

International exhibition of automotive industry
InterAuto

August 23-26, 2017
Crocus Expo, Pavilion 1



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

BASIC RULES AND RESTRICTIONS

BASIC RULES

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

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

period. Badges are issued at the Service centre.

TRADE AT THE EXHIBITION

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

PAYMENT AND PAPER WORK

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

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

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

DAMAGE TO PROPERTY AND COMPENSATION

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

EXPOSITION

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

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

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

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

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

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

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

the unclaimed area at discretion.

EXPOSITION BUILDUP

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

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

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

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

EXPOSITION DISMANTLING

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

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

EXTENSION OF BUILDUP/DISMANTLING PERIODS

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

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

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

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

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

SECURITY

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

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

ADVERTISING MATERIALS

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

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

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

LABOUR SAFETY AND FIRE SAFETY RULES AND REGULATIONS

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

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

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

In the Exhibition centre premises it is strongly prohibited to:



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

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

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

demonstrate exhibits applying open flame;

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



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

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

install and use tanks with fuel gases;

use pressure tanks without engineering certification;



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



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

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

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

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

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



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



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

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

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



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

OFFICIAL EXHIBITOR MANUAL EXHIBITION TIME SCHEDULE

BUILDUP			
August 19	SA	08:00 – 20:00	Stands buildup (space only stands) ^{1,2}
August 20	SU	08:00 – 20:00	Stands buildup (space only stands and outdoor area) ^{1,2}
August 21	MO	08:00 – 20:00	Stands buildup (space only stands and outdoor area) ^{1,2}
August 22	TU	08:00 – 20:00	Stands buildup (including standard equipped stands) ^{1,2}
		17:00	Cargo (exhibits) to be delivered and unpacked
August 23	WE	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 23	WE	08:00 – 20:00	Pavilion opening hours ⁴
		10:00 – 18:00	Exhibition opening hours for visitors
August 24	TH	08:00 – 20:00	Pavilion opening hours ⁴
		10:00 – 18:00	Exhibition opening hours for visitors
August 25	FR	08:00 – 20:00	Pavilion opening hours ⁴
		10:00 – 18:00	Exhibition opening hours for visitors
August 26	SA	08:00 – 20:00	Pavilion opening hours ⁴
		10:00 – 16:00	Exhibition opening hours for visitors
DISMANTLING			
August 26	SA	16:00 – 20:00	Vehicle arrival to Handling operations area for exhibits removal
		20:00	Equipped standard stands to be cleared out ⁵
August 27	SU	08:00 – 20:00	Stands dismantling
August 28	MO	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 23, 2017 shall be deemed vacant. Please advise in writing if you cannot occupy your stand by this time.
4. Admittance to the pavilion only by Exhibitor badges. It is prohibited to carry out installation works at stands, buildup passes are invalid. The Exhibitor bears responsibility for stand exhibits security 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 Basic requirements while running events in Crocus Expo IEC).

CROCUS EXPO INTERNATIONAL EXHIBITION CENTRE



Конференц-залы / Conference halls

1^й павильон / Pavilion 1
1^й этаж / Level 1
Конференц-залы 1, 2, 3, 4

2^й павильон / Pavilion 2
1^й этаж / Level 1
Конференц-залы A, B, C, D, E, F, G

3^й этаж / Level 3
Конференц-залы «Синий», «Красный»
Conference halls Blue, Red

Обозначения / Legend

-  Переход между павильонами
Passageway between pavilions
-  Ресторанный дворик
Foodcourt
-  Туалет
WC
-  Парковка
Parking



