[](https://www.agroprodmash-expo.ru/en/)

**EXHIBITOR MANUAL**

**AGROPRODMASH'2021**

**Dear exhibitor,**

Thank You for participating in the 26th Anniversary International Exhibition for Equipment, Technologies, Raw Materials and Ingredients for the Food Processing Industry – **AGROPRODMASH'2021** and welcome to the exhibition.This **Exhibitor Manual** will help you to prepare for the event.

Please do not hesitate to ask us any questions that may arise during the preparations.

Expocentre, as an event organizer, is fully committed to make your participation a success.

**We wish you every success at the exhibition!**

**Best regards,**

**Expocentre** [**http://www.agroprodmash-expo.ru/en/**](http://www.agroprodmash-expo.ru/en/)

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**We are glad to inform you that a personal account has been created for the convenience of the exhibition participants. Personal account website -** [***https://lk.expocentr.ru***](https://lk.expocentr.ru/?utm_source=expocentr&utm_medium=refferal&utm_campaign=rukovodstvo_exh)

[***Instruction for using personal account***](https://lk.expocentr.ru/static/dist/docs/account_instruction_en.pdf)

***Now you can:***

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| http://old.expocentr.ru/electronicmes/_2019/20190408_expocentr_lk/images/i-1-w76.png |  | |  |  | | --- | --- | | 1. | Issue online: | |  | Exhibitor passes; | |  | One-time vehicle passes; | |  | Work and service passes (for exhibitors-self-builders, construction and installation companies). | | 2. | Print out passes on your computer and enter Expocentre Fairgrounds through the Western, Southern or Northern entrances from the first day of the exhibition mounting without registration at Service Bureau. | |
| http://old.expocentr.ru/electronicmes/_2019/20190408_expocentr_lk/images/i-2-w64.png |

**COVID-19. Recomendations**

EXPOCENTRE is taking a number of measures to prevent the spread of a new coronavirus infection (COVID-19) at exhibitions.

**We kindly ask you to read the summary recommendations for the exhibitor to carry out preventive measures during the exhibition activities and stick to them in order to prevent the spread of a new coronavirus infection (COVID-19). The brief recommendations were prepared on the basis of the Methodological Recommendations MR 3.1/2.1 0198-20 of 26.06.2020 of the Federal Service for Surveillance on Consumer Rights Protection and Human Wellbeing,** [**see more details >>**](https://www.agroprodmash-expo.ru/common/img/uploaded/exhibitions/agroprodmash/doc_2020/COVID19_Exhibitor_recommendations_eng.pdf)**.**

**Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Telephone** | **E-mail** |
| **Project Managers** | Mr. Sergei Voronin | +7 (499) 795-37-23 | [voronin@expocentr.ru](mailto:voronin@expocentr.ru) |
| Mr. Aleksei Zemskov | +7 (499) 795-29-89 | [zemskov@expocentr.ru](mailto:zemskov@expocentr.ru) |
| Ms. Julia Sotskova | +7 (499) 795-41-26 | [sotskova@expocentr.ru](mailto:sotskova@expocentr.ru) |
| Ms. Tatiana Fedorova | +7 (499) 795-27-96 | [fedorovatu@expocentr.ru](mailto:fedorovatu@expocentr.ru) |
| Ms. Julia Shevchuk | +7 (499) 795-26-46 | [ys@expocentr.ru](mailto:ys@expocentr.ru) |
| Ms. Ekaterina Maslukova | +7 (499) 795-38-49 | [maslukova@expocentr.ru](mailto:maslukova@expocentr.ru) |
| Ms. Daria Tolkacheva | +7 (499) 795-41-25 | [tolkacheva@expocentr.ru](mailto:tolkacheva@expocentr.ru) |
| **Business program coordinator & Brand Manager** | Ms. Olga Uglova | +7 (499) 795-41-24 | [uglova@expocentr.ru](mailto:Uglova@expocentr.ru) |
| **Accountant** | Ms. Anna Avanesova | +7 (499) 795-25-63 | avanesova@expocentr.ru |
| **Engineer of installation/**  **dismantle** | Mr. Andrei Veys | +7 (499) 795-37-51 | [ito@expocentr.ru](mailto:ito@expocentr.ru);  [veys@expocentr.ru](mailto:veys@expocentr.ru) |
| **Managers of the exhibition related services** | Ms. Oksana Geraskina  Ms. Irina Zaharova  Ms. Marina Kuhterina | +7 (499) 795-39-92  +7 (499) 795-26-37  +7 (499) 795-25-37 | [usluga@expocentr.ru](mailto:usluga@expocentr.ru) |
| **Contractor Manager for pavilions 1, Forum** | **Expoconsta OOO**  [www.expoconsta.com](http://www.expoconsta.com)  Mr. Aleksey Netesov | +7 (499) 244-08-27  +7 (499) 244-08-23  Mob.+7 (916) 100-64-36 | [sales@expoconsta.ru](mailto:sales@expoconsta.ru);  [[[netesov@expoconsta.ru](mailto:netesov@expoconsta.ru)](mailto:solk@expoconsta.ru)](mailto:solk@expoconsta.ru) |
| **Contractor Manager for pavilions 3, 7** | Mr. Oleg Krivenko | +7 (916) 623-82-29 | olego@expoconsta.ru |
| **Contractor Manager for pavilions 2, 8** | Ms. Nina Znayko | +7 (916) 694-14-78 | nina@expoconsta.ru |

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| --- | --- | --- | --- |
|  | **Department** | **Telephone** | **Email** |
| **Passes for stand builders/contractors, exhibitor passes** | **Service Bureau** | +7 (499) 795-37-79 | [pass@expocentr.ru](mailto:pass@expocentr.ru) |
| **Services to exhibitors, telecommunications, equipment for presentations, radio announcements and** [**other additional services**](http://www.expocentr.ru/en/menu2/exhibitors/services/) | +7 (499) 795-39-92  +7 (499) 795-27-33 | [usluga@expocentr.ru](mailto:usluga@expocentr.ru) |
| **Renting rooms for conferences, seminars, roundtable discussions, presentations and** [**other congress events**](https://www.expocentr.ru/en/organizers/info/) | **Conventions Department**  Congress Centre, room 304  Ms. Yana Zimina | +7 (499) 795-39-65  +7 (499) 795-39-67 | [expocon@expocentr.ru](mailto:expocon@expocentr.ru)  [zimina@expocentr.ru](mailto:Zimina@expocentr.ru) |
| **Advertising in the Official Catalogue and Exhibition Guide** | **Catalogue Department**  Pavilion 1, room 338  Ms. Evgeniya Rivest | +7 (499) 795-25-16  +7 (499) 795-29-53 | [rivest@expocentr.ru](mailto:rivest@expocentr.ru) [katalog@expocentr.ru](mailto:katalog@expocentr.ru) |
| **Outdoor advertising, advertising on plasma displays, lightboxes, advertising on Expocentre’s website** | **Service Bureau**  room 113  Ms. Elena Bulanceva | + 7 (499) 795-25-97 | [bulanceva@expocentr.ru](mailto:bulanceva@expocentr.ru) |

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| [**Hotel reservation**](http://www.expocentr.ru/en/menu2/exhibitors/hotels/) | **Service Bureau** | +7 (499) 795-37-79 | [usluga@expocentr.ru](mailto:usluga@expocentr.ru) |
| **Customs clearance, delivery of exhibits, cargo handling works, etc.** | **ExpoWesTrans OOO**  [**www.ewt.ru**](http://www.ewt.ru/) | +7 (495) 605-03-27  +7 (495) 605-74-21 | [exhib@ewt.ru](mailto:exhib@ewt.ru) |
| **Visa support** | **Protocol Department**  Congress Centre, room 201 | +7 (499) 795-37-43  +7 (499) 795-37-44  +7 (499) 795-39-66 | [visa@expocentr.ru](mailto:visa@expocentr.ru) |
| **Journalist accreditation, press conferences** | **Press Centre**  Congress Centre, room 123 | +7 (495) 605-71-54 | [press@expocentr.ru](mailto:press@expocentr.ru) |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Approval of non-standard and custom-built booths | **Expoconsta OOO**  **Technical Control Service**  [**www.expoconsta.com**](http://www.expoconsta.com) | +7 (499) 795-27-46  +7 (499) 795-39-03 | [stk@expoconsta.ru](mailto:stk@expoconsta.ru) |
| Approval of delivery of Wi-Fi routers | **Telecommunications Department** | +7 (499) 795-37-78  +7 (499) 256-74-44 | [lobanov@expocentr.ru](mailto:lobanov@expocentr.ru) |
| Approval of electricity, compressed air and water supply connection points | **Engineering and Technical Centre**  Service Bureau, room 116 | +7 (499) 795-25-95 | [rongin@expocentr.ru](mailto:rongin@expocentr.ru) |
| Fire inspection | **Organization which provides fire safety services** | +7 (499) 259-13-12  +7 (499) 256-74-70 | [dpkexpo@mail.ru](mailto:dpkexpo@mail.ru) |
| **Organizational issues** | **Exhibition Services Division**  **Service Bureau, room 108**  **Mr. Alexey Kupriyanov** | +7 (499) 795-27-31 | [td@expocentr.ru](mailto:td@expocentr.ru)  [kupriyanov@expocentr.ru](mailto:%20kupriyanov@expocentr.ru) |

