

INTERNATIONAL SPECIALIZED EXHIBITIONS

CHEMICOS

BEAUTY
CHEMICOS

CHEMICOS
INDUSTRY

CHEMIPACK

from March 27, 2024 to March 29, 2024

Moscow, EXPOCENTRE Fairgrounds
exhibition pavilion 8, exhibition halls 1, 2, 3
and exhibition pavilion 7, exhibition hall 3

EXHIBITOR'S GUIDE

www.chemicos.ru • www.beautychemicos.ru

TABLE OF CONTENTS

Contact information	3
Venue.....	4
Registration for the participation in the exhibition	5
Technical specification of exhibition halls	5
Terms. Installation-exhibition-deinstallation	5
Access to the exhibition: exhibition badges, exhibition passes.....	8
Algorithm for obtaining exhibition badges.....	8
Procedure of moving-in and moving-out the equipment and exhibited objects	11
Additional moving-in the equipment and exhibited objects.....	12
Involvement of third-party developing companies/contracting companies	13
Business trip certificates	13
Containers, package	13
Equipped display area	12
Completing units of the standard exhibition stand.....	15
Additional services.....	16
WI-FI routers and wireless hotspots	16
Security services.....	17
Noise level	17
Advertising	17
Exhibition stand cleaning services	17

CONTACT INFORMATION

Organizers of exhibitions ChemiCos, BeautyChemiCos, ChemiCos Industry, ChemiPack:

Group of Companies Mayer

Russia, 115114, city of Moscow, Letnikovskaya Street, house 10, building 4, 3 floor
Phone: +7 (495) 363-50-32/33; www.chemicos.ru, www.beautychemicos.ru

Exhibitions Director

Dyomina Ekaterina
Phone: 8-919-784-20-99

ChemiPack and ChemiCos Industry Expositions Director

Leonid Pchel'nikov
Phone: 8 (926) 900-77-38

Exhibition Project Supervisors

Skvortsova Valeria

Phone: 8 (926) 931-36-79

Kostrova Maria

Phone: 8 (926) 393-69-80

Glukhova Antonina

Phone: 8 (916) 830-79-46

Business Program Producer

Dormidontova Shezhana
Phone: 8 (926) 520-98-91

Technical Director

Yakuba Lilia
Phone: 8 (916) 676-7489

Advertising and PR Director

Ksenia Ionova
Phone: 8 (903) 242-64-83

Exhibition Center

Central Exhibition Center «Expocentre»
exhibition pavilion 8, exhibition halls 1, 2, 3
pavilion 7, exhibition hall 3
123100, Russia, city of Moscow,
Krasnopresnenskaya Quay, house 14
Phone: 8 (800) 707-37-99,
+7 (499) 795-37-99
Email: centr@expocentr.ru
www.expocentr.ru/en/

Master Developer

LLC «EXPOCONSTA»
Technical Supervision Department
Phone: +7 (499) 795-39-03, 795-28-44
Email: sales@expoconsta.ru
www.expoconsta.com

Official Forwarding Agent

LLC «EXPOWESTRANS»
Russia, 123100, city of Moscow, Krasnopresnenskaya Quay, house 14, building 2
Phone: +7 (495) 605-74-21, +7 (495) 605-03-27
Fax: +7 (495) 605-79-35
Email: exhib@ewt.ru <https://expowestrans.ru>

Organization that renders services in the sphere of fire safety

LLC «Production Technology Department of the Fire Detection Company «Signal-01»
Central Exhibition Center «Expocentre»
Gallery of exhibition pavilions 2-8, lower level
Phone: +7 (499) 256-74-70, +7 (499) 259-13-12
Email: dpkexpo@mail.ru

THE VENUE:

Central Exhibition Center «Expocentre»

123100, city of Moscow, Krasnopresnenskaya Quay, house 14

Phone: 8 (800) 707-37-99 (for free calls across Russia), +7 (499) 795-37-99

Email: centr@expocentr.ru

Exhibition pavilion 7, exhibition hall No. 3 and exhibition pavilion 8 halls No. 1, 2, 3

Directions:

By municipal transport:

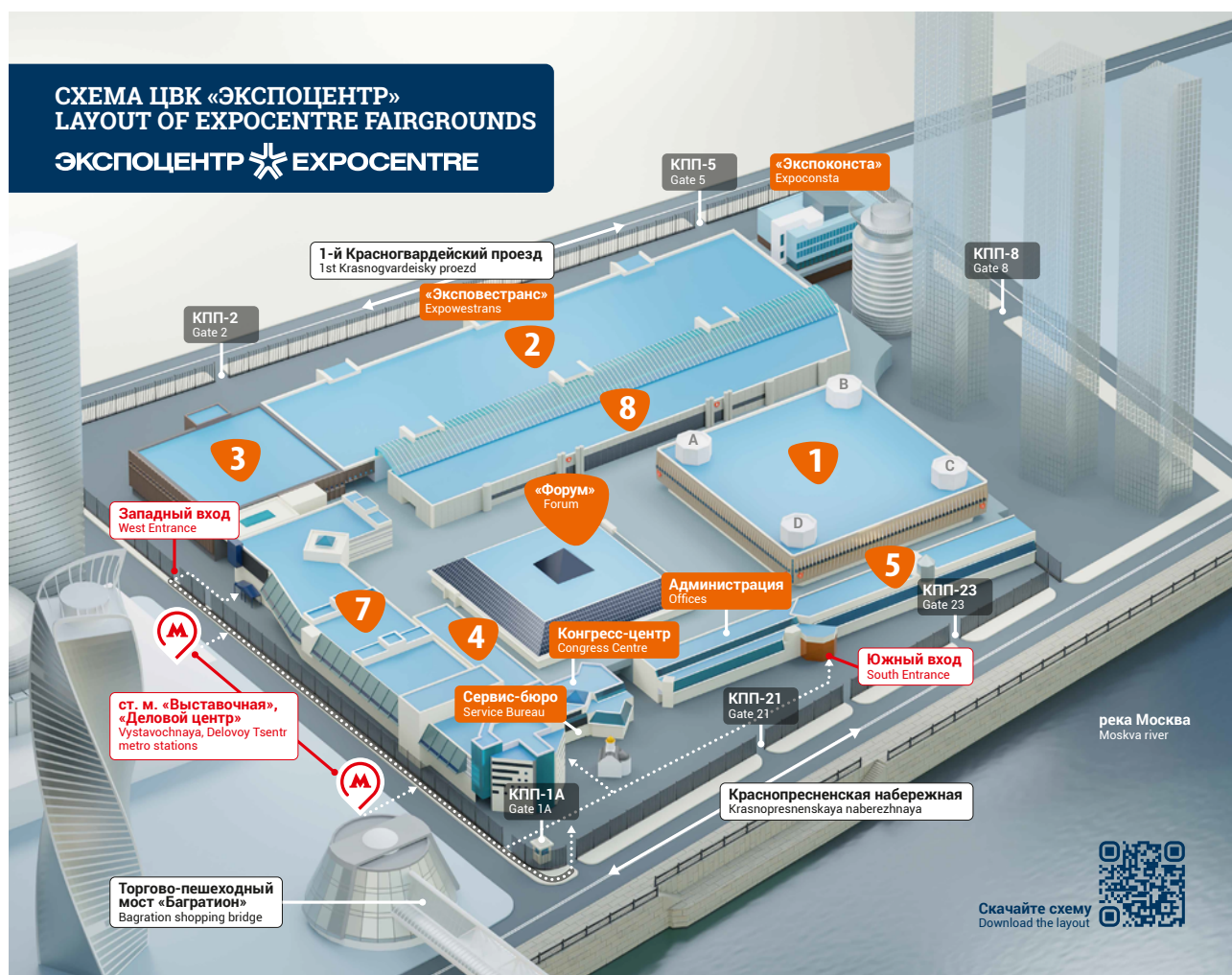
Underground station «Vystavochnaya» or «Delovoy centr» – exits to exhibition pavilions of the Exhibition Center.

By motor transport:

www.expocentr.ru/ru/visitors/route/



LAYOUT OF EXHIBITION PAVILIONS OF EXPOCENTRE FAIRGROUNDS



REGISTRATION FOR THE PARTICIPATION IN THE EXHIBITION

To register the participation in the exhibition, the Exhibitor must send an application to GC «Mayer» (hereinafter referred to as «the Exhibition Organizer»).

The application form is provided by the Exhibition Organizer. The Application shall be submitted in one copy in electronic form and signed by an authorized representative of the Exhibitor.

On the basis of the application, the Exhibition Organizer shall draw up the Contract and submit it to the Exhibitor for signing.

It is allowed to conclude the Contract by exchanging e-mails with the further obligatory exchange of originals of the specified documents.

The integral part of the Contract is this Exhibitor's Guide with all enclosures, changes and additions and GENERAL CONDITIONS OF THE PARTICIPATION IN ALL EXHIBITIONS HELD AT THE CENTRAL EXHIBITION COMPLEX «EXPOCENTR» which the Exhibitor is obliged to read and to understand the document following this link: <https://www.expocentr.ru/en/exhibitors/participation/> and to meet them.

Upon the separate application of the Exhibitor submitted within the terms specified in the Contract, prior to the build-up of the exhibition, it is possible to get additional services (for example, provision additional equipment, electrical energy connection, exhibition stand cleaning, etc.). The payment for additional services shall be made against the invoice issued by the Exhibition Organizer within terms specified herein.

The payment for services, including additional services, must be received in full by transfer of money to the account of the Exhibition Organizer no later than the day of the beginning of the build-up of exhibitions. If this were not the case, neither the Exhibitor nor its developer will be allowed to enter the exhibition site.

TECHNICAL CHARACTERISTICS OF EXHIBITION HALLS

Maximum safe floor load 3 t/1 m²

Height on ceiling constructions Exhibition hall 8 – 7,9 m
Exhibition hall 7 – 5,8 m

TERMS. INSTALLATION-EXHIBITION-DEINSTALLATION

The Exhibitor is obliged to ensure the presence of its authorized representative at the working site.