— 65-66 км МКАД / 65-66 km of MKAD —

OFFICIAL EXHIBITOR MANUAL
EXHIBITION HALLS TECHNICAL SPECIFICATION
PAVILION 1

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

	Hall 1	Hall 2	Hall 3	Hall 4
Space	4 730 m ²	4 338 m ²	8 407 m ²	10 750 m ²
Maximum floor load capacity ¹	20 τ / m ²	20 τ / m ²	20 τ / m ²	20 τ / m ²
¹ For distributed load. Maximum localized load is defined depending on bearings quantity and size and total exhibit (stand) weight.				
Height to ceiling beams	9 m ²	9 m	9 m	9 m
Maximum stand height	7,5 m ²	7,5 m	7,5 m	7,5 m
² For maximum height under balconies and passageways refer to hall layout.				
Number of loading gates ³	3	3	3	5
Loading gate number	1, 2, 3	13, 14, 15	10, 11, 12	4, 5, 6, 7, 7a
Maximum cargo size moved via loading gates				
height	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m
width	4,0 (4,9) m	4,0 (4,9) m	4,0 (4,9) m	4,0 (4,9) m
³ For location and size of loading gates refer to hall layout.				
Maximum cargo size moved via folding gates between halls ⁴				
height	5,8 m	5,8 m	5,8 m	5,8 m
width	5,0 m	5,0 m	5,0 m	5,0 m
⁴ For location and size of folding gates between halls refer to hall layout.				
Maximum ceiling beams loading capacity for suspended structures				
per point of suspension	250 kg	250 kg	250 kg	250 kg
per a beam	900 kg	900 kg	900 kg	900 kg
Connection via hatches ⁵				
standard voltage 220/380 V ⁶	yes	yes	yes	yes
water supply	yes	yes	yes	yes
compressed air mains	yes	yes	yes	yes
⁵ For location of hatches refer to hall layout. ⁶ Electricity connections can be made to electricity switchboards located on hall pillars and walls.				
Number of conference halls/meeting rooms	4 / 4			

The General Builder carries out installation of standard equipped stands.

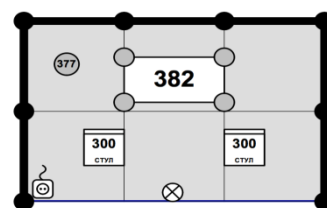
Standard equipped stand is a space equipped with the standard exhibition structures of light aluminum and plastic panels installed on the carpet flooring. The stand includes a standard set of furniture, electrical equipment and fascia with company name in accordance with approved specification and contracted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

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

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

FORM 1 COMPLETION RULES

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



Equipment not indicated on the layout
will not be provided!



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

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



Please contact the Management office if ordered equipment is missing.



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



NOTE! Exhibitors booked STANDARD EQUIPPED STAND cannot change the space application to UNEQUIPPED STAND (space only) after July 1, 2017.

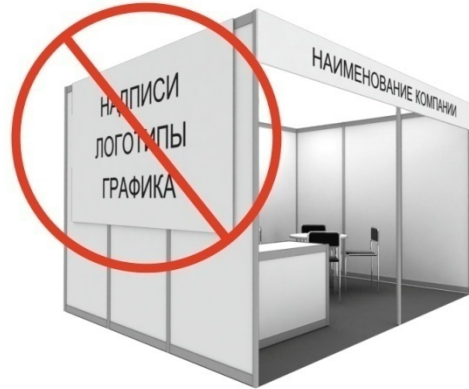
The Exhibitor shall deposit and receive at the General Builder representative keys from doors of the stand office and locks with keys from showcases (if showcases have been ordered) on the last day of the buildup period.

OFFICIAL EXHIBITOR MANUAL TECHNICAL REQUIREMENTS TO STANDARD STAND DECORATION



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

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



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



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



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



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



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

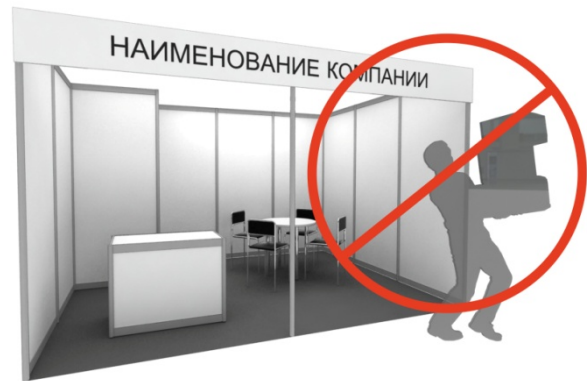


It is prohibited to make unauthorized pasting of wall panels, to use adhesive tape and other self-adhesive materials when decorating wall panels with information and advertizing production; it is prohibited to use staplers for fastening of advertizing and other materials; it is prohibited to perform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



It is prohibited to perform at the stand any electric installation work not approved by the General builder including replacement of bulbs and installation of own lighting fixtures. It is prohibited to install extra lighting or mobile structures with own electric chains. It is allowed only if approved by the General builder.