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| **First-aid post** | **Pavilion No.1**  (at the main entrance) | +7 (499) 256-75-93 |
| How to get, other issues, connecting clients with the managers of Expocentre divisions | **Call Centre of AO «EXPOCENTRE»**  daily from 8 a.m. to 8 p.m. (MSK) | +7 (499) 795-37-99,  +7 (800) 707-37-99 (toll-free in Russia)  e-mail: [**suplk@expocentr.ru**](mailto:suplk@expocentr.ru)  (Monday-Thursday from 9 a.m. till 6 p.m., Friday from 9 a.m. till 4:45 p.m.) |

**Venue and Dates**

**Address:** Expocentre Fairgrounds, Krasnopresnenskaya nab., 14

Moscow, Russia, 123100

[**Getting here by public transport**](http://www.expocentr.ru/en/contacts/howtoget/)**:**

- «**Vystavochnaya» metro station or «Delovoy Tsentr» metro station**;

- «**Ulitsa 1905 Goda» metro station**, then bus No. 243 to «Vystavochniy Kompleks. Severny Vkhod» (Fairgrounds. North Entrance) bus stop.

[**By car**](http://www.expocentr.ru/en/contacts/howtoget/)**:**

– Krasnopresnenskaya naberezhnaya 14 (South Entrance): Forum Pavilion, Pavilion No. 7 (halls 1, 2) Expocentre Office Building, Congress Centre;

– 1st Krasnogvardeyskiy proyezd (North Entrance): Pavilions No. 1, 2, 3, 4, 5, 6, 7 (halls 3, 4, 5, 6), 8.

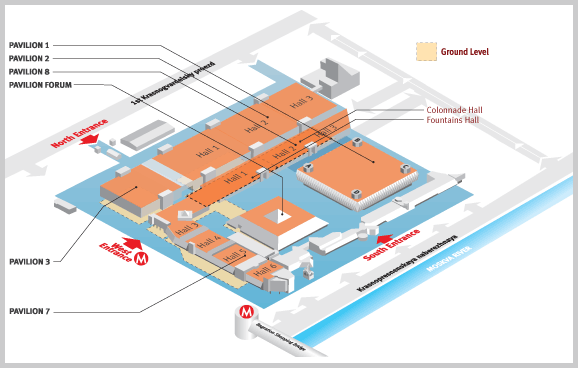
[**Access to Venue**](http://www.expocentr.ru/en/contacts/howtoget/)**:**

**North Entrance:** from 1st Krasnogvardeyskiy proyezd

**West Entrance:** from Vystavochnaya metro station

from Delovoy Tsentr metro station

**Venue:** Expocentre Fairgrounds,[**Pavilion 1**](https://www.expocentr.ru/en/fairgrounds/#pavilion=1)**,** [**Pavilion 2**](https://www.expocentr.ru/en/fairgrounds/#pavilion=2) **(halls 1, 2, 3),** [**Pavilion 3**](https://www.expocentr.ru/en/fairgrounds/#pavilion=3)**,** [**Pavilion 7**](https://www.expocentr.ru/en/fairgrounds/#pavilion=7) **(halls 3, 4, 5),** [**Pavilion 8**](https://www.expocentr.ru/en/fairgrounds/#pavilion=8) **(halls 1, 2, 3, 4),** [**Pavilion Forum**](https://www.expocentr.ru/en/fairgrounds/#pavilion=forum)

[](http://www.agroprodmash-expo.ru/en/visitors/territory/)

**Dates for exhibitors:**

|  |  |  |
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| **Build-up** | September 29 – October 3  from 8 a.m. to 8 p.m. | [Pavilion 1](https://www.expocentr.ru/en/fairgrounds/#pavilion=1), [Pavilion 2](https://www.expocentr.ru/en/fairgrounds/#pavilion=2) (halls 1, 2, 3), [Pavilion No.3](https://www.expocentr.ru/en/fairgrounds/#pavilion=3), [Pavilion 7](https://www.expocentr.ru/en/fairgrounds/#pavilion=7) (halls 3, 4, 5), [Pavilion Forum](https://www.expocentr.ru/en/fairgrounds/#pavilion=forum)  [Pavilion 8](https://www.expocentr.ru/en/fairgrounds/#pavilion=8) (halls 1, 2, 3, 4) |
| **Running** | October 4 – 7 from 8 a.m. to 8 p.m.  October 8 from 8 a.m. to 4 p.m. | |
| **Dismantling** | October 8 from 4.00 p.m. to 8 p.m. October 9 –11 from 8 a.m. to 8 p.m. | [Pavilion 1](https://www.expocentr.ru/en/fairgrounds/#pavilion=1), [Pavilion 2](https://www.expocentr.ru/en/fairgrounds/#pavilion=2) (halls 1, 2, 3), [Pavilion No.3](https://www.expocentr.ru/en/fairgrounds/#pavilion=3),  [Pavilion 7](https://www.expocentr.ru/en/fairgrounds/#pavilion=7) (halls 3, 4, 5),  [Pavilion 8](https://www.expocentr.ru/en/fairgrounds/#pavilion=8) (halls 1, 2, 3, 4) |
| October 8 from 4.00 p.m. to 8 p.m. October 9 –10 from 8 a.m. to 8 p.m. | [Pavilion Forum](https://www.expocentr.ru/en/fairgrounds/#pavilion=forum) |
| **Official opening** | October 4 at 12.00 a.m.  **Gallery between Pavilions No. 2 and No. 8** | |

**Attention!** The booth location on the exhibition grounds is indicated by the booth number, where the first sign – is the number of your pavilion, the second sign - the number of your hall, the letter – row in the hall.

**Opening hours for visitors:**

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| October 4 – 7  October 8 | 10 a.m. to 6 p.m.  10 a.m. to 4 p.m. |

Professional visitors can register on-line in advance at[**http://www.agroprodmash-expo.ru/en/visitors/ticket/**](http://www.agroprodmash-expo.ru/en/visitors/ticket/)to get e-ticket. To enter the exhibition you should print the e-ticket, show it at the reception at the Expocentre entrances and obtain the entrance badge.

**From September 29 to October 11, 2021 the Exhibition Management will be located at Service Bureau, Pavilion No. 4, room 108.**

**PayMENT for Participation**

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| **Companies with a double-deck booth should pay attention!**  **The second floor should be payed compulsory.**  **Rental rates of the second floor amounts to 50% of the pavilion area rental rates.** |

We remind you that **ALL SUMS from the invoices billed for the exhibition space, insurance and services should FULLY arrive to account of AO «Expocentre» within the period indicated in the invoice.**

Companies that fail to pay off the debts for the booth space or equipment **by September 29, 2021 will be refused accessing to the build-up.**

For any information on the **invoices, payments or obtaining financial documents,** please contact the **Exhibition Accountant** Ms. Anna Avanesova,

Tel.: +7 (499) 795-25-63, e-mail: **avanesova@expocentr.ru**.

If cashless payment for the booth space or additional services is unavailable, you can pay only by card at the Cash Desk at [**Service Bureau**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/Expo_skhema_service_prohod.pdf).

**ATTENTION!**

We request you or your representative to submit the **following signed and stamped documents** to the Technical Division office ([**Service Bureau, room 108**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/Expo_skhema_service_prohod.pdf)) during the build-up:

* two originals of **contract** for participation in the exhibition;
* two originals of pavilion **stand schemes**;
* two originals of **statement** of acceptance of completed services and exhibition areas.

If you forget to bring the signed Statements, we will help you to print it at the Technical Division office, and you or your authorized representative with the [**Power of Attoney**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/D01_eng.doc)can sign them.