March 24, 2024 SUNDAY	from 08:00 a.m. to 08:00 p.m.	Installation of exhibition stands ¹
March 25, 2024 MONDAY	from 08:00 a.m. to 08:00 p.m.	Installation of exhibition stands ¹
March 26, 2024 TUESDAY	from 08:00 a.m. to 06:00 p.m.	Installation of exhibition stands*
	from 08:00 a.m. to 08:00 p.m.	Arrival of exhibitors, decoration of exhibition stands
March 27, 2024 WEDNESDAY	from 08:00 a.m. to 08:00 p.m.	Exhibition pavilion opening hours ²
	from 10:00 a.m. to 06:00 a.m.	Exhibition opening hours for visitors
March 28, 2024 THURSDAY	from 08:00 a.m. to 08:00 p.m.	Exhibition pavilion opening hours ²
	from 10:00 a.m. to 06:00 p.m.	Exhibition opening hours for visitors
March 29, 2024 FRIDAY	from 08:00 a.m. to 08:00 p.m.	Exhibition pavilion opening hours ²
	from 10:00 a.m. to 04:00 p.m.	Exhibition opening hours for visitors
	from 04:00 p.m. to 08:00 p.m.	Moving-out of exhibited objects. Build-out ³
March 30, 2024 SATURDAY	from 08:00 a.m. to 06:00 p.m.	Deinstallation of exhibition stands
	from 06:00 p.m. to 08:00 p.m.	The exhibition pavilion shall vacated be and the equipment and constructions of exhibition stands shall be built-out and moved-out

* The performance of construction work, finishing work and taking out the garbage to areaways on **March 26, 2024** after 06:00 p.m. and on **March 27, 2024** (in the morning) are not permitted.

¹ Additional days for the installation or the deinstallation, extended opening hours, warehousing shall be documented by the Exhibition Organizer. The partial working period shall be paid like the full working period. The period for filing the application for extended opening hours lasts till **12.00 a.m.** of the day, on which additional opening hours are planned. In the case of filing the application later than the specified period it will be refused to satisfy this application.

Name	Unit of measurement	Amount in roubles (20% VAT included)
Additional opening hours of the exhibition pavilion in the period from 08:00 p.m. to 10:00 p.m.	sq. m, for the period	360,00
Additional opening hours of the exhibition pavilion in the period from 10:00 p.m. to 12:00 p.m.	sq. m, for the period	360,00
Additional opening hours of the exhibition pavilion in the period from 00:00 a.m. to 08:00 a.m.	sq. m, for the period	510,00
In all cases, the Exhibitor shall pay for the security of the exhibition stand built-in in the exhibition pavilion after 20:00 (the number of security guards depends on the size and configuration of the exhibition stand). The working time of security guards is measured in stand-by-duties. The duration of one stand-by-duty in the security of the exhibition stand lasts 2 hours	1 person/ 1 stand-by-duty 1 stand-by-duty = 2 hours	2100,00

² It is forbidden to perform installation works, so installation passes are invalid. The Exhibition Organizer does not bear responsibility for the safety of exhibited objects displayed at exhibition stands.

³ The Exhibitor is obliged to vacate the exhibition stand from exhibited objects and the equipment belonging to him by the time of commencement of works for the build-out of the exhibition.

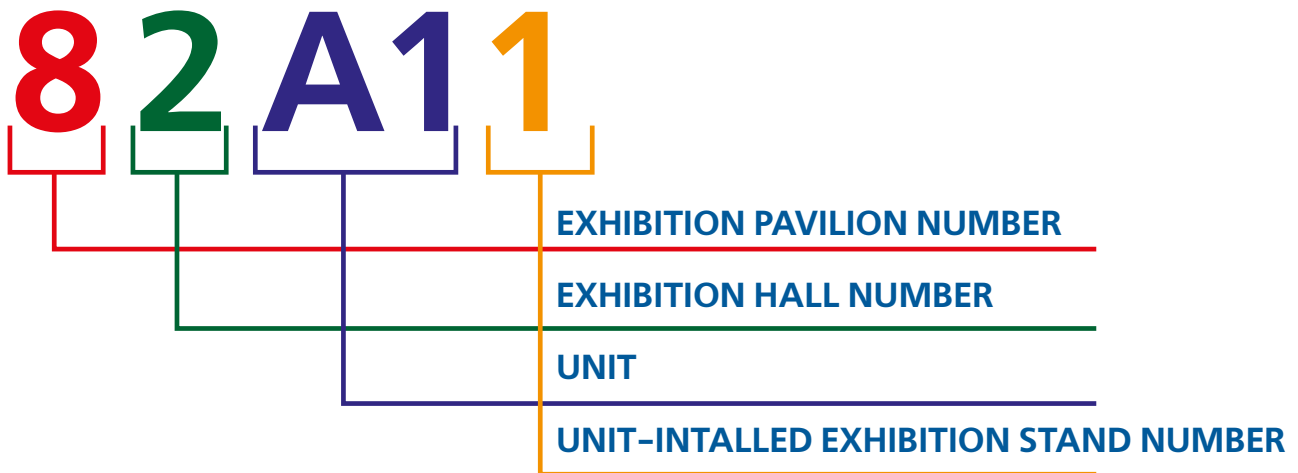
If the display area/the exhibition stand is not occupied by the Exhibitor on **March 26, 2024 at 08:00 p.m.**, the Contract for the participation in the exhibition is considered to be terminated unilaterally at the initiative of the Exhibitor (according to the clause 5.1.4.) with the compensation paid to the Exhibition Organizer (according to the part 3 of the article 310 of the Civil Code of the Russian Federation) in the amount of 100% of the price of the Agreement and a penalty of 10%. The Exhibition Organizer has the right to make the deduction from amounts received from the Exhibitor. Losses are not reimbursed to the Exhibitor.