It is prohibited to use chairs as stepladders.



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



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

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

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

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

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 Basic requirements while running events in Crocus Expo IEC accordingly.

ADVERTISING

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

CATERING

Official Crocus Expo catering partners – Backstage Catering and Sucre Bankeйт – 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
6-12 m ²	4	5
13-20 m ²	6	7
21-35 m ²	8	10
36-50 m ²	12	15
51-80 m ²	16	20
81-100 m ²	20	25
101-200 m ²	30	30
Extra badge/invitation	24,00/3,00 EUR	

PASSES FOR BUILDERS AND STAND ATTENDANTS



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

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

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

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

PROCEDURE OF EXHIBITS AND EQUIPMENT ENTRY AND REMOVAL



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

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

Entry to Handling operations area is allowed only by pass.



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

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

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

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

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

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	shkambarniy@crocus-off.ru
	Elena Guskova	Manager	+7 (495) 727-26-31	guskova@crocus-off.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	norman@crocus-off.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	shemanina@crocus-off.ru
	Lika Aleksanian	Senior manager		lika@crocus-off.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
	Vasily Sobchenko	Specialist	+7 (495) 938-06-73 Cell phone: +7 (916) 547-07-25	y_sobchenko@crocusnet.ru

BUILEXPO LLC – CROCUS EXPO GENERAL BUILDER

Description	Location	Contact person	Job title	Phone	E-mail
Department of audiovisual equipment and telecommunications					
Sound amplifiers, audio and video equipment, projectors for installation in specialized Crocus Expo premises and the Exhibitor's stands		Mikhail Edidovich	Head of the department	+7 (495) 727-26-15 Cell phone: +7 (925) 488-53-60	edid@crocus-off.ru
Maintenance department					
Electrical and sanitary ware works, compressed air supply, electrical equipment for rent, electrical mounting	Pavilion 1, 1 st floor, office 115	Alexei Doronenko	Chief electrician	+7 (495) 727-24-38	ote@buildexpo.ru
Department of technical documentation inspection					
Inspection and approval of technical documentation for contracted builders, control of technical documentation of electric wiring executed by contracted builders, services related to static design, electrical laboratory, fire safety services, hoisting tackle for rent	Pavilion 1, 1 st floor, office 119	Moscow companies: Andrey Meshkov	Head of electrical laboratory and fire safety system	+7 (495) 727-26-71	ingener@buildexpo.ru
	Pavilion 1, 1 st 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, 1 st floor, office 119	Vladimir Samokhin	Engineering manager	+7 (495) 727-26-71	
Stand decoration department					
Large format printing	Pavilion 1, 1 st 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, 2 nd floor, office A24	Olga Sherstiuk	Head of the department	+7 (495) 223-42-08	sales@buildexpo.ru o.vurushich@buildexpo.ru olga@buildexpo.ru
Accounting					
Acceptance documents, pay desk	Pavilion 1, 1 st 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 Bankeйт	+7 (925) 544-70-45, +7 (925) 508-60-06	crocus-banquet@mail.ru , sucre.banquet@gmail.com