**The closing documents** (invoice, statement of acceptance of completed services and exhibition areas) can be received on the **last day of the exhibition, on October 8,** at the Exhibition Management Office ([**Service Bureau, room 108**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/Expo_skhema_service_prohod.pdf)).

**Advertising during exhibition**

For the information about publication yours company information in the Official Catalogue, Exhibition Guide and Web Catalogue, please contact the Catalogue Department **before August 20, 2021:**

Contact person:Ms. Evgeniya Rivest

Tel.: +7 (499) 795-25-16, +7 (499) 795-29-53.E-mail: [katalog@expocentr.ru](mailto:katalog@expocentr.ru), [rivest@expocentr.ru](mailto:rivest@expocentr.ru).

**The application form for a catalogue entry** is available on the exhibition website at

[**https://www.agroprodmash-expo.ru/en/participants/info/docs/**](https://www.agroprodmash-expo.ru/en/participants/info/docs/).

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| **IMPORTANT!** Any indoor suspended advertising structures (banners, flags, rotating cubes etc.) shall be confined within the booth area allocated (within 1 m from its borders) and may not project into or over any gangway. Any overhead works must only be performed by the staff of Expoconsta OOO. Tel.: +7 (499) 795-25-36. E-mail: [gromov@expoconsta.ru](mailto:gromov@expoconsta.ru) |

For the information regarding **outdoor advertising** at Expocentre Fairgrounds, please contact Service Bureau. Contact person: Ms. Elena Bulanceva:

Tel.: +7 (499) 795-25-97, e-mail: [bulanceva@expocentr.ru](mailto:bulanceva@expocentr.ru).

You will find more information about advertising services in the form[**D08A**](https://www.expocentr.ru/upload/docs/D08A_eng.doc).

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| When planning advertising activities and demonstration of exhibits at work on your booth, please note that **the sound pressure level should not exceed 75 dB** on the boundaries of your booth and within 5 m of the borders of the outdoor booth. This restriction is imposed in the interests of the visitors and other exhibitors. The sound pressure level is controlled by metering equipment. The violation of this restriction is subject to a penalty, which payment is compensated by a power outage. |

**Retail** of exhibits during the exhibition is prohibited!

**Booth Construction**

Please contact Expocentre's General Contractor **Expoconsta OOO** about booth construction and equipment:

**Stands of basic standard** tel.: +7 (499) 244-08-27, + (499) 244-08-23, E-mail: [sales@expoconsta.ru](mailto:sales@expoconsta.ru)

Website: [**http://www.expoconsta.com/en/stands/shell-scheme-construction/**](http://www.expoconsta.com/en/stands/shell-scheme-construction/)

**Non-standard, individual and exclusive projects** tel.: +7 (499) 795-39-57\58 E-mail: [sales@expoconsta.ru](mailto:sales@expoconsta.ru) Website: [**http://www.expoconsta.com/en/stands/exclusive-construction/**](http://www.expoconsta.com/en/stands/exclusive-construction/)

**Contact person**: Mr. Aleksey Netesov,

Tel.: +7 (499) 244-08-27**,** mob.: +7 (916) 100-64-36, E-mail: [netesov@expoconsta.ru](mailto:netesov@expoconsta.ru).

**If you want to save time and funds you can contact the Exhibition management and order standard equipped exhibition area. All types of modular booths can be found** [**here**](https://www.agroprodmash-expo.ru/en/participants/info/booth_construction/)**. The list of additional equipment which is ordered and paid separately is presented in the** [**Additional Equipment Section**](https://www.expoconsta.com/en/stands/additional-equipment/)**.**

If you employ a third-party booth-building contractor or build your booth by yourself, please follow the regulations of [Section 6 of the General Terms of Participation](http://www.expocentr.ru/common/img/uploaded/files/o.u.u._eng_2007_prikaz38_30.05.07.pdf). According to the regulations of the "Rules for Contractors of exhibition stands and Expositions at Expocentre Fairgrounds, the deadline for submission of documents for approval:

- for single-storey stands - **15 working days** before the start of installation;

- for two-storey stands - **45 working days** before the start of installation;

- foreign companies agree on any stand **45 calendar days** before the start of installation.

In addition, the constructor or the exhibitor must provide Fire Safety Certificates for the used materials and endorse them at Organization which supervises the fire safety of the Expocentre Fairgrounds.

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| **Every booth should have its number in accordance with the contract for participation in the exhibition. The booth number should be placed by an exhibitor or his assembly company before the final day of build-up.** |

**Overtime work in pavilions** during the build-up and dismantling periods is allowed under the guarantee letter for an extra fee and is usually ordered at least 8 hours in advance. This service is chargeable. The payment can be made at the cash desk of the Service Bureau (for more information call the Manager of the exhibition related servicestel.: +7 (499) 795-39-92; +7 (499) 795-26-37; +7 (499) 795-25-37).

**When constructing**

* a booth higher than 2.5 m**,** it is required to submit the sectional booth drawing to the Expoconsta OOO for approval (Technical Control Department Tel.:+7 (499) 795-39-03);
* a double deck booth, it is required to notify the Exhibition Management team – manager of your product sector, get approval for technical drawing from Expoconsta OOO (Mr. Maxim Safronov, tel.: +7 (499) 795-39-03, E-mail: [safmax@expoconsta.ru](mailto:safmax@expoconsta.ru)), and obtain a permit from Organization which provides fire safety services (Tel.: +7 (499) 259-13-12, +7 (499) 256-14-70, E-mail: [dpkexpo@mail.ru](mailto:dpkexpo@mail.ru)).

For more information call exhibition engineer Mr. Andrey Veys,

tel.: +7 (499) 795-37-51, E-mail: [veys@expocentr.ru](mailto:veys@expocentr.ru)

**Applying for Services**

For any additional services fill the [**Exhibitor Services Order Form**](https://www.expocentr.ru/upload/docs/D08_eng.doc) and send it to [usluga@expocentr.ru](mailto:usluga@expocentr.ru)

**Managers of the Exhibition Related Services:**

Ms. Oksana GeraskinaTel.: +7 (499) 795-39-92

Ms. Irina Zaharova Tel.: +7 (499) 795-26-37

Ms. Marina Kuhterina Tel.: +7 (499) 795-25-37 email: [usluga@expocentr.ru](mailto:usluga@expocentr.ru)

The application for additional services should be submitted and the cashless payments transferred before **September 29, 2021**.

The payment for services during the mounting, work and dismantling periods can be done at the Cash Desk of [**Service Bureau**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/Expo_skhema_service_prohod.pdf) (**Pavilion 4**) with a corporate credit card only. Please note that in case of late orders some services and equipment might be provided only if it is technically possible.

**The services are rendered ONLY AFTER the service charges have been fully paid.**

**ATTENTION:**

**1) COMMUNICATION SERVICES**

We have to inform you that according to the “Rules of rendering of telematic communication services” approved by the Government of the Russian Federation rendering services with provision of **dedicated Internet access is implemented based on the Addendum** to the Contract for Participation in the Exhibition.

According to the Rules, a customer of telecommunications services (an exhibitor) must provide the telecom operator (Expocentre AO) with **a list of persons using equipment** (laptops, PCs and others) **for access to the Internet**. The list should be confirmed by a qualified representative of the customer (exhibitor). It includes surname, name, patronymic (if any), address, and details of identity document.

You can get more information about telecommunications services and their provision from the Managers of the exhibition related services: tel.: +7 (499) 795-39-92, +7 (499) 795-26-37, +7 (499) 795-25-37.

**2) Booth CLEANING**

Daily one-time **cleaning is included in the Participant Package** (vacuum cleaning of booth carpeting, emptying of waste baskets and ash trays). Daily booth cleaning is carried out **once a day** if an entrance to your booth is provided from 8 a.m. to 10 a.m. or from 6 p.m. to 8 p.m. during the exhibition. You can order **complex cleaning** by an [Order Form D.08](https://www.expocentr.ru/upload/docs/D08_eng.doc).

**3) ELECTRIC POWER**

The space rental covers the cost of booth lighting within the limits of 100 Watt of installed capacity and 220V voltage per 1 m2 of the rented space.

