International exhibition
of automotive industry InterAuto

August 28-31, 2018

Crocus Expo, Pavilion 1

INTERAUTO

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TERMS	
Exhibition centre	Crocus Expo International exhibition centre.
Organizer	Crocus Expo AO CROCUS Krasnogorsk subsidiary.
Management office	Persons authorized by the Organizer for the Event organization and holding.
Event	Any exhibition, fair, corporate, congress or any other event held by the Organizer in the Exhibition centre.
Exhibitor	Any organization, sole proprietor or any natural person who concluded with the Organizer of the Event the space contract for participation in the Event.
Participant	Exhibitor, Builder or other participants of the Event (contracted by the Exhibitor stand attendants, promoters, advertising distributors, participants of any business events).
Builder	Any organization, sole proprietor or any natural person who concluded with the Exhibitor any contract for implementation of work package on exhibition stand and structures buildup and equipment installation, debris disposal and performance of decoration works within the contracted by the Exhibitor exhibit space.
Unequipped stand (space only)	A part of the exhibition space of the Event contracted between the Exhibitor and the Organizer intended for an exhibition stand, exhibits, exhibition and other relevant equipment installation.
Standard equipped stand	An exhibition space contracted between the Exhibitor and the Organizer of the Event equipped with standard exhibition elements by the General Builder.
Registration fee	Compulsory for all participants of the Event. The Registration fee will cover expenses, subject to availability of stipulated formats, related to the visitors' registration system, the Event catalogue entry including provision of invitations and Exhibitor badges.
Total running time of the Event	Overall Event period contracted with the Exhibitor including periods of installation, running and dismantling of the Event.
Event period	Event period opened for visitors except for periods of installation and dismantling of the Event.
General builder	Crocus Expo General builder – BuildExpo Limited Liability Company.
DOCUMENTS	
Services Guide	Services Guide for Services Provided During Holding Events in Crocus Expo IEC including the list of services and equipment and stipulating terms and costs of the rendered services.
Application forms of the Services Guide	Set of application forms for services provided during holding events in Crocus Expo IEC.
General Terms of Holding Events at the Crocus Expo IEC	List of material terms and conditions subject to observance by Exhibitors, Participants and Builders applying to forms and scope of any information, procedure and time limit for any actions in the course of preparation and running Events.
Instruction for fire safety measures	Fire Safety Regulation During Build-up (Dismantling) of Expositions and Events Holding In Pavilions and Outdoor areas of Crocus Expo IEC.

BASIC RULES AND RESTRICTIONS

BASIC RULES

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

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

period. Badges are issued at the Service centre.

TRADE AT THE EXHIBITION

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

PAYMENT AND PAPER WORK

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

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

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

DAMAGE TO PROPERTY AND COMPENSATION

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

EXPOSITION

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

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

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

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

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

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

If a stand remains vacant after the period provided for the exposition buildup the Organizer shall be entitled to use

the unclaimed area at discretion.

EXPOSITION BUILDUP

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

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

Upon completion of stands buildup and exhibits installation the Exhibitor and/or the Builder shall:
- remove all empties and containers to specially allocated places and construction debris to special containers;
- make the final cleaning of the floor and structures if dirtied during the buildup process.

EXPOSITION DISMANTLING

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

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

EXTENSION OF BUILDUP/DISMANTLING PERIODS

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

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

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

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

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

SECURITY

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

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

ADVERTISING MATERIALS

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

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

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

LABOUR SAFETY AND FIRE SAFETY RULES AND REGULATIONS

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

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

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

In the Exhibition centre premises it is strongly prohibited to:

- carry out hot works (welding, soldering, metal cutting and etc.) without approval by the Fire Safety Service;
- block access to automatic fire alarm systems, indoor fire hydrants and fire extinguishers;
- store combustible waste and empties (disposable empties are to be utilized, reusable empties are to be stores in the warehouse);
- demonstrate exhibits applying open flame;
- cause damage to sprinkler distributors of the automatic fire prevention system;

- use paints, lacquers, adhesive and other coatings to floor, walls and pillars of the building, standard stand equipment and asphalt pavement;
- apply flammable stand construction materials not treated by fire retarding composition;
- install and use tanks with fuel gases;
- use pressure tanks without engineering certification;

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

- change electrical circuit scheme during exhibition holding without approval, apply undeclared extra electrical appliances;
- apply household electric extension cords, substandard (home produced) electric appliances;
- install projectors and border lights within 0,5 m to flammable constructions and sprinkler system distributors, wrap electric lamps in paper, textile or other flammable materials;
- apply organic glass, polystyrene and other flammable materials for lamp diffusers;