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

№	Description	Code	Price per unit (VAT incl.)
STAND STRUCTURE			
1	Wall element 1000x2500	220	35,00 EUR
2	Wall element 500x2500	221	28,00 EUR
3	Wall element 250x2500	221a	24,00 EUR
4	Wall element bow-shaped R=1000 H=2500 (1/4 circle)	222	108,00 EUR
5	Wall element bow-shaped R=500 H=2500 (1/4 circle)	223	55,00 EUR
6	Wall element 1400x2500 (diagonal 1x1 m)	226	108,00 EUR
7	Wall element 700x2500 (diagonal 0,5x0,5 m)	224	35,00 EUR
8	Wall element 400x2500 (diagonal for door installation angularly 45°)	227	28,00 EUR
9	Wall element 1000x2500 with glass	403	140,00 EUR
10	Wall element 1000x2500 with glass (glass 1000x1260)	401	70,00 EUR
11	Wall element 500x2500 with glass (glass 500x1260)	402	55,00 EUR
12	Wall element 1000x2500, laminated MDF	228	106,00 EUR
13	Wall element 1400x2500, laminated MDF (diagonal 1x1 m)	229	140,00 EUR
14	Econom element 1000x2500	225	116,00 EUR
15	Folding door, lockable 1000x2500, plastic	240a	62,00 EUR
16	Folding door, lockable 1000x2500, artificial leather, enhanced lock	240b	93,00 EUR
17	Hinged door, lockable 1000x2500	241	93,00 EUR
18	Hinged glass door, lockable 1000x2500	245	119,00 EUR
19	Curtain (office curtain) 1000x2500	242	28,00 EUR
20	Wall height extension by 500mm, per running meter	–	16,00 EUR
21	Wall height extension by 750mm, per running meter	–	21,00 EUR
22	Wall height extension by 1100mm, per running meter	–	26,00 EUR
23	Wall height extension by 2500mm, per running meter	–	35,00 EUR
24	Ceiling panel 1000x1000 elements H=70, H=175, per sq m	250	16,00 EUR
25	Ceiling lattice 1000x1000 w/o ceiling panel, per sq m	260	16,00 EUR
26	Barrier H=500 (a), H=800 (b), H=1100(c) per piece	267	12,00 EUR
27	Plastic chain per running meter	280	6,30 EUR
FURNITURE			
28	Chair	300	14,00 EUR
29	Conference chair	303	20,00 EUR
30	Bar stool	306	24,00 EUR
31	Table 800x800	310	35,00 EUR
32	Round table (D=800)	314	35,00 EUR
33	Table 800x1200	315	42,00 EUR
34	Bar table, D=600, H=1200	316a	51,00 EUR
35	Bar table, D=600, H=800	316b	51,00 EUR
36	Table round glass D=800	314a	51,00 EUR
36	Armchair, single, artificial leather, 870x820x860 (black, white)	333	101,00 EUR
38	Sofa, double, artificial leather, 1460x820x860 (black, white)	334	247,00 EUR
39	Coffee table, glass, 900x550, H=400	335	169,00 EUR
40	Coffee table, glass, D=800, H=495	336	169,00 EUR
41	Display table/podium 500x1000, H=500/800, modular	382	28,00 EUR
42	Display table/podium 1000x1000, H=500/800, modular	384	47,00 EUR
INFO COUNTERS, ARCHIVAL CABINETS			
43	Info counter 500x1000, H=1100	318	51,00 EUR
44	Info counter 500x1000, H=1100 with narrow top shelf	319	51,00 EUR
45	Info counter radius angular 500x500, R=500, H=1100	318r	51,00 EUR
46	Info counter radius R1=500, R2=1000, H=1100	708	108,00 EUR