If you use energy-consuming exhibits or extra lighting equipment at the booth, it is necessary to order extra power-supply source (See the [Order Form D.08](https://www.expocentr.ru/upload/docs/D08_eng.doc)) All installation and wiring works at the booth, including installation of 380V sockets to connect production equipment, are carried out by Expoconsta OOO, Expocentre’s General Contractor (if ordered). If electrical works are done by the Exhibitor’s contractor or a third party, it is necessary to obtain a permit from the General Contractor that allows carrying out electrical works. (See the [General Terms of Participation](http://www.expocentr.ru/common/img/uploaded/files/o.u.u._eng_2007_prikaz38_30.05.07.pdf), Section 6 ‘Mounting and Dismantling, Design of Stands’). Power cable is not included and should be ordered from your stand builder separately.

**Closing documents for services are issued on any day of the exhibition at Service Bureau.**

**OBTAINING IDENTIFICATION DOCUMENTS AND PASSES**

**VEHICLE PASSES FOR EXHIBIT DELIVERY/REMOVAL**

**«Exhibitor pass» is issued** for company employees taking part in the exhibition. The Exhibitor pass is valid for the whole exhibition period including mounting and dismantling from 8 a.m. till 8 p.m.

**«Work and service pass» is issued** for company employees engaged **in build-up and dismantling** works of the exhibition [**(D.04)**](https://www.expocentr.ru/upload/docs/D04_eng.doc) or for booth designers [**(D.04A)**](https://www.expocentr.ru/upload/docs/D04A_eng.doc)

This pass is valid only for the mounting and dismantling periods of the exhibition from 8 a.m. till 8 p.m. On the last day of the exhibition - from 4 p.m. till 8 p.m.

**Exhibitor passes are issued as follows:**

* if the rented space is up to 90 m2 inclusively: 1 pass per every 3 m2
* if the rented space exceeds 90 m2:: 30 passes plus 1 extra pass per every 6 m2 of space, exceeding 90 m2.

**During the exhibition mounting period** additional Exhibitor Passes are available at [**Service Bureau**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/Expo_skhema_service_prohod.pdf), **located in pavilion 4. During the exhibition running period** additional Exhibitor Passes are available at **Service Bureau located in the Gallery between pavilions №2 and №8.**

**To receive «Exhibitor Passes» and «Work and Service Passes», the exhibitor has to:**

1. Email the filled [**(D.02**](https://www.expocentr.ru/upload/docs/D02_eng.doc)**/[(D.04A)](https://www.expocentr.ru/upload/docs/D04A_eng.doc)/**[**(D.04)**](https://www.expocentr.ru/upload/docs/D04_eng.doc) application form with the list of personnel (as \*.doc file) to: [**pass@expocentr.ru**](mailto:pass@expocentr.ru)for submission of your data to the database.
2. Print the needed application form, sign it, put a stamp (for the form [**D.04**](https://www.expocentr.ru/upload/docs/D04_eng.doc) it is needed to get permission from all the departments specified in this form).
3. Issue the Power of Attorney **(**[**D.01**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/D01_eng.doc)**)**. **The form D01A is not suitable!**
4. Submit the issued application form [**(D.02**](https://www.expocentr.ru/upload/docs/D02_eng.doc)**/[(D.04A)](https://www.expocentr.ru/upload/docs/D04A_eng.doc)/**[**(D.04)**](https://www.expocentr.ru/upload/docs/D04_eng.doc) and the Power of Attorney **(**[**D.01**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/D01_eng.doc)**)** to Service Bureau.

|  |  |  |
| --- | --- | --- |
| **Forms of documents** | | |
| **D.01** | | A company, issuing the power of attorney for an individual, gives him the right to make all the actions listed in the text on behalf of a company (some graphs from the text in the form can be removed) |
| **D.02** | | Letter for obtaining the exhibitor pass |
| **D.04А** | | Letter for obtaining passes for mounting/dismantling for employees involved in the design of the stand and loading/unloading works. |
| **Important!** Booth building contractors have to receive passes for their personnel on their own. | | |

**Passes and badges are registered by name**. Please have the pass with you all the time being at Expocentre Fairgrounds. **Please, do not handle your Exhibitor passes to others! In case you do it, the pass or badge will be WITHDRAWN!**

**The replacement of the Exhibitor pass can be done at Service Bureau.**

**vEHICLE PASSES FOR EXHIBIT DELIVERY/REMOVAL**

To receive vehicle passes to enter Expocentre Fairgrounds for exhibit delivery/removal, should be submitted:

1. **Power of Attorney (**[**D.01**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/D01_eng.doc) **or** [**D.01A**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/D01A_eng.doc)**)**;
2. **Delivery/Removal Permit Application/Consignment Note (**[**D.03)**](https://www.expocentr.ru/upload/docs/D03_eng.doc)

**Passes can be received at:**

|  |  |  |
| --- | --- | --- |
| **Pavilions** | **The place to get the pass** | **Telephone** |
| **Pavilion No. 1** | **Administration of Pavilion No. 1** | +7 (499) 795-24-08 |
| **Pavilions Nos. 2, 8** | **Administration of Pavilion No. 2** | +7 (499) 795-25-18  +7 (499) 795-25-47 |
| **Pavilion No. 3** | **Administration of Pavilion No. 3** | +7 (499) 795-25-56 |
| **Pavilion No. 7** | **Administration of Pavilion No. 7** | +7 (499) 795-28-81  +7 (499) 795-26-62 |
| **Forum Pavilion** | **Administration of Forum Pavilion** | +7 (499) 795-25-04 |
| **All pavilions** | **Service Bureau (only during the build-up period)** | +7 (499) 795-37-79 |

**Form (**[**D.03)**](https://www.expocentr.ru/upload/docs/D03_eng.doc) **is based on the quantity of entrances for each car. There are generally 3 copies of it (one for a build-up period, one for a dismantling period and one extra exhibitor’s copy).**

DELIVERY ACCESS:

|  |  |  |
| --- | --- | --- |
| **Build-up** |  | |
| For **freight vehicles** | September 28, 2021 – from 10 p.m. upon arrival  September 29 – October 2, 2021 – upon arrival  October 3, 2021 – upon arrival till 7.30 p.m. | |
| For **light vehicles**  carrying FREIGHT exceeding 30 kg | September 29 – October 3, 2021 | |
| From **3 p.m.** till 7.30 p.m.  **by one entry passes** | From 8 a.m. till 7.30 p.m.  **by chargeable passes** |

EXHIBITION MANAGEMENT RECOMMENDS EXHIBITORS WITH STANDARD EQUIPPED STAND (CONTRACTOR **EXPOCONSTA, OOO**) - TO ASK THE CONTRACTOR MANAGER OF EXPOCONSTA, OOO

(page 5) EXACT CONSTRUCTION TIME BEFORE PLANNING THE ARRIVAL.

REMOVAL ACCESS:

|  |  |
| --- | --- |
| **Dismantling** |  |
| **Freight vehicles** | October 7, 2021 from 10 p.m. – upon arrival till 8 a.m. (October 9, 2021)  October 8, 2021 – from 4 p.m. upon arrival  October 9 – 10, 2021 – upon arrival  October 11, 2021 – upon arrival - till 7.30 p.m. |
| **Light vehicles** carrying FREIGHT exceeding 30 kg | October 8, 2021 – from 4.30 p.m. to 7.30 p.m.  October 9 – 11, 2021 – from 8 a.m. to 7.30 p.m. |

**A chargeable pass for the exhibitor’s light vehicle, allowing the exhibitor’s vehicle to be at Expocentre Fairgrounds from 8 a.m. to 8 p.m., can be purchased at** [**Service Bureau**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/Expo_skhema_service_prohod.pdf)**, located in pavilion №4.**

**Tel.:+7 (499) 795-37-79.**

**OVERNIGHT PARKING AT EXPOCENTRE FAIRGROUNDS IS STRICTLY PROHIBITED.**

You can find procedure of arrival to Expocentre Fairgrounds here:

[**https://www.expocentr.ru/upload/docs/Procedure\_for\_Delivery\_and\_Removal\_of\_Equipment\_and\_Exhibits\_en.doc**](https://www.expocentr.ru/upload/docs/Procedure_for_Delivery_and_Removal_of_Equipment_and_Exhibits_en.doc)

Freight vehicles are allowed in the centre of Moscow inside the Third Transport Ring from 10 p.m. to 6 a.m. During the day the entrance is by **special electronic passes** obtained from Moscow Public Services Portal [**https://www.mos.ru/pgu/**](https://www.mos.ru/pgu/ru/services/procedure/0/0/7700000010000164773/?onsite_from=36532).