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

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

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

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

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

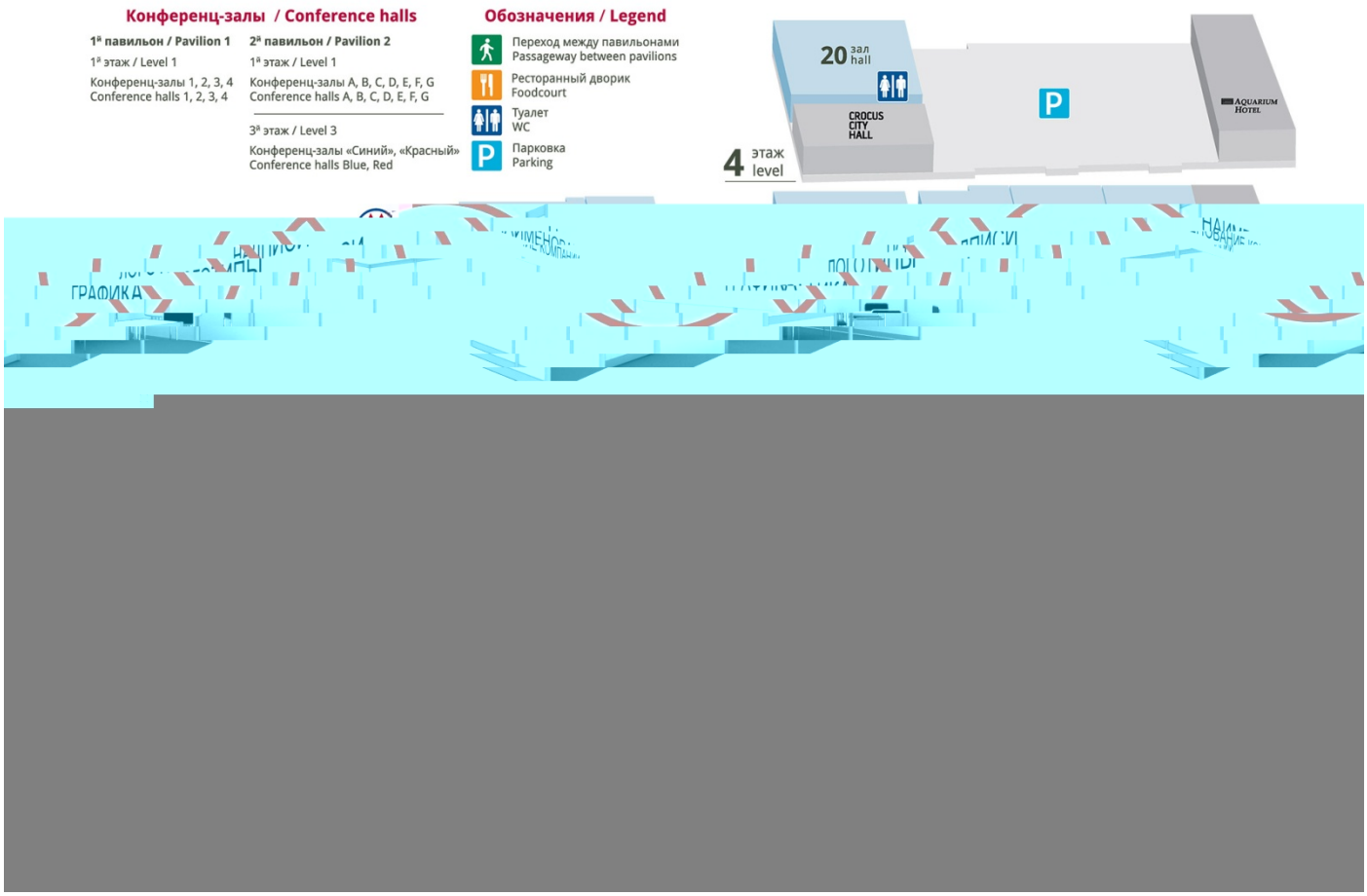
Smoking in exhibition halls and within the exposition site is strictly prohibited. Smoking is only allowed in specially designated and equipped areas located minimum 15 m from the entrance to pavilions and buildings.

EXHIBITION TIME SCHEDULE

BUILDUP			
August 24	FR	10:00 – 20:00	Stands buildup (space only stands) [1,2]
August 25	SA	08:00 – 20:00	Stands buildup (space only stands) [1,2]
August 26	SU	08:00 – 20:00	Stands buildup (space only stands) [1,2]
August 27	MO	08:00 – 20:00	Stands buildup (including standard equipped stands) [1,2]
		17:00	Cargo (exhibits) to be delivered and unpacked
August 28	TU	08:00 – 10:00	Stands buildup (including standard equipped stands)
		10:00	All stands to be ready and cleaned (including standard equipped stands) [3]
EXHIBITION OPENING HOURS			
August 28	TU	08:00 – 20:00	Pavilion opening hours [4]
		10:00 – 18:00	Exhibition opening hours for visitors
August 29	WE	08:00 – 20:00	Pavilion opening hours [4]
		10:00 – 18:00	Exhibition opening hours for visitors
August 30	TH	08:00 – 20:00	Pavilion opening hours [4]
		10:00 – 18:00	Exhibition opening hours for visitors
August 31	FR	08:00 – 20:00	Pavilion opening hours [4]
		10:00 – 16:00	Exhibition opening hours for visitors
DISMANTLING			
August 31	FR	16:00 – 20:00	Vehicle arrival to Handling operations area for exhibits removal
		20:00	Equipped standard stands to be cleared out [5]
September 1	SA	08:00 – 20:00	Stands dismantling
September 2	SU	08:00 – 20:00	Stands dismantling
		20:00	Pavilion to be cleared out, stands equipment and structures to be dismantled and removed [6]

1. For information regarding possibility and cost of the buildup/dismantling period extension please refer to the Management office.
2. Terms for bulk and heavy equipment and exhibits installation shall be agreed with the Management office in advance.
3. Any stand not occupied by 10:00 August 28, 2018 shall be deemed vacant. Please advise in writing if you cannot occupy your stand by this time.
4. Admittance to the pavilion only by Exhibitor badges. It is prohibited to carry out installation works at stands, buildup passes are invalid. The Exhibitor bears responsibility for stand exhibits security from 08:00 till 20:00.
5. All exhibits and equipment shall be removed. Otherwise the Exhibitor shall bear further responsibility for their undamaged state (or full utilization of disposable structures).
6. All construction materials, structures and large-size garbage shall be removed from the Exhibition centre territory at the expense of the Exhibitor or his Builder. If necessary Builders/Exhibitors shall order utilization of garbage into garbage containers in advance. Failure to comply with the regulation involves penalties to the Exhibitor or his Builder (refer to General Terms of Holding Events at the Crocus Expo IEC).

CROCUS EXPO INTERNATIONAL EXHIBITION CENTRE

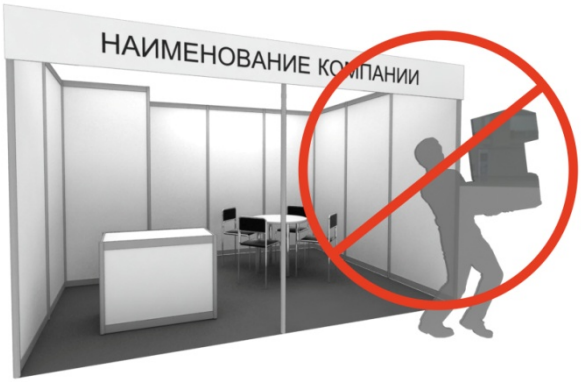


It is prohibited to make unauthorized pasting of wall panels, to use adhesive tape and other self-adhesive materials when decorating wall panels with information and advertizing production; it is prohibited to use staplers for fastening of advertizing and other materials; it is prohibited to perform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

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

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

It is prohibited to use chairs as stepladders.



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

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

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

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

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

In case of double-decker the Exhibitor will be surcharged additional 30% on space only rate per sq m of the second floor.