47	Info counter radius R=1000, H=1100	709	78,00 EUR
48	TV stand 500x500, H=800 (modular)	388a	34,00 EUR
49	TV stand 500x500, H=1100 (modular)	388b	43,00 EUR
50	Archival cabinet 500x1000, H=1100 with doors 645x500	317	61,00 EUR
51	Archival cabinet 500x1000, H=800 with doors 645x500	320	51,00 EUR
52	Archival cabinet 500x1000, H=1100) with doors 950x500	321	61,00 EUR
SHOW CASES			
53	Glass show-case 500x1000, H=1100	394	86,00 EUR
54	Glass show-case 500x500, H=1100	394a	70,00 EUR
55	Glass show-case 500x500, R=500, H=1100	394ar	86,00 EUR
56	Glass show-case radius H=1100, R=1000	394r	102,00 EUR
57	Glass show-case 500x1000, H=2000 with 2 glass shelves	396	102,00 EUR
58	Glass show-case 500x1000, H=2500 with lighting and 2 glass shelves	398	113,00 EUR
59	Glass show-case 500x1000, H=2500 with lighting and 2 glass shelves	398a	95,00 EUR
60	Glass show-case 500x500 with lighting, R=500, H=2500 and 2 glass shelves	398ar	113,00 EUR
61	Glass show-case 500x1000 with lighting, h=2500, lower curtains and 2 glass shelves	398sh	129,00 EUR
62	Glass show-case radius R=1000, H=2500 with lighting	399	231,00 EUR
63	Glass show-case radius round R=1000, H=2500	400	308,00 EUR
64	Curtains for show-cases 396, 398, podiums 382, 384, info counters 318, 319	113	17,00 EUR
SHELVES STAND			
65	5-shelves stand 300x1000, H=2070	340	35,00 EUR
66	5-shelves stand 500x1000, H=2070	701	51,00 EUR
67	5-shelves stand 1000x1000, H=2070	702	67,00 EUR
68	Stand movable 500x1000 , H=1600	740	67,00 EUR
69	Wall shelf 1000x300	380	17,00 EUR
70	Sloping wall shelf 1000x300, slope angle of 45 degree	381	27,00 EUR
71	Wall grating 1500x800, cell 50x50, w/o hooks	375	51,00 EUR
72	Euro panel with perforation 955x2000, w/o hooks, mounted	376a	55,00 EUR
73	Euro panel with perforation 955x1000, w/o hooks, mounted	376b	40,00 EUR
74	Book stand – prospect holder (stand alone)	324	27,00 EUR
75	Additional glass shelf (500x500, 500x1000) to showcase 398, 398a	111a	16,20 EUR
76	Additional glass shelf (R inside=500, R outside=1000) to showcase 399	111b	26,00 EUR
77	Additional glass shelf R=1000 to showcase 400	111c	35,00 EUR
78	Hook S-shape L50 (for wall grating)	378a	2,30 EUR
79	Hook S-shape L70 (for span)	378b	2,30 EUR
OFFICE			
80	Wall mirror Octanorm 1440x580	330a	27,00 EUR
81	Floor mirror 1240x440	330m	36,00 EUR
82	Clothes rack (overhanging)	331	10,40 EUR
83	Floor clothes rack	332	43,00 EUR
84	Waste basket	377	2,30 EUR
ELECTRICAL EQUIPMENT			
85	Spotlight (75 W)	510	20,00 EUR
86	Spotlight metal halogen (70 W)	511	41,00 EUR
87	Spotlight halogen (75 W)	515	31,00 EUR
88	Floodlight halogen (300 W)	513	51,00 EUR
89	Floodlight metal-halide (150 W)	514	86,00 EUR
90	Lamp halogen bar mounted (150 W)	516	51,00 EUR
91	Floodlight halogen (1000 W)	512	124,00 EUR
92	Spotlight halogen (40 W)	520	27,00 EUR
93	Mini spot for showcase (35 W)	510a	31,00 EUR
94	Plug socket 220 V (single under 1,0 kW)	504a	25,00 EUR
95	Plug socket 220 V (single up to 2,5 kW)	504b	43,00 EUR
96	Plug socket 220 V (power connector, up to 5 kW, 32 A)	504c	51,00 EUR