**Delivery/removal of exhibits during the exhibition** is allowed between **8 a.m.** and **9.30 a.m.** and between **6 p.m.** and **7.30 p.m**. The vehicle passes are issued by pavilion administration only.

**Attention! Entry of taxi and carsharing vehicles to Expocentre Fairgrounds is forbidden.**

**Handling**

For freight forwarding services, unloading of exhibits and employment of loading personnel, please contact **ExpoWesTrans OOO,** tel.: +7 (495) 605-03-27, +7 (495) 605-74-21,

fax: +7 (495) 253-95-84, e-mail: [exhib@ewt.ru](mailto:exhib@ewt.ru).

**Vehicles equipped with hoists and other equipment for unloading/loading of exhibits are forbidden to enter Expocentre Fairgrounds!** Load handling, construction and dismantling works that employ heavy lifting equipment may only be performed by ExpoWesTrans and shall be ordered separately.Tel.: +7 (495) 605-03-27, 605-74-21, fax: +7 (495) 253-95-84, e-mail: [exhib@ewt.ru](mailto:exhib@ewt.ru). [**Expocentre Fairgrounds, Pavilion No. 2, Entrance 5**.](http://eng.ewt.ru/adress)

**ExpoWesTrans** offers consulting services regarding customs clearance of the exhibition freight.

It is prohibited to store packaging materials at exhibition booths. ExpoWesTrans OOO provides services of **storage of packaging materials,** call +7 (495) 605-03-27, E-mail: [exhib@ewt.ru](mailto:exhib@ewt.ru).

**In case of violation, the Organization which provides fire safety services at Expocentre Fairgrounds can impose administrative measures of influence, according to the current legislation of the Russian Federation, and require immediate removal of the package.**

**USEFUL INFORMATION**

|  |  |
| --- | --- |
| Hotel accommodation | [see the link](https://www.agroprodmash-expo.ru/en/participants/services/hotels/) |
| Making business appointments at the exhibition in advance. The **MatchMaking** service allows to learn the list of participants and exhibition visitors prior to the exhibition and make online business appointments with the companies you are interested in. | [see the link](https://www.agroprodmash-expo.ru/en/visitors/mm_desc/) |
| [Invitation of partners and colleagues](http://www.inlegmash-expo.ru/en/visitors/tickets/) to the exhibition | [see the link](https://www.agroprodmash-expo.ru/en/participants/additional-features/e-invite_desc/) |
| Information about Wi-Fi access at Expocentre Fairgrounds | [see the link](http://www.expocentr.ru/en/fairgrounds/wifi) |
| Renting rooms for negotiations or for other exhibition events in advance | [see the link](http://www.expocentr.ru/en/conventions/characteristics/) |
| Venue location map and the layout of Expocentre Fairgrounds | [see the link](http://www.expocentr.ru/en/contacts/howtoget/)  [see the link](http://www.expocentr.ru/en/fairgrounds/pavs/) |
| ATMs location map | [see the link](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/map_eng.pdf) |
| Delivery of hot meals to your booth, catering services, receptions, cocktail parties, buffets | [see the link](http://www.expocentr.ru/en/menu2/exhibitors/services/) |

**Should you have any questions, please contact the Call Centre of AO «EXPOCENTRE», daily from 8 a.m. to 8 p.m. (MSK), where your questions will be answered or connected with the managers of Expocentre divisions.**

Tel.: +7 (800) 707-37-99 (toll-free in Russia), +7 (499) 795-37-99.

**WE WISH YOU SUCCESSFUL EXHIBITING!**

**Information for Exhibitors about Safety of Exhibits and Personal Belongings**

**Dear Exhibitor!**

According to the paragraph No.8 of General Terms of Participation the rules are set to ensure safety of exhibits and personal belongings of exhibitors at exhibition booths.

1. During working hours of the exhibition form 8 a.m. to 8 p.m. the exhibitors are responsible for safety of their exhibits and personal belongings left at exhibition booths.

2. From 8 a.m. (when the alarm system is turned off) to 8 p.m. (when the alarm system is turned on) it is recommended not to leave your booth unattended. It is advised that at least one or several booth attendants are always present at the booth.

3. Booth security from 8 a.m. to 8 p.m. is extra charged. The exhibitors can place their orders for extra security in Service Bureau. In this case the security personnel ensure safety at the booth during the specified time period.

4. During the build-up, exhibition and dismantling periods from 8 p.m. to 8 a.m. all booths are protected by a security alarm system of pavilion.

5. Report the loss of exhibits or personal belongings to the police by the telephone number **102**.

6. Please brief all booth attendants on this information.

**Attention:** In order to avoid the negative consequences, do not transfer your badges to third parties. In case of stealing or losing your badges and also in case of finding no one’s and suspicious objects, please inform the administration of the pavilion or the information desk about it.

Security Department tel.: +7-985-227-89-32.

**FORMS of documents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Forms** | **Form No.** | **Page** | **When to submit** | **Where to submit** |
| [**Power of Attorney**](http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/D01_eng.doc) | **D.01** | **11** | When delivering the exhibits. Necessary to get the documents for the exhibition processed and obtain vehicle and exhibitor passes | To bring with you for submitting to Exhibition Management office, to Service Bureau etc. |
| **D.01A** | **12** | When delivering/taking out the exhibits, only for drivers and persons accompanying the cargo |
| [**Application for Exhibitor Passes**](https://www.expocentr.ru/upload/docs/D02_eng.doc) | **D.02** | **13** | During the build-up but better earlier from September 8, 2021 | Email to [**pass@expocentr.ru**](mailto:pass@expocentr.ru)  and bring with you for submitting to Service Bureau |
| [**Delivery/Removal Permit Application/Consignment Note**](https://www.expocentr.ru/upload/docs/D03_eng.doc) | **D.03** | **14** | When arriving during the build-up or exhibition days | Email to: [**dispetcher@expocentr.ru**](mailto:dispetcher@expocentr.ru) and bring with you for submitting to Pavilion Administration |
| [**Application for Work and Service Passes for build-up and dismantling periods only(for designers)**](https://www.expocentr.ru/upload/docs/D04A_eng.doc) | **D.04A** | **15** | During the build-up but better earlier from September 8, 2021 | Email to:  [**pass@expocentr.ru**](mailto:pass@expocentr.ru)  and bring with you for submitting to Service Bureau |
| [**Exhibitor Services Order Form**](https://www.expocentr.ru/upload/docs/D08_eng.doc) | **D.08** | **16** | May – October, 2021 | Service Bureau  [**usluga@expocentr.ru**](mailto:usluga@expocentr.ru) |
| [**Advertising Services Order Form**](https://www.expocentr.ru/upload/docs/D08A_eng.doc) | **D.08A** | **19** | May – October, 2021 | Service Bureau  [**expo-adv@expocentr.ru**](mailto:expo-adv@expocentr.ru) |
| **Stand draft (only shell-scheme)** | **S.01** | **22** | **Before September 2, 2021** | Email to:  [**sales@expoconsta.ru**](mailto:sales@expoconsta.ru) |
| **Application form for publishing in the Official Catalogue** | **K.1 and К.2** |  | **Before September 20, 2021** | Email to  Catalogue Department:  [**katalog@expocentr.ru**](mailto:katalog@expocentr.ru) |

**ENCLOSURE**

**Categories of exhibits to be delivered to Expocentre Fairgrounds with approval from:**

**1. Organization which provides fire safety services. Tel.: +7 (499) 259-13-12, +7 (499) 256-74-70, e-mail:** [**dpkexpo@mail.ru**](mailto:dpkexpo@mail.ru)

1.1. Radioactive, flammable and highly explosive exhibits and materials

1.2. Exhibits and production technology whose demonstration may cause fire: the use of naked flame, welding, gas and plasma cutting, soldering

1.3. Fuels and lubricants, inflammable and volatile liquids, solvents

1.4. Containers and cylinders with inflammable and high-pressure gas

1.5. Structures and materials used in booth construction

**2. Expoconsta OOO. Tel.: +7 (499) 795-27-46, e-mail:** [**stk@expoconsta.ru**](mailto:stk@expoconsta.ru)

2.1. Booth structures (wall panels, carpets, booth accessories and decorative items, etc.)

2.2. Booth layout, number of levels, construction materials and structures, carrying out of electrical and plumbing works, rigging of banners, etc.