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

GENERAL BUILDER SERVICES

BuildExpo LLC is the Crocus Expo official General builder.
For detailed information about the General builder please refer to the official website at eng.buildexpo.ru.

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

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

APPLICATION FOR STANDARD EQUIPPED STAND

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

APPLICATION FOR SPACE ONLY STAND

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

CONNECTION TO ELECTRICITY, WATER AND COMPRESSED AIR MAINS

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

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

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

AUDIOVISUAL EQUIPMENT

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

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

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

SUSPENDED STRUCTURES

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

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

ADDITIONAL SERVICES AND EQUIPMENT

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

Apply to Services Guide application forms when ordering a service.

CARGO FORWARDING AND CUSTOMS SERVICES

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

HANDLING OPERATIONS

The Crocus Expo Department of transport and logistics renders a wide range of services related to loading and unloading, hoisting and rigging works with application of the most modern hoisting equipment. Should your forwarders need information related to the full list of services and rules and regulations regulating handling operations on the Exhibition centre territory please advise them to refer to the Services Guide and the General Terms of Holding Events at the Crocus Expo IEC accordingly.

ADVERTISING

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

CATERING

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

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

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

SECURITY

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

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

STAND CLEANING

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

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

TERMS FOR ADDITIONAL SERVICES AND EQUIPMENT APPLICATION

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

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

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

EXHIBITOR BADGES

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

Exhibitor badges (and invitations) issued at the Service centre are calculated according to the stand space contracted:

Stand space	Quantity of badges	Quantity of invitations to the Event	Quantity of invitations to the Evening reception
6-12 m²	4	8	2
13-20 m²	6	16	2
21-35 m²	8	24	4
36-50 m²	12	30	4
51-80 m²	16	40	4
81-100 m²	20	50	6
101-200 m² (and more)	30	80	6
Extra badge/invitation		1 500,00 RUB	

PASSES FOR BUILDERS AND STAND ATTENDANTS

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

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

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

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

PROCEDURE OF EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL

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

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

Entry to Handling operations area is allowed only by pass.

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

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

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

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

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

CONTACTS

CROCUS EXPO SERVICES				
Description	Contact person	Job title	Phone	E-mail
Management office				
General issues	Serguei Shkambarny	Exhibition Director	+7 (495) 727-26-31	S.Shkambarny@Crocus-Expo.ru
	Elena Guskova	Manager	+7 (495) 727-26-31	EM.Guskova@Crocus-Expo.ru
Paper work (contracts, invoices and etc.)	Inna Norman	Head of the department	+7 (495) 987-31-60 Cell phone: +7 (977) 525-56-20	I.Norman@Crocus-Expo.ru
	Elena Baulina	Manager	+7 (495) 987-31-66 Cell phone: +7 (985) 366-71-97	baulina@crocus-off.ru
Standard equipped stands, submission of FORMS 1, 2	Artem Taran	Chief specialist	Cell phone: +7 (910) 490-48-91	taran@crocus-off.ru
Service centre				
Receipt of passes to the Handling operations area, Exhibitor badges, invitations, submission of letters of exhibits and equipment entry and removal, services settlement (in cash)			Pavilion 1: +7 (495) 727-26-26	service@crocus-off.ru
Transportation and logistics department				
Handling and hoisting works, handling and hoisting equipment for rent and etc.			+7 (495) 727-25-87	trans@crocus-off.ru
Department of advertising and information				
Application for outdoor advertising in the territory, advertising structures rent, large format printing	Ekaterina Shemanina	Senior manager	+7 (495) 727-26-39	E.Shemanina@Crocus-Expo.ru
	Lika Aleksanian	Senior manager		A.Aleksanyan@Crocus-Expo.ru
Department of non-exhibition and congress events				
Conference halls for rent	Alexander Kuznetsov	Senior manager	+7 (495) 926-34-27 Cell phone: +7 (910) 490-48-22	akuznecov@crocus-off.ru
Maintenance service				
Floor load approval, suspended structures	Anatoliy Kalinin	Deputy chief engineer	Cell phone: +7 (916) 266-04-27	
Fire safety service				
Approval of use of fire-hazardous and dangerously explosive exhibits and materials, compressed gas tanks	Oleg Borisov	Leading specialist	+7 (495) 938-06-73 Cell phone: +7 (916) 547-06-23	o_borisov@crocusnet.ru

BUILDEXPO LLC – CROCUS EXPO GENERAL BUILDER					
Description	Location	Contact person	Job title	Phone	E-mail
Department of audiovisual equipment and telecommunications					
Sound amplifiers, audio and video equipment, projectors for installation in specialized Crocus Expo premises and the Exhibitor's stands		Mikhail Edidovich	Head of the department	+7 (495) 727-26-15 Cell phone: +7 (925) 488-53-60	edid@crocus-off.ru
Maintenance department					
Electrical and sanitary ware works, compressed air supply, electrical equipment for rent, electrical mounting	Pavilion 1, 1st floor, office 115	Alexei Doronenko	Chief electrician	+7 (495) 727-24-38	ote@buildexpo.ru
Department of technical documentation inspection					
Inspection and approval of technical documentation for contracted builders, control of technical documentation of electric wiring executed by contracted builders, services related to static design, electrical laboratory, fire safety services, hoisting tackle for rent	Pavilion 1, 1st floor, office 119	Moscow companies: Andrey Meshkov	Head of electrical laboratory and fire safety system	+7 (495) 727-26-71	ingener@buildexpo.ru
	Pavilion 1, 1st floor, office 115	Regional and foreign companies: Veronika Sopina	Manager	+7 (495) 727-26-71 (ext. 22-18)	
Audiovisual equipment approval for use during the Event	Pavilion 1, 1st floor, office 119	Vladimir Samokhin	Engineering manager	+7 (495) 727-26-71	
Stand decoration department					
Large format printing	Pavilion 1, 1st floor, offices 114, 123	Mikhail Chelyshev	Head of the department	+7 (495) 727-07-62	buildexpo@list.ru
Department of exclusive stands buildup					
Individual design stands buildup and decoration, design development, improved standard	Pavilion 1, 2nd floor, office A24			+7 (495) 223-42-08	sales@buildexpo.ru
Accounting					
Acceptance documents, pay desk	Pavilion 1, 1st floor, office 112			+7 (495) 727-07-64	