97	Plug socket 220 V (triple from 1,0 kW)	505a	34,00 EUR
98	Plug socket 220v (triple up to 2,5 kW)	505b	67,00 EUR
99	Plug socket 220v (single, 24-hour under 1,0 kW)	508a	43,00 EUR
100	Plug socket 220v (single, 24-hour up to 2,5 kW)	508b	86,00 EUR
101	Plug socket 220v (triple, 24-hour under 1,0 kW)	509a	67,00 EUR
102	Plug socket 220v (triple, 24-hour up to 2,5 kW)	509b	102,00 EUR
103	Plug socket 380v (power connector, 16 A, up to 10 kW)	506a	61,00 EUR
104	Plug socket 380v (power connector, 32 A, up to 20 kW), w/o switchboard	506b	119,00 EUR
105	Plug socket 380v (power connector, 63 A, up to 40 kW), w/o switchboard	506c	238,00 EUR
106	Rotating cube (1000 x 1000 x 1000) w/o logo	707a	137,00 EUR
107	Rotating ellipse H=1000, R=1000) w/o logo	707b	137,00 EUR
KITCHEN			
108	Refrigerator 200 l (600x600x1600) with 24 hours plug socket	350	119,00 EUR
109	Water dispenser + 1 water container (19 l), 550 W	338	124,00 EUR
110	Water container, 19 l	338a	31,00 EUR
CARPET FLOORING			
111	Carpet flooring per 1 sq m with installation, w/o trim (with flameproof treatment)	281	17,00 EUR
112	Podium H=32 (w/o carpet flooring), per complete and partial sq m	–	26,00 EUR
113	Podium H=200 (w/o carpet flooring), per complete and partial sq m	–	31,00 EUR
114	Podium H=500 (w/o carpet flooring), per complete and partial sq m	–	47,00 EUR
115	Podium H=800, 1100 (w/o carpet flooring), per complete and partial sq m	–	55,00 EUR
116	Metal angle bar for podium, per running meter	–	4,60 EUR
COAT RACKS			
117	Movable hall stand Octanorm L=960, H=1600	703	43,00 EUR
118	Hanging rack per running meter	705	25,00 EUR
STRUCTURE ELEMENTS			
119	Wall panel H=750/1100, W=1000	219	28,00 EUR
120	Wall panel H=750/1100, W=500	218	18,00 EUR
121	Wall panel radius H=1100, R=1000 (1/4 of circle)	217	34,00 EUR
122	Wall panel radius H=1100, R=500 (1/4 of circle)	216	28,00 EUR
123	Counter (octahedral support), H=1600 (d), 2070 (e), 2480 (f)	118	17,00 EUR
124	Counter (octahedral support), H=480 (a), 750 (b), 1100 (c)	118	7,50 EUR
125	Span H=70 (rectangular connection section), per running m	114	8,50 EUR
126	Span H=175 (rectangular connection section), per running m	115	16,20 EUR
127	Fascia panel hanging, H=300 per running m	116	10,40 EUR
128	Fascia panel insert, H=300 per running m	117	10,40 EUR
129	Tritix module (Joker 1) per running m	–	17,00 EUR
130	Tritix module (Joker 2) per running m	–	48,00 EUR
131	Tritix module (Joker 4) per running m	–	79,00 EUR
STAND DECORATION			
132	Fascia name (max. 9 characters, 10 cm height)	104	51,00 EUR
133	Fascia additional character	104a	from 1,00 EUR
134	Fascia company logo (cost depending on number of colours and size)	105	from 67,00 EUR
135	Logo on other surfaces (cost depending on number of colours and size)	106	102,00 EUR
136	Covering with colour tape ORACAL, per 1 sq m	–	27,00 EUR
137	Covering with colour tape ORACAL Stripe (width up to 0,5 m), per running meter	–	17,00 EUR
138	Covering with customer's material, per sq m	–	25,00 EUR
139	Banner printing (with eyelets and pockets), 360 dpi, per sq m	–	18,00 EUR
140	Full colour printing on ORAJET film, per sq m	–	55,00 EUR
MATERIALS FOR NON-STANDARD STRUCTURES			
141	Wood chipboard (16 mm), per sq m	–	28,00 EUR
142	Wood chipboard laminated (16 mm), per sq m	–	36,00 EUR
OTHER			
143	Banner installation on structure (up to 5 m height) per sq m	–	9,20 EUR

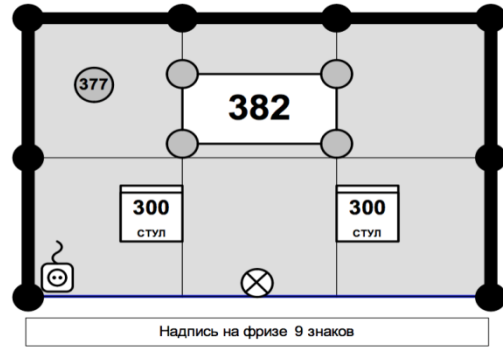
144	Banner installation on guiding bars (up to 5 m height) per sq m	–	17,30 EUR
145	Banner guiding bars, per running m	–	3,50 EUR
146	Plastic clamps for banner installation, per running meter	–	2,30 EUR
147	Fire alarm detector installation (installation, adjustment, dismantling), per pc	–	101,00 EUR