2.3. Exhibits or banners to be rigged

**3.** **Technical Division. Tel.: +7 (499) 795-27-31, e-mail:** [**kupriyanov@expocentr.ru**](mailto:%20kupriyanov@expocentr.ru)

3.1. Floor loadings until 3 tons per 1 m2

**4. Administration and General Services (A) Tel.: + 7(499) 795-38-60 e-mail:** [**Gridnev@expocentr.ru**](mailto:Gridnev@expocentr.ru) **and with Technical Maintenance Division (TM)** **Tel.: +7(499) 795-37-16, e-mail:** [**energo@expocentr.ru**](mailto:energo@expocentr.ru)

4.1 Floor loadings exceeding 3 tons per 1 m2 **(A)**

4.2. Chemically, biologically and ecologically dangerous substances **(A and TM)**

4.3. Production technology and equipment potentially dangerous for health and life of exhibitors and visitors **(A and TM)**.

D.01

*To be issued in 3 copies*

**Power of Attorney No.**

Issue Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(dd-mm-yyyy)

Expiry Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(dd-mm-yyyy)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company (payer) name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company address)

**hereby authorizes** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name, job title)

Passport No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. To sign documents related to **«Agroprodmash-2021»** exhibition listed below:

* Application for Participation in the Exhibition
* Contract for Participation in the Exhibition
* Contract for Holding Additional Events
* Delivery and Acceptance Statement for Rented Exhibition Space
* Orders for Additional Services
* Communication Service Agreement
* Acceptance Reports

1. To receive from Expocentre the documents listed below:

* Exhibitor Passes
* Work Passes (valid during mounting and dismantling periods only)
* Vehicle Passes
* Passes for a distributors of promotional materials

1. To sign other documents and perform other actions related to participation in the exhibition, including payment of invoices, compliance with fire regulations\*, safety measures and other regulations and requirements set by current legislation; to receive orders, proposals, protocols and statements of administrative offences and violations from state inspecting and oversight bodies.

Signature of Authorized person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO/company head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name) (Signature)

Chief Accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name) (Signature)

Company Stamp

\* According to the Russian Federal Law No.69 from December 21, 1994 if a person responsible for fire safety at the rented area of the stand is not designated, the responsibility lays with the chief executive of the participating company.

D.01А

**For delivery driver or person accompanying the exhibits**

**Power of Attorney No.**

Issue date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(dd-mm-yyyy)

Expiry Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(dd-mm-yyyy)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company name and address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**hereby authorizes** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name, job title)

Passport No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to receive from Expocentre one-entry passes to deliver/remove exhibits for the **«Agroprodmash-2021»** exhibition.

Signature of Recipient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO/company head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name) (Signature)

Chief Accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name) (Signature)

Company Stamp

D.02

APPLICATION FOR EXHIBITOR PASSES

**1.** Please, pre-send (before September 27, 2021) **D.02 application with the list of your personnel** (as **\*.doc** file) **to email** [**pass@expocentr.ru**](mailto:pass@expocentr.ru)for submission of your data to the database.

***Attention!*** *Scanned documents (\*.pdf, .jpeg, etc.) are not processed!*

**2.** Exhibitor’s passes are **issued in Service Bureau upon presentation of present application and Power of Attorney D.01** printed version, sealed and signed by CEO/company head.

**3.** The number of free exhibitor’s passes is specified by the General terms of participation in exhibition. You can buy additional passes in Service Bureau if necessary.

**Expocentre AO**

**Service Bureau**

**Phone: +7 (499) 795-37-79**

**Exhibition:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company-payer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stand (No., space):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Herewith we ask you to issue \_\_\_\_\_\_\_\_\_\_ (pcs.) exhibitor’s passes.

\* Exhibitor’s passes received in the amount of \_\_\_\_\_\_\_\_\_\_ (pcs.)

\* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person responsible for fire safety:**

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

Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note** that according to the Russian Federal Law No.69 from December 21, 1994 if a person responsible for fire safety at the rented area of the stand is not designated, the responsibility lays with the chief executive of the participating company.

**CEO/Company head:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_

*Full name Signature* *Date*  **Stamp place**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **List of stand personnel** | | |  |
| **No.** | **Last name** | **First name** | **Company name printed on badge** | |
| 1 |  |  |  | |
| 2 |  |  |  | |
| 3 |  |  |  | |
| 4 |  |  |  | |
| 5 |  |  |  | |
| 6 |  |  |  | |
| 7\*\* |  |  |  | |

*\* Filled upon receipt of passes.*

*\*\* Add lines if necessary.*

D.03

DELIVERY/REMOVAL PERMIT APPLICATION/

CONSIGNMENT NOTE

**Exhibition equipment, exhibits, stand materials and stand structures (made in 3 copies)**

**please, email it IN ADVANCE to** [**dispetcher@expocentr.ru**](mailto:dispetcher@expocentr.ru)

Expocentre АО

**Exhibition name:**

**Exhibitor’s\Payment Company Name:**

**Pavilion, stand** **(№), area:**

|  |  |  |
| --- | --- | --- |
| **FORM TO BE FILLED FOR EACH VEHICLE SEPARATELY** | | |
| **Delivery/Removal date of equipment** | «\_\_\_» 20\_\_ г. | «\_\_\_» 20\_\_ г. |
| **Vehicle type** | Type (passenger / freight) | load capacity\*\* |
| **Registration number** | Vehicle | Trailer (if available) |
| **Driver’s** | Name/Surname | Mob. tel. |
| Place of birth | Year of birth |

Herewith we apply for a permit to deliver/remove the following exhibition equipment and materials

|  |  |  |
| --- | --- | --- |
| **№** | **Name** | **Quantity** |
| 1 |  |  |
| 2 |  |  |
| 3\* |  |  |

\*Add rows if necessary.

\*\* For freight vehicles.

We guarantee timely removal of equipment, exhibits, tare, large packaging and strand structure materials from the venue.

Company Director / /

(Signature) (Full name) Stamp

**IMPORTANT!** If in addition to exhibits the vehicle delivers structural elements of the stand (wall panels, carpet, decorative structures and elements, banners, etc.), the delivery shall be authorized by **Expoconsta OOO** and **Organization which provides fire safety services.**

**Entry to the territory of Expocentre Fairgrounds by taxi and car sharing is prohibited!**

**Entry for light vehicles during the build-up period is allowed from** **3 p.m.** on condition that the weight of the goods on these vehicles delivering the freight required for build-up exceeds 30 kg. Vehicle entry for the dismantling period is allowed from 8 a.m. These vehicles should be parked at specially allocated parking areas.

D.04A

APPLICATION FOR WORK AND SERVICE PASSES

**For build-up and dismantling periods (except stands constructors)**

***To be made in 2 copies***

**1.** Please, **pre-send (before September 27, 2021)** **D.04A application with the list of your personnel** (as **.doc** file) to email [**pass@expocentr.ru**](mailto:pass@expocentr.ru)for submission of your data to the database.

***Attention!*** *Scanned documents (\*.pdf, .jpeg, etc.) are not processed!*

**2.** Technicians’ passes are **issued in Service Bureau upon presentation of present application and Power of Attorney D.01** printed version, sealed and signed by CEO/Company head.

**Expocentre AO**

**Service Bureau**

**Phone: +7 (499) 795-37-79**

**Exhibition:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibitor company:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stand (No., space):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Herewith we ask you to issue technicians’ passes to the Expocentre Fairgrounds to employees of the organization involved in the design of the stand and loading and unloading operations. Pass holders have been instructed on the fire and occupation safety procedures.

\* Passes received in the amount of \_\_\_\_\_\_\_\_\_\_ (pcs.)

\* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **List of personnel** | | | |
| **No.** | **Last name** | **First name** | **Company name**  **printed on badge** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5\*\* |  |  |  |

**Persons responsible for:**

**1. Occupational safety –**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Job title Full name Phone Signature*

**2. Fire safety –**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Job title Full name Phone Signature*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*License No. Issue date*

The company/organization guarantees that its foreign personnel is hired in accordance with the immigration law of the Russian Federation and has permission to work in Moscow.