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

A1 – PRICE LIST FOR ADDITIONAL EQUIPMENT AND GENERAL BUILDER SERVICES

№	Description	Code	Price per unit (VAT incl.)
	STAND STRUCTURE MERO 8		
1	Wall element 1000x2500	220	36,75 EUR
2	Wall element 500x2500	221	29,40 EUR
3	Wall element 250x2500	221a	25,20 EUR
4	Wall element bow-shaped R=1000 H=2500 (1/4 circle)	222	113,40 EUR
5	Wall element bow-shaped R=500 H=2500) (1/4 circle)	223	57,75 EUR
6	Wall element 1400x2500 (diagonal 1x1 m)	226	113,40 EUR
7	Wall element 700x2500 (diagonal 0,5x0,5 m)	224	36,75 EUR
8	Wall element 400x2500 (diagonal for door installation angularly 45^0)	227	29,40 EUR
9	Wall element 1000x2500 with glass	403	147,00 EUR
10	Wall element 1000x2500 with glass (glass 1000x1260)	401	73,50 EUR
11	Wall element 500x2500 with glass (glass 500x1260)	402	57,75 EUR
12	Wall element 1000x2500, laminated MDF	228	111,30 EUR
13	Wall element 1400x2500, laminated MDF (diagonal 1x1 m)	229	147,00 EUR
14	Econom element 1000x2500	225	121,80 EUR
15	Folding door, lockable 1000x2500, plastic	240a	65,10 EUR
16	Folding door, lockable 1000x2500, artificial leather, enhanced lock	240b	97,65 EUR
17	Hinged door, lockable 1000x2500	241	97,65 EUR
18	Hinged glass door, lockable 1000x2500	245	124,95 EUR
19	Curtain (office curtain) 1000x2500	242	29,40 EUR
20	Jalousie 2400x1000	404	17,85 EUR
21	Wall height extension by 500mm, per running meter	–	16,80 EUR
22	Wall height extension by 750mm, per running meter	–	22,05 EUR
23	Wall height extension by 1100mm, per running meter	–	27,30 EUR
24	Wall height extension by 2500mm, per running meter	–	36,75 EUR
25	External panel for fixing of the hinged equipment, chipboard laminated, 600×1000	239	53,55 EUR
26	Ceiling panel 1000x1000 elements H=70, H=175, per sq m	250	16,80 EUR
27	Ceiling lattice 1000x1000 w/o ceiling panel, per sq m	260	16,80 EUR
28	Ceiling made of banner fabric	–	6,30 EUR
29	Barrier H=500 (a), H=800 (b), H=1100(c) per piece	267	12,60 EUR
30	Plastic chain per running meter	280	6,62 EUR
	FURNITURE		
31	Chair	300	14,70 EUR
32	Conference chair	303	21,00 EUR
33	Office swivel chair	305	26,25 EUR
34	Bar stool	306	25,20 EUR
35	Table 800x800	310	36,75 EUR
36	Round table (D=800)	314	36,75 EUR
37	Table 800x1200	315	44,10 EUR
38	Bar table, D=600, H=1200	316a	53,55 EUR
39	Bar table, D=600, H=800	316b	53,55 EUR
40	Table round glass D=800	314a	53,55 EUR
41	Armchair, single, artificial leather, 870x820x860 (black, white)	333	106,05 EUR
42	Sofa, double, artificial leather, 1460x820x860 (black, white)	334	259,35 EUR

43	Coffee table, glass, 900x550, H=400	335	177,45 EUR
44	Coffee table, glass, D=800, H=495	336	177,45 EUR
45	Negotiating table, 1000x2200, H=720	337	267,75 EUR
46	Display table/podium 500x1000, H=500/800, modular	382	29,40 EUR
47	Display table/podium 1000x1000, H=500/800, modular	384	49,35 EUR
	INFO COUNTERS, ARCHIVAL CABINETS		
48	Info counter 500x1000, H=1100	318	53,55 EUR
49	Info counter 500x1000, H=1100 with narrow top shelf	319	53,55 EUR
50	Info counter radius angular 500x500, R=500, H=1100	318r	53,55 EUR
51	Info counter radius R1=500, R2=1000, H=1100	708	113,40 EUR
52	Info counter radius R=1000, H=1100	709	81,90 EUR
53	TV stand 500x500, H=800 (modular)	388a	35,70 EUR
54	TV stand 500x500, H=1100 (modular)	388b	45,15 EUR
55	Archival cabinet 500x1000, H=1100 with doors 645x500	317	64,05 EUR
56	Archival cabinet 500x1000, H=800 with doors 645x500	320	53,55 EUR
57	Archival cabinet 500x1000, H=1100) with doors 950x500	321	64,05 EUR
	SHOW CASES		
58	Glass show-case 500x1000, H=1100	394	90,30 EUR
59	Glass show-case 500x500, H=1100	394a	73,50 EUR
60	Glass show-case 500x500, R=500, H=1100	394ar	90,30 EUR
61	Glass show-case radius H=1100, R=1000	394r	107,10 EUR
62	Glass show-case 500x1000, H=2000 with 2 glass shelves	396	107,10 EUR
63	Glass show-case 500x1000, H=2500 with lighting and 2 glass shelves	398	118,00 EUR
64	Glass show-case 500x1000, H=2500 with lighting and 2 glass shelves	398a	99,75 EUR
65	Glass show-case 500x500 with lighting, R=500, H=2500 and 2 glass shelves	398ar	118,65 EUR
66	Glass show-case 500x1000 with lighting, h=2500, lower curtains and 2 glass shelves	398sh	135,45 EUR
67	Glass show-case radius R=1000, H=2500 with lighting	399	242,55 EUR
68	Glass show-case radius round R=1000, H=2500	400	323,40 EUR
69	Curtains for show-cases 396, 398, podiums 382, 384, info counters 318, 319	113	17,85 EUR
	SHELVES STAND		
70	5-shelves stand 300x1000, H=2070	340	36,75 EUR
71	5-shelves stand 500x1000, H=2070	701	53,55 EUR
72	5-shelves stand 1000x1000, H=2070	702	70,35 EUR
73	Stand movable 500x1000 , H=1600	740	70,35 EUR
74	Wall shelf 1000x300	380	17,85 EUR
75	Sloping wall shelf 1000x300, slope angle of 45 degree	381	28,35 EUR
76	Wall grating 1500x800, cell 50x50, w/o hooks	375	53,55 EUR
77	Euro panel with perforation 955x2000, w/o hooks, mounted	376a	57,75 EUR
78	Euro panel with perforation 955x1000, w/o hooks, mounted	376b	42,00 EUR
79	Book stand – prospect holder (stand alone)	324	28,35 EUR
80	Additional wooden shelf (500x1000, 500x500)	112a	17,85 EUR
81	Additional wooden shelf (R int.=500, R ext.=1000)	112b	27,30 EUR
82	Additional wooden shelf (R=1000	112c	36,75 EUR
83	Additional glass shelf (500x500, 500x1000) to showcase 398, 398a	111a	17,01 EUR
84	Additional glass shelf (R inside=500, R outside=1000) to showcase 399	111b	36,75 EUR
85	Additional glass shelf R=1000 to showcase 400	111c	26,75 EUR
86	Hook S-shape L50 (for wall grating)	378a	2,42 EUR
87	Hook S-shape L70 (for span)	378b	2,42 EUR