The Exhibitor is obliged to obtain the original Contracts/deeds from the Directorate, sign and return them to your Supervisor during the period of the exhibition **(from March 27, 2024 to March 29, 2024)**.

To sign all or any financial and economic documents, the Exhibitor must have the Power of Attorney, the form of which will be sent by the Supervisor to the Exhibitor in electronic format.

The original Power of **Attorney** remains to be kept by the Organizer.

ATTENTION! THE EXHIBITION STAND NUMBER INDICATES THE LOCATION OF THE EXHIBITION STAND ON THE TERRITORY OF THE EXHIBITION COMPLEX, WHEREAT



ACCESS TO THE EXHIBITION AREA: EXHIBITION BADGES, EXHIBITION PASSES

EXHIBITION PASS (EXHIBITION BADGE) OF THE EXHIBITOR

Exhibition badges shall be issued to the Exhibitor by the Exhibition Organizer only in the absence of arrears in payment of the cost of services/works under the Contract.

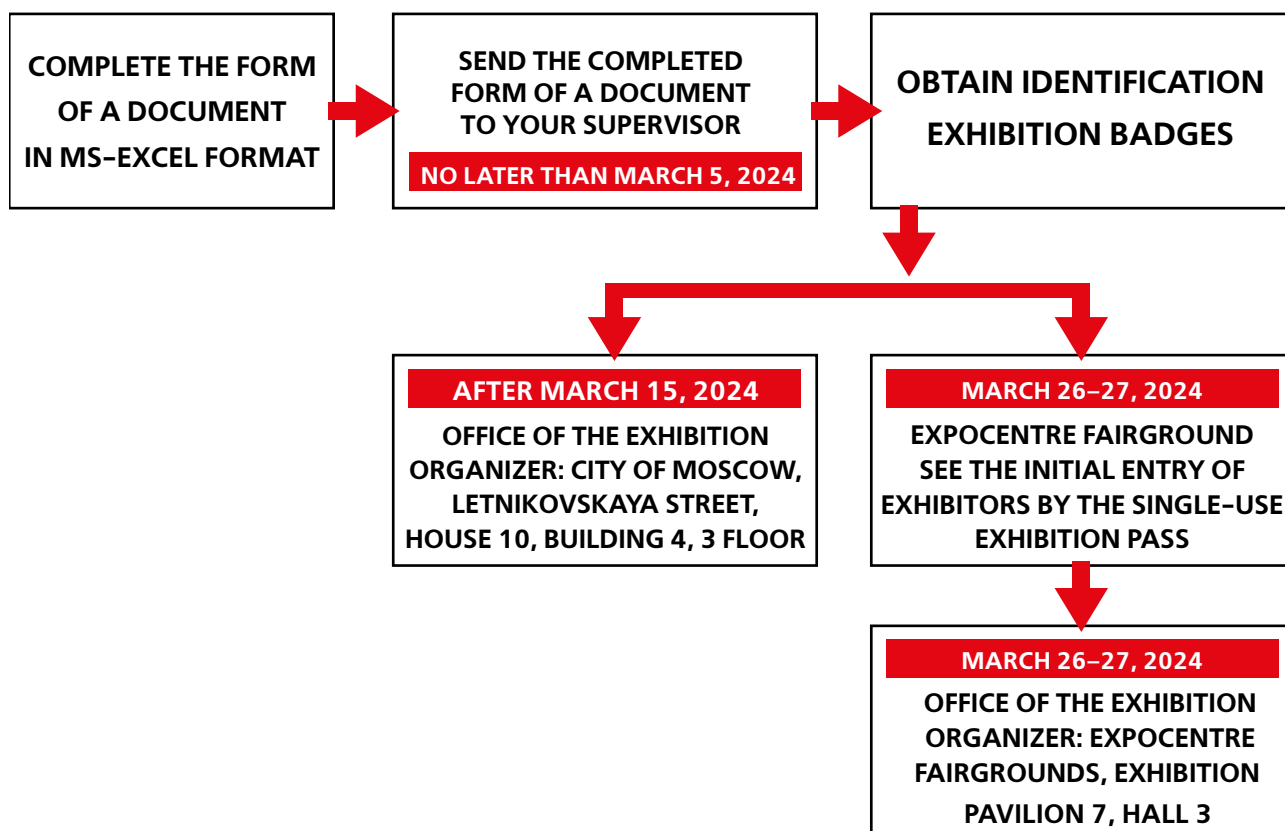
Exhibition badges are identification badges, shall be prepared in paper format with an indication of the company name of the Exhibitor and the full name of the person who represents the Exhibitor at the exhibition.

ATTENTION!

When entering the territory of EXPOCENTRE Fairgrounds, you must have a passport or other identification card with you, which you may be asked to show.

IT IS FORBIDDEN to pass your exhibition badge to other persons!!!

ALGORITHM FOR OBTAINING EXHIBITION BADGES



To obtain exhibition badges, it is necessary to fill in the appropriate form of a document in MS-Excel format in advance which will be sent by the Exhibition Organizer to the Exhibitor by e-mail. The form of a document must be completed and sent in electronic format to your Supervisor by **March 5, 2024**.

Exhibition badges are provided to the Exhibitor at the rate of 1 badge per 3 sq. m. of the display area occupied by the exhibition stand of the Exhibitor. Additional exhibition badges can be purchased by sending the preliminary application. The cost of 1 badge amounts to 1,000 rubles.