OFFICIAL EXHIBITOR MANUAL A2 – STANDARD STAND SPECIFICATION*

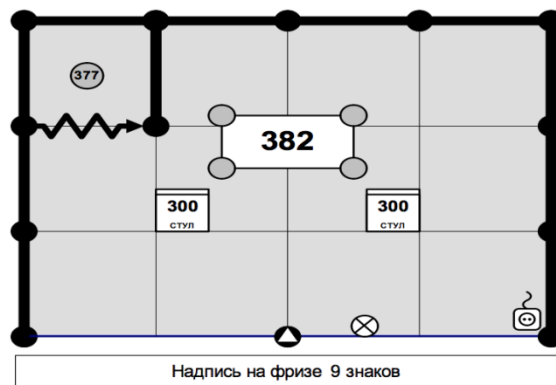
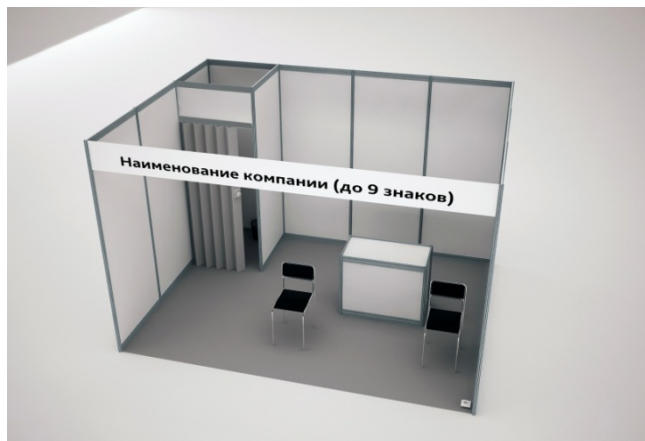
Standard stand specification specifies standard set of equipment included into the cost.

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

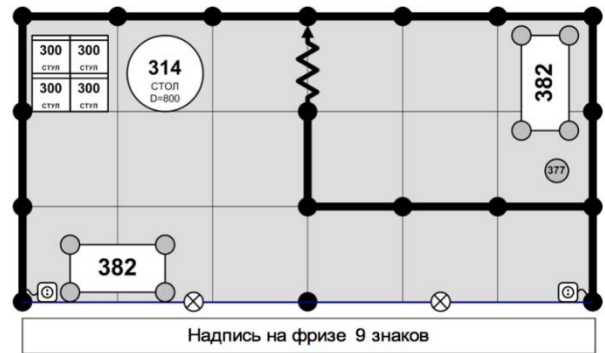
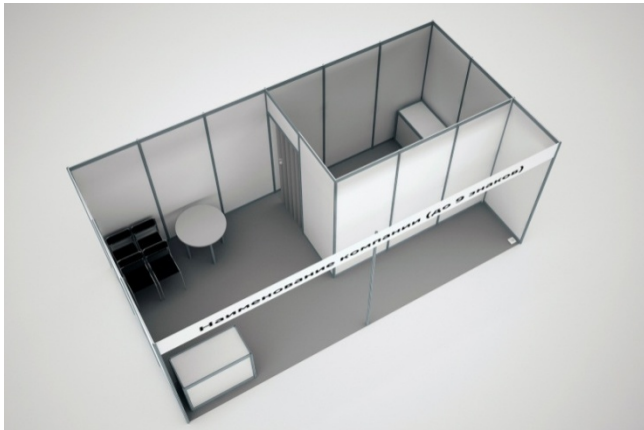
SPACE 6-11 sq m