OFFICE			
88	Wall mirror Octanorm 1440x580	330a	28,35 EUR
89	Mirror hanging PRIMO 1700x600	330b	44,10 EUR
90	Floor mirror 1240x440	330m	37,80 EUR
91	Clothes rack (overhanging)	331	10,92 EUR
92	Floor clothes rack	332	45,15 EUR
93	Waste basket	377	2,42 EUR
ELECTRICAL EQUIPMENT			
94	Spotlight (75 W)	510	21,00 EUR
95	Spotlight metal halogen (70 W)	511	43,50 EUR
96	Spotlight halogen (75 W)	515	32,55 EUR
97	Floodlight halogen (300 W)	513	53,55 EUR
98	Floodlight metal-halide (150 W)	514	90,30 EUR
99	Lamp halogen bar mounted (150 W)	516	53,55 EUR
100	Floodlight halogen (1000 W)	512	130,20 EUR
101	Spotlight halogen (40 W)	520	28,35 EUR
102	Mini spot for showcase (35 W)	510a	32,55 EUR
103	LED tape, L=0,5 m	–	49,35 EUR
104	LED tape, L=1 m	–	61,95 EUR
105	Plug socket 220 V (single under 1,0 kW)	504a	26,25 EUR
106	Plug socket 220 V (single up to 2,5 kW)	504b	45,15 EUR
107	Plug socket 220 V (power connector, up to 5 kW, 32 A)	504c	53,55 EUR
108	Plug socket 220 V (triple from 1,0 kW)	505a	35,70 EUR
109	Plug socket 220v (triple up to 2,5 kW)	505b	70,35 EUR
110	Plug socket 220v (single, 24-hour under 1,0 kW)	508a	45,15 EUR
111	Plug socket 220v (single, 24-hour up to 2,5 kW)	508b	90,30 EUR
112	Plug socket 220v (triple, 24-hour under 1,0 kW)	509a	70,35 EUR
113	Plug socket 220v (triple, 24-hour up to 2,5 kW)	509b	107,10 EUR
114	Plug socket 380v (power connector, 16 A, up to 10 kW)	506a	64,05 EUR
115	Plug socket 380v (power connector, 32 A, up to 20 kW), w/o switchboard	506b	124,95 EUR
116	Plug socket 380v (power connector, 63 A, up to 40 kW), w/o switchboard	506c	249,90 EUR
117	Rotating cube (1000 x 1000 x 1000) w/o logo	707a	143,85 EUR
118	Rotating ellipse H=1000, R=1000) w/o logo	707b	143,85 EUR
119	Electric switchboard 32A (without cable)	517a	147,00 EUR
120	Electric switchboard 63A (without cable)	517b	194,25 EUR
121	The rent of power cable: up to 15 lm	–	81,90 EUR
122	The rent of power cable: from 15 up to 25 lm	–	114,45 EUR
123	The rent of power cable: from 25 up to 35 lm	–	130,20 EUR
124	The rent of power cable: over 35 lm, each lm	–	4,83 EUR
125	Supply rail, per 1 lm	500	13,65 EUR
126	Floor cable-channel, per 1 lm	–	17,85 EUR
127	Cable laying 5×10 sq.mm, per 1 lm	–	21,00 EUR
128	Cable laying 5×25 sq.mm, per 1 lm	–	32,55 EUR
KITCHEN			
129	Refrigerator 200 litres (600x600x1600), with 24-hour socket	350	124,95 EUR
130	Refrigerator 280 litres (600x600x2000), with 24-hour socket	351	151,20 EUR
131	Coffee maker	370	45,15 EUR
132	Cooler (550 W) + bottle of water (19 litres)	338	130,20 EUR
133	Bottle of water for cooler (19 litres)	338a	32,55 EUR
134	Coffee machine (1,25 kW)	339	242,55 EUR