Exhibition badges are valid for entering EXPOCENTRE Fairgrounds during the installation, operation and dismantling of the exhibition from 08:00 a.m. to 08:00 p.m.

!!! The Exhibitor may obtain exhibition badges at the office of the Exhibition Organizer after **March 15, 2024** from Monday to Friday from 10:00 a.m. to 05.00 p.m. located at: Letnikovskaya Street, house 10, building 4, floor 3.

THE INITIAL ENTRY OF EXHIBITORS on **March 24–26, 2024** to the Expocentre territory is carried out:

1. By a one-time pass letter with a barcode (see the Letter of the first pass), which will be sent to you by e-mail by your supervisor. To pass through the turnstile, you must attach a barcode to the reader.

OR:

2. By a one-time pass. A one-time pass can be obtained by the Exhibitor's representative at the Pass Office at the Western Entrance upon presentation of a package of Documents for participation in the exhibition (a copy of the Participation Agreement), a power of attorney (**Form D.01**) and a passport. The pass gives the right to a one-time pass to the territory of the Expocentre Fairgrounds. Certificates of participants of the exhibition (Badges) must be obtained at the Organizer's stand, **Pavilion 7, Hall 3**).

ДЛЯ ПОСЕТИТЕЛЕЙ ВЫСТАВОК FOR VISITORS

СХЕМА ЦВК «ЭКСПОЦЕНТР» LAYOUT OF EXPOCENTRE FAIRGROUNDS

Телефон для справок: 8 (800) 707-37-99 (звонок по РФ бесплатный)
Call centre: +7 (499) 795-37-99



PASSES DURING THE INSTALLATION AND DISMANTLING PERIOD for decorators/decorators/movers/etc. The Exhibitor's staff are issued to the «Service Bureau» of EXPOCENTRE JSC in Pavilion No. 4 and on **March 26** in the annex. office in Pavilion No. 2 (gallery). (no earlier than 5 days before the start of installation, from 09:00 to 18:00).

To receive them, you must:

1. Prepare a power of attorney (**Form D.01**) in 3 copies.
2. Prepare a letter for receiving installation passes (**Form D.04A**) in 3 copies. The letter must be issued on letterhead, stamped by the organization and signed by the head of the Exhibitor. The letter must specify the full name of the Exhibitor's employees who will be employed during the installation and dismantling of the exhibition, as well as the person responsible for fire safety.
3. Get passes to the Service Bureau by presenting a Power of Attorney (Form D.01) and a letter (Form D.04A).

!!! WE RECOMMEND that you send a letter in World format (Form D.04A) to the email address in advance pass@expoctr.ru, The construction companies of the exhibition stands independently receive passes to the Service Bureau after the necessary approvals from Expokonsta LLC, PTO DPK Signal-01 LLC.

Exhibitors who build up the stand on their own must also be approved by Expoconsta LLC, PTO DPK Signal-01 LLC.

***Forms D.01, D. 01A, D.03 and D.04A will be sent by the curator in electronic form to the Exhibitor!!!**

A list of documents for registration and approval of the construction of stands at EXPOCENTRE Fairgrounds for 2024.

For developers who carry out construction on the order of the exhibitor

<https://expoconsta.com/ru/tehnicheskij-kontrol/dokumenty-dlya-oformleniya-i-soglasovaniya-2024/>

For exhibitors who carry out construction on their own

<https://expoconsta.com/ru/tehnicheskij-kontrol/dokumenty-dlya-oformleniya-i-soglasovaniya-2024/>

PROCEDURE OF MOVING-IN AND MOVING-OUT OF THE EQUIPMENT AND EXHIBITED OBJECTS

The exhibits will be imported into the territory of the Expocenter using one-time passes on March 26, 2024 From 08.00 to 19.30 FREE of CHARGE through the checkpoint (Checkpoint number No. 2 or CHECKPOINT No. 5 will already be indicated in the one-time pass) - exit through checkpoint No. 5 (from the 1st Krasnogvardeisky passage).

Only the driver can drive through the checkpoint in a car!!!

If there are other people in the car besides the driver, they need to get out of the car and go through the Western Entrance, presenting the Badge of the exhibitor, an installation pass, a letter of the first pass with a barcode or get a one-time pass.

TO OBTAIN A ONE-TIME PASS FOR ENTRY/EXIT OF VEHICLES, IT IS NECESSARY:

Getting a car pass without personal presence (by e-mail):

1. The Exhibitor must send a completed scanned copy of the letter for Import/Export (**Form D.03**) Import letters/Export (in World format) to an email address dispatcher@expocentr.ru (receipt can be specified by phone.: 8 (499) 795-38- 61), in the reply letter, you will receive your one-time car pass for entry and exit.
2. The exhibitor can print out the pass and hand it over to the driver to check in through the checkpoint at the EXPOCENTRE Fairgrounds on **March 26, 2024**. You can also present an electronic version of the pass.

Getting a car pass in person:

1. The Exhibitor must submit an import letter to the Administration of Pavilion No. 7 or 8/Export of equipment and exhibits (see **Form D.03**) with a list of imported exhibits and an indication of the car number on the letterhead of the Exhibitor's company with the seal and signature of the head in 3 copies and a Power of Attorney (see **Form D.01**). The administration will issue a one-time pass. A copy of the import-export letter must be kept until the end of the exhibition for registration of departure.
2. The exhibitor must hand over the pass to the driver to enter the EXPOCENTRE Fairgrounds on **March 26, 2024** through the checkpoint.