**CEO/Company head:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.**

*Full name Signature Date*

**Stamp place**

*\* Filled upon receipt of passes.*

*\*\* Add lines if necessary.*

**Service Bureau, AO EXPOCENTRE**

D.08

**EXHIBITOR SERVICES ORDER FORM**

***completed form to be sent via e-mail:*** [***usluga@expocentr.ru***](mailto:usluga@expocentr.ru)

**v:1.21**

**Phone: +7(499) 795-37-79 (multi-channel)**

[**Services for Exhibitors**](http://www.expocentr.ru/en/about/divisions/servicexpo/)

*(Service Bureau web page)*

**\* Obligatory fields**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF EXHIBITION:\*** | | | | | | **Agroprodmash’2021** | | | | | | | |
| **NAME OF EXHIBITOR/CONTRACTOR:\*** | | | | | |  | | | | | | **PAVILION:\*** |  |
| **CONTACT PERSON:\*** | | | | | |  | | | | | | **BOOTH No:\*** |  |
| **PHONE:\*** | | | |  | **Mobile:** | |  | **E-MAIL:\*** | |  | | **Price**  (€, VAT incl.) | **Quantity** |
| ***ATTENTION!*** *The cost of ELECTRICITY, WATER and COMPRESSED AIR in case of late orders (during mounting period) will be increased.* | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-31** | | [ELECTRIC POWER](https://services.expocentr.ru/en/services/engineer/#electricity) | | | | | | | | | | | |
| Additional power source for connection of exhibits and power consuming equipment,  per connection with capacity up to: | | | | | | | | | 5 kW | | | 240 |  |
| 10 kW | | | 426 |  |
| 20 kW | | | 756 |  |
| 30 kW | | | 1 050 |  |
| 50 kW | | | 1 491 |  |
| 75 kW | | | 1 803 |  |
| 100 kW | | | 2 553 |  |
| ***Note:*** *The space rental covers the cost of power consumption within the limit of 100 W (220V) per sq.m. This service is essential, if you are going to use energy consuming exhibits, powerful lighting items, etc. Power cable, sockets and electrical switchboard (380V) are not included and are supplied by your stand builder. All electric installation works should be done by a qualified personnel hired by the exhibitor or a stand builder.* | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-32** | | [WATER SUPPLY](https://services.expocentr.ru/en/services/engineer/#water-supply) | | | | | | | | | | | |
| Connection of the exhibitor’s kitchen and other equipment to plumbing system, per connection | | | | | | | | | on the pavilion floor level | | | 528 |  |
| on the upper booth level | | | 567 |  |
| Rent of plumbing device for filling/discharge of tubs, pools or other types of reservoirs in pavilion, each | | | | | | | | | up to one m3 | | | 201 |  |
| over one m**3** | | | 288 |  |
| ***Note:*** *Kitchen equipment is not included and should be supplied by your stand builder. The rates cover the costs of water consumption and sewage.* | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-33** | | [COMPRESSED AIR](https://services.expocentr.ru/en/services/engineer/#compressed-air) | | | | | | | | | | | |
| Connection to the air main with air consumption, per connection | | | | | | | | | up to 30 m3 per hour | | | 654 |  |
| over 30 m3 per hour | | | 930 |  |
| **Пиктограммы для сервис-бюро_контур-34** | | | [INTERNET-CHANNEL](https://services.expocentr.ru/en/services/connect/#internet) | | | | | | | | | | |
| ***ATTENTION!*** *Detailed information about telecommunication services and their provision is posted on the page «*[*Communication services*](https://services.expocentr.ru/en/services/connect/)*».* | | | | | | | | | | | | | |
| Unlimited Internet cable connection **1**  with the speed up to: | | | | | | | | | 1024 Kbps | | | 240 |  |
| 2048 Kbps | | | 315 |  |
| 5 Mbps | | | 426 |  |
| 10 Mbps | | | 498 |  |
| 20 Mbps | | | 672 |  |
| 30 Mbps | | | 789 |  |
| 50 Mbps**3** | | | 909 |  |
| 100 Mbps**3** | | | 1044 |  |
| Additional IP address **2** | | | | | | | | | per each | | | 18 |  |
| ***1*** *Unlimited wire communication channel to a booth for the exhibition work period with one IP address and RJ-45 socket.*  ***2*** *This service must be ordered to connect each extra computer to the same Internet channel.*  **3** *Service is provided if technically feasible.* | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-36** | [RENT OF WI-FI ROUTER](https://services.expocentr.ru/en/services/connect/#active-equipment) | | | | | | | | | | | | |
| ***ATTENTION!*** *This service is available when you order a wired Internet connection on the stand (see above).* | | | | | | | | | | | | | |
| Rent of Wi-Fi router (operating frequency 5 GHz) with installation | | | | | | | | | | | 159 | |  |
| ***Note: Work in the 2.4 GHz frequency is not allowed!***  *You can get detailed information about the technical characteristics at the Department of information technology: +7 (499) 795-38-97;*  *+7 (499) 256-27-14; E-mail:* [*davydov@expocentr.ru*](mailto:Davydov@expocentr.ru) | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Пиктограммы для сервис-бюро_контур-12** | | [PASSES](https://services.expocentr.ru/en/services/pass/) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description of service** | | | | | | | | | | | | | | | | | | | | | | | | | **Price** (€, VAT incl.) | | | | **Quantity** | | | |
| Extra exhibitor pass  Is acquired if necessary, additional information can be found at the [link.](https://services.expocentr.ru/en/services/pass/#pass) | | | | | | | | | | | | | | | | | | | | | | | | | 21 | | | |  | | | |
| Pass for a distributor of promotional materials (promoter)  Before acquiring the pass please get acquainted with [«Approved Procedure for Distribution of Promotional Materials at Expocentre Fairgrounds»](https://www.expocentr.ru/upload/docs/promotion_eng.pdf). Please attach the copies of promotional materials for approval. | | | | | | | | | | | | | | | | | | | | | | | | | 255 | | | |  | | | |
| **Пиктограммы для сервис-бюро_контур-37** | [PARKING PASSES](https://services.expocentr.ru/en/services/pass/#auto) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type of pass** | | | | | | | | | **Parking lots** [(see the parking lots)](https://www.expocentr.ru/upload/docs/scheme_of_parking_lots_rus_eng.pdf) | | | | | | | | | | | | | | | | | | | | | | | |
| **All**  **parking** | | | **No.1** | | | **No.2** | | | **No.3** | | | | **No.3а** | | | | **No.4** | | **No.7** | | | | **No.7а** |
| Exhibitor car pass for the exhibition work period | | | | | | **Price**  (€, VAT incl.) | | | ▬ | | | 189 | | | 189 | | | 189 | | | | 189 | | | | 135 | | 189 | | | | 189 |
| *Submit*  ***quantity*** | | | ▬ | | |  | | |  | | |  | | | |  | | | |  | |  | | | |  |
| Exhibitor car pass for the exhibition work period + mounting and dismantling periods | | | | | | **Price**  (€, VAT incl.) | | | ▬ | | | 246 | | | 246 | | | 246 | | | | 246 | | | | 189 | | 246 | | | | 246 |
| *Submit*  ***quantity*** | | | ▬ | | |  | | |  | | |  | | | |  | | | |  | |  | | | |  |
| Exhibitor car pass for mounting and dismantling periods | | | | | | **Price**  (€, VAT incl.) | | | 114 | | | **ATTENTION!** Move-in and move-out of exhibits is free of charge  with **one-time pass** (issued on the grounds [D.03](https://www.expocentr.ru/upload/docs/D03_eng.doc) form). | | | | | | | | | | | | | | | | | | | | |
| *Submit*  ***quantity*** | | |  | | |
| ***Note:*** *The car pass authorizes the exhibitor car to stay on the chosen parking lot at Expocentre Fairgrounds from 8:00 to 20:00.*  ***Overnight parking is prohibited! Entry to the territory of Expocentre Fairgrounds******by taxi and car sharing is prohibited!*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-13** | | | | [STAND CLEANING](https://services.expocentr.ru/en/services/stands/#cleaning) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***ATTENTION!* Daily dry cleaning of the stand is provided to exhibitors as a bonus** (*see the note below*).  *It’s possible to order* ***additionally*** *cleaning, if it necessary.*  *Late applications shall be accepted if resources are still available, shall be calculated using the following multiplying ratio:1,25* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type of cleaning** | | | | | | | | **Periodicity**  **of cleaning** | | | | | **MEASURE UNIT** | | | | | | | | **Price**  (€, VAT incl.) | | | | | | **Booth**  **space** | | | **Date** | | |
| Vacuum additionally cleaning | | | | | | | | Daily  (exhibition work period) | | | | | per 1 sq.m | | | | | | | | 7,20 | | | | | |  | | | ▬ | | |
| One time | | | | | per 1 sq.m | | | | | | | | 1,80 | | | | | |  | | |  | | |
| Wet cleaning  (laminate, tile) | | | | | | | | Daily  (exhibition work period) | | | | | per 1 sq.m | | | | | | | | 10,50 | | | | | |  | | | ▬ | | |
| One time | | | | | per 1 sq.m | | | | | | | | 3,90 | | | | | |  | | |  | | |
| Waste removal  (emptying trash bins 3 times a day) | | | | | | | | One time | | | | | per 1 sq.m per day | | | | | | | | 0,60 | | | | | |  | | |  | | |
| Cleaning of glass cases  (Indicate space of the glass surface) | | | | | | | | One time | | | | | per 1 sq.m of surface per day | | | | | | | | 3,30 | | | | | |  | | |  | | |
| ***Note:*** *Daily* ***vacuum cleaning*** *of booths is included in participation cost. Cleaning is done once a day during the run of the exhibition and includes vacuum cleaning of floor carpeting and emptying of waste baskets provided access to the booth from 8:00 to 10:00 or from 18:00 to 20:00.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-16** | [PERSONNEL](https://services.expocentr.ru/en/services/stands/#staff-services) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***ATTENTION!***  *Late applications (5 days before the start of the mounting period) are accepted if services are still available and shall be calculated using the following multiplying ratio:1,25.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description of service** | | | | | | | | | | | | | | | | **Price**  (€, VAT incl.) | | | **Quantity** | | | | **Work hours**  in period from 1000 to 1800 | | | | | | | | **Date** | |
| **Interpreter**  (consecutive interpretation  of negotiations)  Indicate the language  of interpretation in notes | | | | | | | Major European languages | | | | | | | | | 36 / hour **1** | | |  | | | |  | | | | | | | |  | |
| Oriental and rare languages | | | | | | | | | 51 / hour **1** | | |  | | | |  | | | | | | | |  | |
| **Assistant stand attendant 3** | | | | | | | Only Russian speaking | | | | | | | | | 114 / day **2** | | |  | | | | ▬ | | | | | | | |  | |
| With basic knowledge  of a foreign language | | | | | | | | | 144 / day **2** | | |  | | | | ▬ | | | | | | | |  | |
| **Stand attendant** | | | | | | | Only Russian speaking | | | | | | | | | 114 / day **2** | | |  | | | | ▬ | | | | | | | |  | |
| With basic knowledge  of a foreign language | | | | | | | | | 144 / day **2** | | |  | | | | ▬ | | | | | | | |  | |
| **Promoter 4** | | | | | | |  | | | | | | | | | 114 / day **2** | | |  | | | | ▬ | | | | | | | |  | |
| ***1*** *Minimum time of interpreting services is 4 hours, partial hour shall be charged as full.*  ***2*** *Working day is from 1000 to 1800.*  ***3*** *The service includes maintaining the cleanness of the stand during the whole day, removing waste, preparing and serving snacks and drinks, washing dishes (if the stand is equipped with a dishwasher), buying food, doing stand duty when the exhibitor or the staff are away, communicating with Expocentre staff, etc.*  ***4*** *Working in a full height figures is not expected. For distributing promotional materials on the territory of a particular exhibition, you have to acquire the pass of a distributor of promotional materials (see section Passes and Invitations).* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Notes*:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-17** | | [SECURITY](https://services.expocentr.ru/en/services/stands/#protection) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***ATTENTION!*** *Late applications shall be accepted if resources are still available, shall be calculated using the following multiplying ratio:1,25* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Service  Date | | | | | Security guard  for one booth  from 8:00 to 20:00 | | | | | | | | | Security guard  for one outdoor booth  from 8:00 to 20:00 | | | | | | | | | | Security guard  for one outdoor booth  from 20:00 to 8:00 | | | | | | | | |
| 39 € (VAT incl.)  for 1 duty (2 hours) | | | | | | | | | 48 € (VAT incl.)  for 1 duty (2 hours) | | | | | | | | | | 54 € (VAT incl.)  for 1 duty (2 hours) | | | | | | | | |
| Indicate the dates | | | | | Indicate the time period | | | | | | | | | Indicate the time period | | | | | | | | | | Indicate the time period | | | | | | | | |
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| ***Note:*** *The number of security guards is determined by the administration of Expocentre Fairgrounds, depending on the size and configuration of the booth.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-03** | | | [ADVERTISING SERVICES](https://services.expocentr.ru/en/adv/) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| To place your advertisement during the exhibition, fill in the relevant section of the[**order form**](https://www.expocentr.ru/upload/docs/D08A_eng.doc)and send it by e-mail. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Пиктограммы для сервис-бюро_контур-14** | | [ACCOMMODATION](https://services.expocentr.ru/en/services/hotels/) | | | | | | | | **Пиктограммы для сервис-бюро_контур-01** | [TRANSFER](https://services.expocentr.ru/en/services/transfer-service/) | | | | | | **Пиктограммы для сервис-бюро_контур-18** | | | [RENT OF PRESENTATION EQUIPMENT](https://services.expocentr.ru/en/services/stands/#presentation-equipment) | | | | | | | | | | | | | |
| ***Note:*** *For further information please visit the related section on* [*Services for Exhibitors*](https://services.expocentr.ru/en/services/) *page on the web-site of Expocentre.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