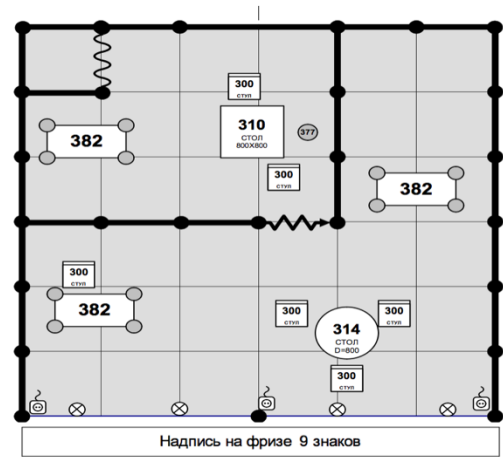
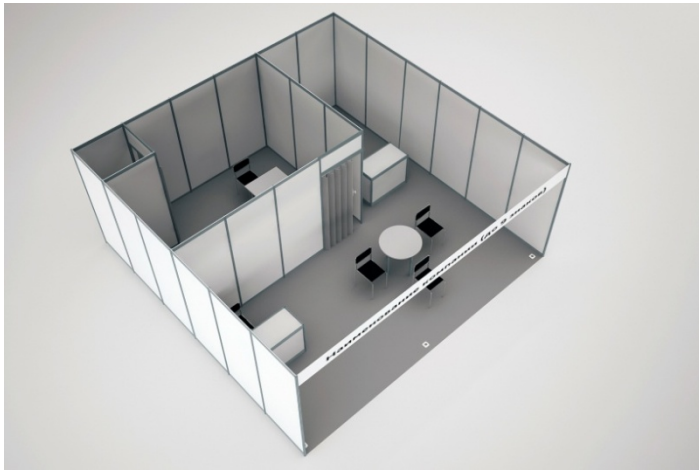
Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	2
Display table	382	1
Spotlight	510	1
Plug socket 1 kW	504	1
Waste basket	377	1



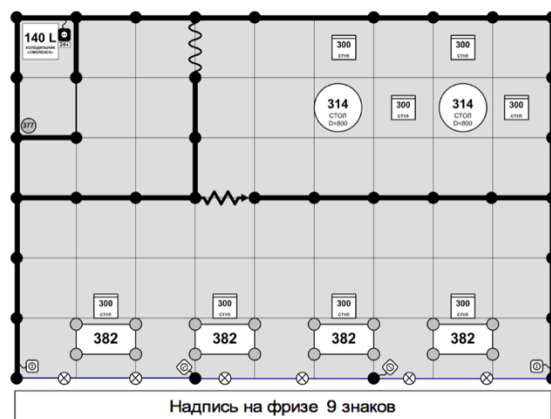
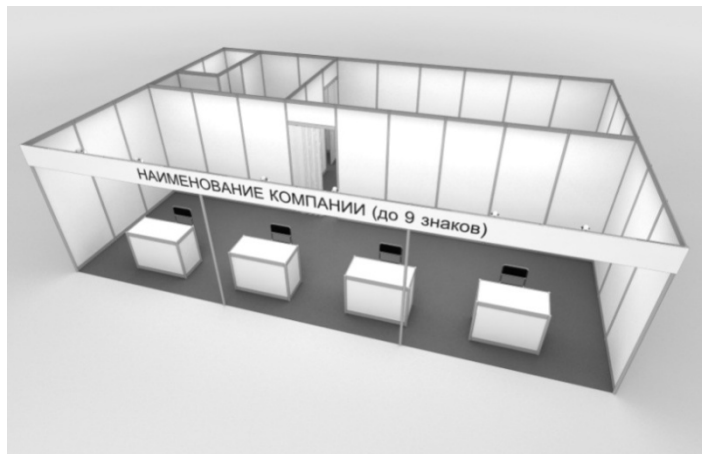
Description	Code	Quantity (pc)
Perimeter walls		
Carpet flooring		
Fascia, company name (9 characters)		
Chair	300	2
Display table	382	1
Spotlight	510	1
Plug socket 1 kW	504	1
Door	240a	1
Wall panel (office)	220	1
Waste basket	377	1



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



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



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 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
01/07/2017

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

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

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

Value spelled out

ORGANISER

Full name

Date

Signature

Stamp

EXHIBITOR

Full name

Date

Signature

Stamp



Return completed FORM 2 to: 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 Date
 Job title Signature
 Phone Stamp 

To be completed by Crocus Expo employees:

ENTRY	REMOVAL

FORM 4 – LETTER FOR BUILDER PASSES

valid for build up and dismantling periods

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.	
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20.	

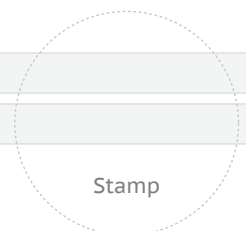
Full name

Date

Job title

Signature

Phone



Stamp