!!! ENTRY OF TAXIS AND CARS RENTED UNDER THE «CARSHARING» SYSTEM IS PROHIBITED ON THE TERRITORY OF THE COMPLEX!!!

ATTENTION!!! In order to avoid problems upon arrival, the company name on the letter form must exactly match the one specified in the Contract with the Organizer of the exhibition.

During the installation and dismantling period, the entry of passenger cars into the Expocentre Fairgrounds is limited to ensure the unloading of freight transport.

Loading and unloading time is limited:

passenger car -30 min, car 1.5-5 tons – 1 hour; 10 tons – 1.5 hours; 20 tons – 2 hours; Passenger cars will be allowed ONLY WITH LOADS OF 40 kg OR MORE. Security personnel have the right to check the availability of cargo and refuse access to a passenger car in its absence. To park passenger cars without cargo, you can purchase a paid VIP parking pass. The passes indicate the axle load, taking into account the load and weight of the car. It is prohibited to move trucks that exceed the permissible weight (5 tons per axle). Immediately after unloading the exhibits and equipment, the transport should be moved outside the complex.

!!! One copy of the registered letter and power of attorney must be kept until the end of the exhibition for the removal of equipment and exhibits from the EXPOCENTRE Fairgrounds.

ADDITIONAL IMPORT during the exhibition period on **March 27–29, 2024** can only be carried out in the morning from 8:00 to 9:30 and in the evening from 18:00 to 19:30 after receiving a car pass from the Administrator of your pavilion (No. 7, 8) (based on an import letter/Export (see **Form D.03**) and Power of Attorney (see **Form D.01**).

OVERNIGHT PARKING of cars on the territory of the Exhibition Complex is STRICTLY PROHIBITED! Night parking is provided only for freight transport (from 22.00 to 7.00) in case it is impossible for the participant to obtain a pass to leave the TTK. Vehicles enter only the SPECIAL PARKING AREA through checkpoint No. 2 (from the 1st Krasnogvardeisky passage). An application for overnight parking of freight transport must be sent to the following e-mail: dispatcher@expocentr.ru (a completed letter for import and export in the world format (**Form D.03**)). Receipt of the form can be clarified by phone: 8 (499) 795-38-61.

Entry is carried out with a one-time car pass issued, received by e-mail from dispatcher@expocentr.ru or at the Pavilion Administrator, on the basis of an import/export letter (**Form D.03**) and a Power of Attorney (**Form D.01**).

Parking on Krasnopresnenskaya Embankment is PROHIBITED.

REMOVAL OF equipment and exhibits: on **March 29**, at 16:00, the exhibition will close to visitors, and packing and removal of exhibits will begin. For those companies that have not received an exit pass or when changing the car number, it is necessary at the end of the exhibition to obtain a car pass from the Administrator of the pavilion (pavilion where the stand is located) on the basis of your copy of the import/export letter (see Form D.03) and a power of attorney (see Form D.01).

Dismantling the exposition and the removal of equipment before 16:00 on March 29, 2024 is NOT ALLOWED.

PARKING PASSES for VIP parking can be purchased in advance (the service is paid). Request a quote from your manager.

!!! PLEASE NOTE: washing and repairs are PROHIBITED on the territory of Expocentre Fairgrounds.

INVOLVEMENT OF THIRD-PARTY DEVELOPING COMPANIES/ CONTRACTING COMPANIES

No later than **February 15, 2024**, the Exhibitor must agree to the Organizer electronically design layout of your exhibition stand.

Technical director: Yakuba Liliya tel. (916) 676-74-89, e-mail: lily@mayer.ru

The design project of the exhibition stand must be marked "approved" by the Organizer.

In case of refusal of the Organizer's services for the exclusive development of its exhibition stand, no later than **February 01, 2024** The Exhibitor is obliged to provide in electronic form

The Organizer receives a written refusal in the Organizer form and contact information for to the selected Contractor, an agreed upon design project of their stand to receive a mark from Technical Director for further accreditation at EXPOCONSTA LLC No later than 15 working days before the start of installation work for single-story stands Exhibitors or their developers, having gone through a paid procedure for obtaining permission to carrying out installation work in the Technical Control Service of EXPOCONSTA LLC must obtain an import permit from the management of the Expocentre Fairgrounds.

Building of LLC «Expoconsta», 2 floor, phone: (499) 795 39 03, 795 28 44, LLC «EXPOCONSTA», Technical Control Department, phone: (499) 795 39 03, fax: (499) 795 28 44.

The design project of the exhibition stand shall be agreed with LLC «Production Technology Department of the Fire Detection Company «Signal-01» as well, for which purpose all structural elements of the exhibition stand shall be verified with fire safety certificates. All materials and structures that are not verified with fire safety certificates (namely wood structures, carpet flooring, combustible decorations, hanging, etc.) must be treated with the relevant fire prevention solution.