135	Kitchen unit (sink, 550x900x850)	600	214,20 EUR
	CARPET FLOORING		
136	Carpet flooring per 1 sq m with installation, w/o trim (with flameproof treatment)	281	17,85 EUR
137	Carpet covering, for 1 sq m, with covering and cutting (with fireproof processing)	282	23,10 EUR
138	Polyethylene film for a carpet, per 1 sq m	285	0,63 EUR
139	Laminated flooring board (with laying), for 1 sq m	284	from 26,25 EUR
140	Laying of laminated flooring board (material of the customer)	–	12,60 EUR
141	Artificial grass, per 1 sq m	–	from 36,75 EUR
142	Podium H=120...180 Mero modul, height adjustable, per 1 sq m	–	42,00 EUR
143	Podium with light H=200 (without a carpet covering), per 1 full and incomplete sq m	–	65,10 EUR
144	Podium H=32 (w/o carpet flooring), per complete and partial sq m	–	27,30 EUR
145	Podium H=200 (w/o carpet flooring), per complete and partial sq m	–	32,55 EUR
146	Podium H=500 (w/o carpet flooring), per complete and partial sq m	–	49,35 EUR
147	Podium H=800, 1100 (w/o carpet flooring), per complete and partial sq m	–	57,75 EUR
148	Metal angle bar for podium, per running meter	–	4,83 EUR
	COAT RACKS		
149	Movable hall stand Octanorm L=960, H=1600	703	45,15 EUR
150	Mobile coat rack L=1000, H=1040...1400	703i	45,15 EUR
151	Mobile coat rack L=660, H=1400	703w	45,15 EUR
152	Mobile coat rack double L=1350, H=1150	703s	80,85 EUR
153	Hanging rack per running meter	705	26,25 EUR
	STRUCTURE ELEMENTS		
154	Wall panel H=750/1100, W=1000	219	29,40 EUR
155	Wall panel H=750/1100, W=500	218	18,90 EUR
156	Wall panel radius H=1100, R=1000 (1/4 of circle)	217	35,70 EUR
157	Wall panel radius H=1100, R=500 (1/4 of circle)	216	29,40 EUR
158	Counter (octahedral support), H=1600 (d), 2070 (e), 2480 (f)	118	17,85 EUR
159	Counter (octahedral support), H=480 (a), 750 (b), 1100 (c)	118	7,88 EUR
160	Span H=70 (rectangular connection section), per running m	114	8,93 EUR
161	Span H=175 (rectangular connection section), per running m	115	17,01 EUR
162	Fascia panel hanging, H=300 per running m	116	10,92 EUR
163	Fascia panel insert, H=300 per running m	117	10,92 EUR
164	Glass Triplex 1000x1000 on spiders	–	29,40 EUR
165	Tritix module (Joker 1) per running m	–	17,82 EUR
166	Tritix module (Joker 2) per running m	–	50,40 EUR
167	Tritix module (Joker 4) per running m	–	82,95 EUR
168	Suspended modul of the system Alur, bearing truss, per 1 lm	–	21,00 EUR
169	Suspended modul of the system Alur, connection element, per 1 pcs	–	36,75 EUR
	STAND STRUCTURES MERO ADVANTEC AND MERO R8 PLUS		
170	Wall element Advantec 3000x1000	920	90,30 EUR
171	Wall element Advantec 3000x500	921	81,90 EUR
172	Wall element Advantec 3000x287	922a	73,50 EUR
173	Wall element Advantec 3000x623	922b	81,90 EUR
174	Wall element Advantec 3000x667	922c	81,90 EUR
175	Wall element Advantec 3000x700	922d	81,90 EUR
176	Wall element Advantec 1000x1000	919	57,75 EUR
177	Wall element Advantec 1000x500	920a	42,00 EUR
178	Lockable door Advantec 3000x1000 (doorset, door 2165)	921a	161,70 EUR

179	Lockable door Advantec, with glass, 3000x1000	945	242,55 EUR
180	Wall panel with glass Advantec 3000x1000 (glass 2090x810)	901	132,20 EUR
181	Wall panel with glass (glass 2090x810) and jalousie Advantec 3000x1000	902	161,70 EUR
182	Light beam Advantec, with busduct, per 1 lm	900	32,55 EUR
183	Wall shelf 1000x300 Advantec	980	42,00 EUR
184	Wall shelf 1800x300 Advantec	980a	73,50 EUR
185	Coat rack-console, L=1000 Advantec	705a	42,00 EUR
186	Information counter 1000×400, H=1100 (chipboard) Advantec	918	81,90 EUR
187	Upright R8 PLUS (tetrahedral profile 80x80) H=6060	813a	81,90 EUR
188	Upright R8 PLUS (tetrahedral profile 80x80) H=4960	813b	65,10 EUR
189	Upright R8 PLUS (tetrahedral profile 80x80) H=4000	813c	53,55 EUR
190	Upright R8 PLUS (tetrahedral profile 80x80) H=3000	813d	42,00 EUR
191	Upright R8 PLUS (tetrahedral profile 80x80) H=1960	813e	29,40 EUR
192	Upright R8 PLUS (tetrahedral profile 80x80) H=1000, H=1100	813f	16,80 EUR
193	Upright R8 PLUS (round profile R=80) H=3000	813g	42,00 EUR
194	Upright R8 PLUS (round profile R=80) H=1960	813h	29,40 EUR
195	Upright R8 PLUS (round profile R=80) H=1000	813i	15,75 EUR
196	Beam R8 PLUS (tetrahedral profile 80x80), per 1 lm	814	18,17 EUR
197	Information counter R8 PLUS, 500x1000, H=1100 (glass 1000x1000)	818	97,65 EUR
	STAND DECORATION		
198	Fascia name (max. 9 characters, 10 cm height)	104	53,55 EUR
199	Fascia additional character	104a	from 1,05 EUR
200	Fascia company logo (cost depending on number of colours and size)	105	from 70,35 EUR
201	Logo on other surfaces (cost depending on number of colours and size)	106	107,10 EUR
202	Covering with colour tape ORACAL, per 1 sq m	–	28,35 EUR
203	Covering with colour tape ORACAL Stripe (width up to 0,5 m), per running meter	–	17,85 EUR
204	Covering with customer's material, per sq m	–	26,25 EUR
205	Banner printing (with or without eyelets / pockets) 360 dpi, per 1 sq m	–	18,90 EUR
206	Banner printing (with or without eyelets / pockets) 720 dpi, per 1 sq m	–	28,35 EUR
207	Banner grid printing 360 dpi, per 1 sq m	–	17,85 EUR
208	Banner grid printing 720 dpi, per 1 sq m	–	27,30 EUR
209	Silk printing (thermal transfer), per 1 sq m	–	49,35 EUR
210	Full colour printing on ORAJET film, per sq m	–	57,75 EUR
	MATERIALS FOR NON-STANDARD STRUCTURES		
211	Polystyrene (4 mm), per 1 sq m	–	37,80 EUR
212	PVC (4 mm), per 1 sq m	–	26,25 EUR
213	Cellular polycarbonate (4 mm), per 1 sq m	–	29,40 EUR
214	Plexiglas transparent (4 mm), per 1 sq m	–	67,20 EUR
215	Plexiglas dairy (4 mm), per 1 sq m	–	80,85 EUR
216	Plexiglas colour (4 mm), per 1 sq m	–	103,95 EUR
217	Wood chipboard (16 mm), per sq m	–	29,40 EUR
218	Wood chipboard laminated (16 mm), per sq m	–	37,80 EUR
	OTHER		
219	Banner installation on structure (up to 5 m height) per sq m	–	9,66 EUR
220	Banner installation on guiding bars (up to 5 m height) per sq m	–	18,17 EUR
221	Banner guiding bars, per running m	–	3,68 EUR
222	Plastic clamps for banner installation, per running meter	–	2,42 EUR
223	Coat hanger, per 1 pcs.	–	1,58 EUR
224	Number, per 1 pcs.	–	0,79 EUR

