm
- 8 chairs
- 2 shelves 300 x 800 x 2000 mm (4 shelves)
- 1 coat track
- 1 wastebasket

Place and Date

Stamp and Authorized Signature

**The application №8. Colours of a carpet covering:**

<b>Grey</b>	<b>Green</b>
	
<b>Dark grey</b>	<b>Dark green</b>
	
<b>Blue</b>	<b>Red</b>
	
<b>Blue</b>	<b>Claret</b>
	
<b>Dark blue</b>	<b>Black</b>
	

**The appendix №9. A scale of colours of film ORACAL 641 series:**

Номер	Наименование цвета	Цвет
000	limpid	
010	white	
020	Golden -yellow	
019	Brightly yellow	
021	yellow	
022	pale yellow	
025	oriental	
026	purple	
312	burgund	
030	Dark red	
031	red	
032	Light red	
047	Red-orange	
034	orange	
036	Light orange	
035	Pastel orange	
404	purple	
040	violet	
043	lavender	

042	lilac	
041	crimson	
045	Light pink	
562	dark blue sea	
518	Steel blue	
050	Deep blue	
065	Zaffer-blue	
049	Queens blue	
086	dark blue	
067	azure	
057	Azure-blue	
051	Sky blue	
098	sky	
052	Azure 2	
084	heavenly	
053	light blue	
056	Ice blue	
066	turquoise	
054	motton blue	
055	mint	
060	Dark green	

613	Forest green	
061	Simply green	
068	Green grass	
062	Light green	
064	Young green	
063	Confere	
070	Black	
073	Dark grey	
071	Grey	
076	asphalt grey	
074	Middling grey	
072	Light grey	
080	braun	
083	walnut	
081	Light brawn	
082	beige	
082	cream	
090	silvery	
091	light golden	
092	copper	