LLC «Production Technology Department of the Fire Detection Company «Signal-01», gallery of exhibition pavilions 2-8, lower level, phone: + 7 (499) 256-74-70, + 7 (499) 259-13-12

The height of the exhibition stand should not exceed 2.5 meters, except in cases agreed with Exhibition Organizers and LLC «Expoconsta» in advance. No structural part of the exhibition stand (including flags, banners, etc.) should be beyond the display space occupied by the Exhibitor. It is not permitted to place inscriptions, company logotypes on the back of panels located on/near the border of the stand, directed towards the neighbors. In case of the violation of these conditions, the Exhibition Organizer reserves the right to suspend work for the installation/the deinstallation of the exhibition stand. External surfaces of the structure which are visible from the side of areaways between exhibition stands and from the side of neighbors of the Exhibitor must be properly decorated (only white color is allowed to be used).

All exhibition stands must be completely installed on March 26, 2024 no later than 08:00 p.m. If the Exhibitor needs additional installation hours, please contact the office of the Exhibition Organizer (it is the fee-based service). The deadline for filing the application for the installation extension is until 12.00 on the day on which additional working hours are expected.

Important information:

The staff of developing companies of exhibition stands shall independently obtain exhibition passes for their specialists at «Service Bureau» after required agreements with LLC «Expokonsta», LLC «Production Technology Department of the Fire Detection Company «Signal-01».

ATTENTION! The Exhibition Organizer has the right to demand the termination of work by any person, if there are reasons to believe that the work is performed in violation of regulations, requirements and instructions. The Exhibition Organizer has the right to require such persons to leave the exposition areas. The Exhibition Organizer does not bear responsibility and does not indemnify the Exhibitor for losses incurred as a result of the improper fulfillment of obligations of independent developing companies/contracting companies.

BUSINESS TRIP CERTIFICATES

You can register the business trip certificate during the exhibition at the Information Desk of the Exhibition Organizer located in the exhibition pavilion 7 in the exhibition hall 3, and at the Exhibition Pass Office located at the entrance to the Exhibition Complex as well.

CONTAINERS, PACKAGE

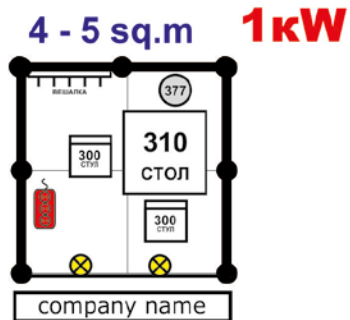
Packing-boxes, carton boxes, pallets and packing materials should not be placed at the exhibition stand, because their storage is not allowed by fire safety regulations. The Exhibitor is obliged to independently take them out of the display area on **March 27, 2024**, but no later than 10:00 a.m.

Please agree the procedure for the performance of unloading and reloading operations, moving-out the equipment and the disposition of garbage from the exhibition pavilions with the developer and the transport agent in advance.

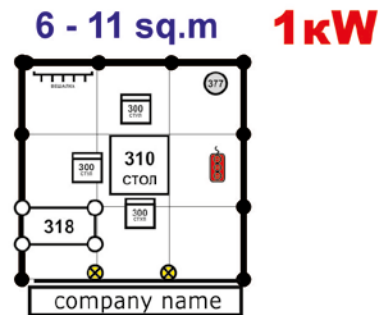
EQUIPPED DISPLAY AREA

The equipped display area is represented by typical projects of standard exhibition stands made from the exhibition-build system. The height of walls is 2500 cm. Complete units of standard exhibition stands depend only on their area.

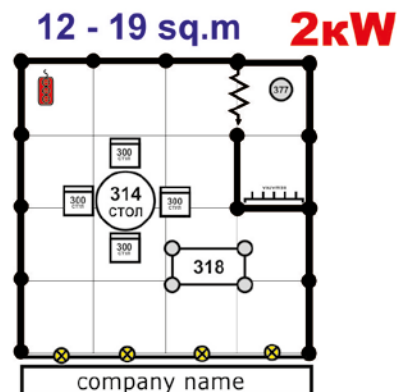
COMPLETE SET FOR THE STANDARD EXHIBITION STAND



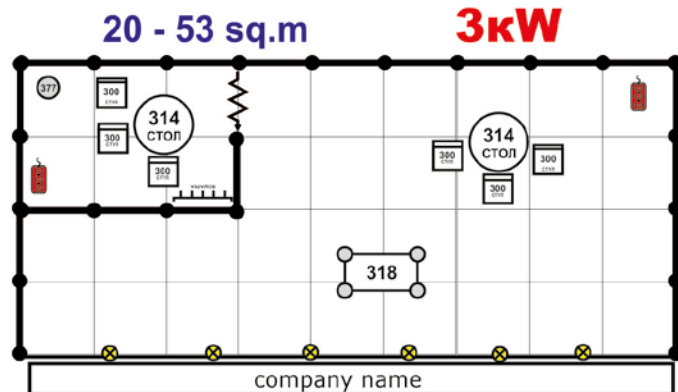
1. Wall panels
2. Carpet
3. Fascia board with a company name
4. 2 chairs 300
5. 1 table 314, 310
6. 2 spotlights 510
7. 1 socket 1 kWt
8. 1 waste basket
9. 1 coat rack



1. Wall panels
2. Carpet
3. Fascia board with a company name
4. 4 chairs 300
5. 1 table 310, 314
6. 3 spotlights 510
7. 1 socket 504 1 kWt
8. 1 locking door 240/241
9. 1 wall panel 220 (office)
10. 1 waste basket
11. 1 coat rack