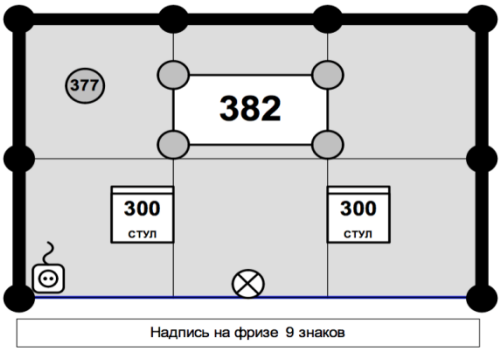
225	Artificial tree Fir, H=1500	–	161,70 EUR
THE AMOUNT OF COMPENSATION IN CASE OF LOSS/DAMAGE TO THE EQUIPMENT			
226	Coffee machine	–	52,50 EUR
227	Cooler	–	126,00 EUR
228	Bottle for cooler (19 litres)	–	15,75 EUR
229	Coffee grinder	–	157,50 EUR
230	Control board for Plazma panel, DVD-player, Televideo unit, per 1 pcs.	–	52,50 EUR
231	Key from the door / doorlock with key from sliding doors	–	15,75 EUR

A2 – STANDARD STAND SPECIFICATION*

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

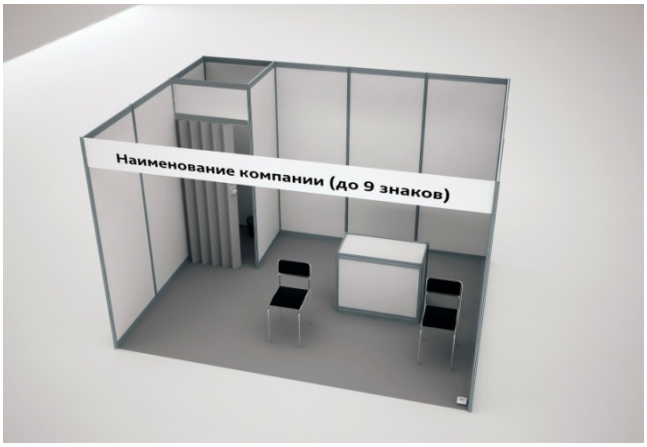
* Should you wish to book a standard stand of space exceeding 71 sq m please contact the Management office for the stand specification.

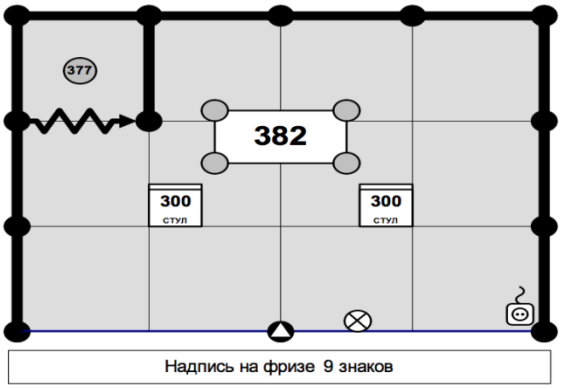
SPACE 6-11 sq m



Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	2
Display table	382	1
Spotlight	510	1
Plug socket 1 kW	504	1
Waste basket	377	1

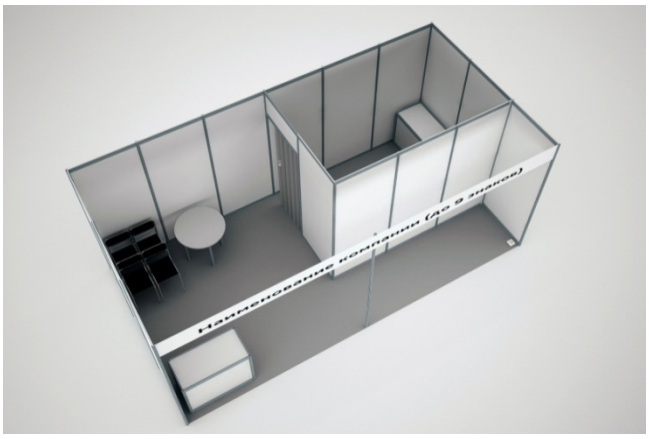
SPACE 12-17 sq m

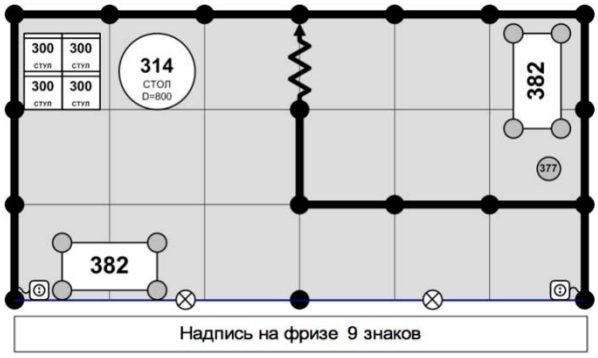




Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	2
Display table	382	1
Spotlight	510	1
Plug socket 1 kW	504	1
Door	240a	1
Wall panel (office)	220	1
Waste basket	377	1

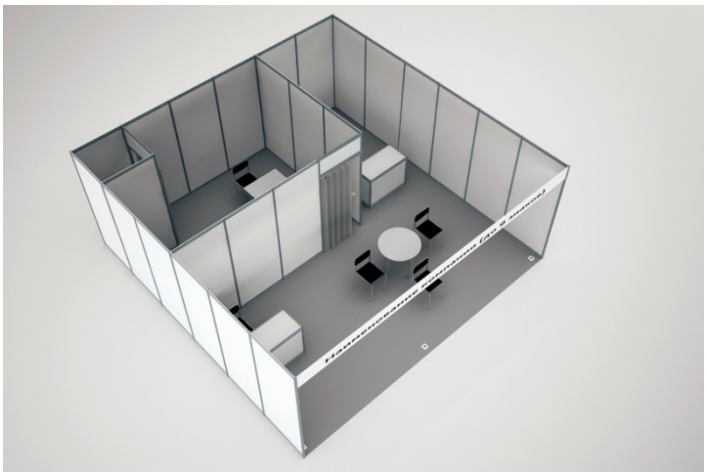
SPACE 18-35 sq m

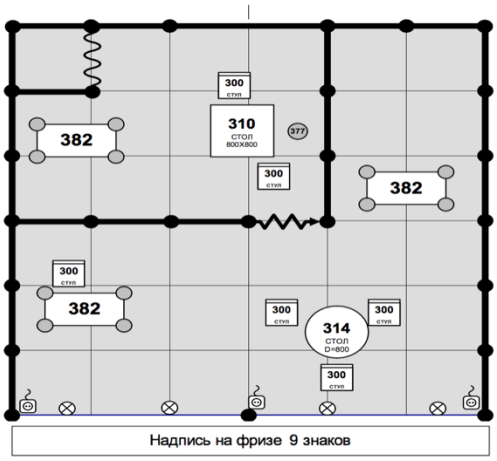




Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	4
Display table	382	2
Spotlight	510	2
Plug socket 1 kW	504	2
Door	240a	1
Wall panel (office)	220	4
Table	310/314	1
Waste basket	377	1