1. Wall panels
2. Carpet
3. Fascia board with a company name
4. 4 chairs 300
5. 1 table 310, 314
6. 4 spotlights 510
7. 1 socket 1 kWt
8. 1 locking door 240/241
9. 2 wall panel 220 (office)
10. 1 waste basket
11. 1 coat rack
12. information counter 318



1. Wall panels
2. Carpet
3. Fascia board with a company name (9 signs)
4. 6 chairs 300
5. information counter 318
6. 6 spotlights 510
7. 2 sockets 1 kWt
8. 1 locking door 240/241
9. 2 tables 310/314
10. 4 wall panels 220 (office)
11. 1 waste basket
12. 1 coat rack

IT IS FORBIDDEN to do the following at exhibition stands:

- to make any independent changes and/or complete or partial assembly/dismantling works;
- to use chairs and other furniture as stepladders;
- to make independent modifications of the electrical equipment of the exhibition stand, including any electrical work not agreed with the Master Developer (including the installation of the additional lighting equipment, extension cords and power filters);
- to mount exhibited objects and design elements to the electrical equipment, lamps and other equipment of the exhibition stand;
- to carry out independent pasting of panels, fastening and decoration of panels using adhesive tape and other adhesive materials;
- to use staplers for fixing materials on panels;
- to drill structures;
- to perform the placement or the installation any exhibition equipment and structures, pieces/units of furniture, showcases, advertising banners and any other elements within the exhibition stand which are not belong to completing units of the standard exhibition stand and are not exhibited objects;
- to move in and to move out the equipment transferred for its temporary use.

For violations of these requirements, the Exhibitor is liable in the amount of a fine 40,000 rub. for each fact of violation. Payment of the fine is made in accordance with the Organizer's account no later than 3 days from the date of its receipt by e-mail.

ADDITIONAL SERVICES

When the Exhibitor submits the application for the provision of additional services/the equipment not provided for by the Contract:

- a markup of 50% of the cost is applied to the order after **February 26, 2024**;
- a markup of 100% of the cost is applied to the order after **March 23, 2024**.

In case of the refusal from ordered and paid services, monetary funds are non-refundable.

Orders for loading and unloading operations for Russian exhibitors (loading, storage of goods and containers, delivery of exhibited objects to exhibition stands) shall be accepted by LLC «Expovestrans» (no less than one day before).

The storage of containers at the exhibition stand is not permitted according to fire safety regulations. Please agree the procedure for the performance of unloading and reloading operations, moving-out the equipment and the disposition of garbage from the exhibition pavilions with the developer and the transport agent in advance.

Company: LLC «Expovestrans»

Exhibition pavilion 2, tower No. 5, Phone: (495) 605 74 21, 605 03 27

ATTENTION! Loading and unloading operations, construction work and installation and deinstallation works with the use of lifting mechanisms are performed only by means of LLC «Expovestrans». The use of third-party mechanized aids is forbidden.

WI-FI ROUTERS AND WIRELESS HOTSPOTS

It is forbidden on the territory of EXPOCENTRE Fairgrounds:

- to move in and to operate with Wi-Fi routers;
- to get on the air without the proper permission or on at the unauthorized frequency;
- to connect telecommunications equipment to the provided communication line to provide communication services to third-party organizations providing that the violation of this regulation leads to the disconnection of the communication line;
- to lay cable communication lines between any exhibition stands by the workforce and means of the Exhibitor.

SECURITY SERVICES

The Exhibition Center provides only general security services for the security of the exhibition pavilions for the period of the performance of the installation/the deinstallation and the period of the exhibition. Exhibition halls shall be closed and vacated for the activation of the security system no later than 08:00 p.m. and for the deactivation of the security system at 8:00 a.m.

Neither the Exhibition Organizer nor the Exhibition Center shall bear responsibility for any loss or damage to exhibition stands, exhibited objects, goods or personal belongings.

The Exhibitor is solely responsible for the safety of his goods and exhibited objects placed at the stand. Individual safety services for the security of the exhibition stand during the exhibition shall be independently ordered and paid by the Exhibitor.

NOISE LEVEL

WHEN ANY SHOW PROGRAMMES AND AUDIO/VIDEO PRESENTATIONS ARE CARRIED OUT AT THE EXHIBITION STAND, THE NOISE LEVEL MORE THAN 75 dB IS PERMITTED.

In case of complaints from other exhibitors, Exhibition Organizers have the right to turn off the noise source or, if this is not possible, to power off the exhibition stand of the Exhibitor.

ADVERTISING

Advertising on the exhibition stand is permitted for goods and services corresponding to the theme of the exhibition, produced or sold by the Exhibitor itself.

The placement of any advertising vehicles outside the exhibition stand is permitted only upon receipt of the relevant permission from the Exhibition Organizer.

The Exhibitor can clarify opportunities to place any advertising vehicles with his Supervisor.

The Exhibitor bears responsibility for violations of these requirements.

EXHIBITION STAND CLEANING SERVICES

Areaways (the small construction waste) are cleaned every day during the performance of the build-in/the build-down of the exhibition.

AREAWAYS between the exhibition stands are cleaned every morning (from **March 27, 2024 to March 29, 2024**) before opening the exhibition for visitors.

The garbage left by you the day before, in front of the exhibition stand, must be packed in a plastic bag. Exhibition stand cleaning services are not included into the price of the exhibition stand.

If you need to order exhibition stand cleaning services as the Exhibitor, you can file the application for it.