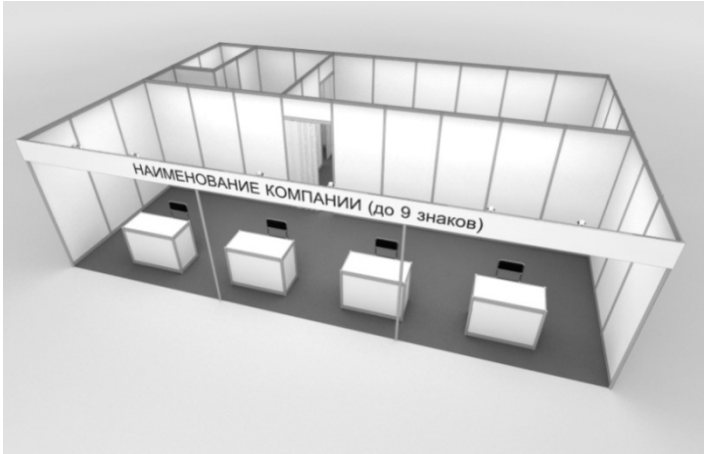
SPACE 36-53 sq m

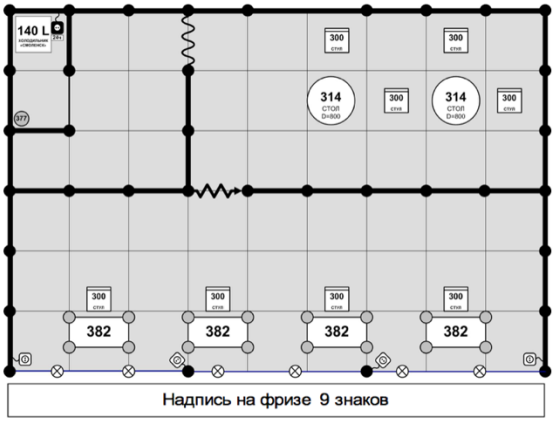




Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	6
Display table	382	3
Spotlight	510	4
Plug socket 1 kW	504	3
Door	240a	1
Curtain	242	1
Wall panel (office)	220	7
Table	310/314	2
Waste basket	377	1

SPACE 54-71 sq m





Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	8
Display table	382	4
Spotlight	510	6
Plug socket 1 kW	504	4
Door	240a	1
Curtain	242	1
Wall panel (office)	220	12
Table	310/314	2
Refrigerator with 24 hours plug socket	350	1
Waste basket	377	1

FORM 1 – STANDARD STAND LAYOUT

International exhibition
of automotive industry
InterAuto

Company _____ Contract _____

Company name as contracted

Pavilion _____ Hall _____ Stand _____ Space _____

Submit before 02/07/2018

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

STAND FASCIA COMPANY NAME

(complete in block letters, 9 characters are included into space cost)

Free									1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

16	17	18	19	20	21	22	23	24															

Stand configuration	Fascia name colour*	Carpet flooring colour
☐ Inline (one side open)	☐ Black	☐ Black
☐ Corner (two sides open)	☐ Blue	☐ Blue
☐ Peninsular (three sides open)	☐ Grey	☐ Grey
☐ Island (four sides open)	☐ Green	☐ Green
	☐ Red	☐ Red

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

Indications on the layout		
Plug sockets	E	
Plug sockets (operating 24 hours)	E24	
Water connection	P	
Spotlights	L	
Voltage	☐ 220 V	☐ 380 V
Wall panel	●———	
Fascia	◆- - - - - - - -	

Full name _____ Date _____

Job title _____ Signature _____

Phone _____

Stamp

Return completed FORM 1 to:
taran@crocus-off.ru

Artem Taran
+7 (910) 490-4891

FORM 2 – ADDITIONAL EQUIPMENT FOR STANDARD EQUIPPED STAND

International exhibition of automotive industry InterAuto

To Contract _____ dated _____

Company name as contracted _____

Pavilion _____ Hall _____ Stand _____ Space _____

Submit before 02/07/2018

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

	Description	Code	Price, EUR VAT incl.	Quantity	Total
1.					0,00
2.					0,00
3.					0,00
4.					0,00
5.					0,00
6.					0,00
7.					0,00
8.					0,00
9.					0,00
10.					0,00
11.					0,00
12.					0,00
13.					0,00
14.					0,00
			TOTAL:		0,00

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

Value spelled out

ORGANISER

Full name _____ Signature

Date _____ Stamp

EXHIBITOR

Full name _____ Signature

Date _____ Stamp

Return completed FORM 2 to: taran@crocus-off.ru
Artem Taran, +7 (910) 490-4891

FORM 3 – LETTER FOR EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL

International exhibition
of automotive industry
InterAuto

To be submitted in triplicate:
One copy is left at the Service centre;
The 2nd copy is left with the security guard at loading gates;
The 3rd copy is kept by Exhibitor till departure to obtain a removal authorization.

Company

Company name as contracted

Pavilion | Hall | Stand

EQUIPMENT LIST:

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

Full name

Job title

Phone

Date

Signature

Stamp

To be completed by Crocus Expo employees:

ENTRY	REMOVAL

FORM 4 – LETTER FOR BUILDER PASSES

valid for build up and dismantling periods

International exhibition
of automotive industry
InterAuto

To be submitted to the Service centre

Company

Company name as contracted

Pavilion | Hall | Stand

	List of stand attendants and installers during build up and dismantling periods
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Full name

Job title

Phone

Date

Signature

Stamp