***ATTENTION!***

*Non-cash payments for services are available only before the beginning of the assembly period.*

*During the assembly and dismantling periods it is possible to pay off services only by corporate credit card Visa, Visa Electron, Master Card, Maestro at the cash desk of Service Bureau (pavilion 4).*

*Services are provided ONLY after full advanced payment.*

***Late applications*** *(during the mounting period) are accepted if services are still available.*

*These prices are valid for exhibitions organized by Expocentre АО and can be changed by the supplier without a prior notification.*

|  |  |  |
| --- | --- | --- |
| **COMPANY-PAYER BANKING PARTICULARS:** | | |
| *(for issuing an invoice)* | | ***\* Obligatory fields*** |
| Name of the company:***\**** |  | |
| Country:***\**** |  | |
| Address:***\**** |  | |
| Bank details:***\**** |  | |
| Contact person:***\**** |  | |
| Phone:***\**** |  | |
| E-mail:***\**** |  | |

THANK YOU FOR COOPERATION!

**Service Bureau, AO EXPOCENTRE**

D.08A

**ADVERTISING SERVICES ORDER FORM**

***Completed form to be sent via e-mail:***

[**expo-adv@expocentr.ru**](mailto:expo-adv@expocentr.ru)

**v. 01.21**

**Phone: +7(499) 795-37-79 (multi-channel)**

[**Services for Exhibitors**](https://www.expocentr.ru/en/exhibitors/services/)

*(Service Bureau web page)*

**\* Obligatory fields**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF EXHIBITION:\*** | | | | | **Agroprodmash’2021** | | | | | | | | | |
| **NAME OF EXHIBITOR/CONTRACTOR:\*** | | | | | |  | | | | | **PAVILION:\*** | |  | |
| **CONTACT PERSON:\*** | | | | |  | | | | | | **BOOTH No:\*** | |  | |
| **PHONE:\*** | | |  | | **Mobile:** |  | | | | **E-MAIL:\*** |  | | | |
| **[Пиктограммы для сервис-бюро_контур-03](https://www.expocentr.ru/common/img/uploaded/divisions/exposervice/outdoor.html)** | | [OUTDOOR ADVERTISING](https://services.expocentr.ru/en/adv/outdoor/) | | | | | | | | | | | | |
| ***ATTENTION!*** *In case of late application for services for the production and installation of advertising materials (7 days before the start of the mounting period) the cost will be increased by 10%. Application for outdoor advertising can be refused for technical reasons.* | | | | | | | | | | | | | | |
| **FIXED STRUCTURES** | | | | | | | | | | | | | | |
| **Name of Service** | | | | | | | | | **Dimensions** | | **Price**  (€, VAT incl.) | | **Quantity** | |
| Rent of outdoor fixed structures  ([see the layout](https://www.expocentr.ru/upload/docs/schem_fixed_structures.pdf))  *The rental rate covers production, installation and dismantling of the carrier***4**  *To find more about locations* [click here](https://www.expocentr.ru/upload/docs/Fixed_Structures_Expocentr_Eng.pdf) | | | | [Fixed modular structures](https://services.expocentr.ru/common/img/uploaded/a_service/outdoor_adv/fixed_structures/6.jpg)**2**  *Possible structure sizes***3** *(*w\*h*), m:*  *1 х 2, 2 х 2,* *2 х 3, 3 х 2, 4 х 2, 6 х 2, 6 х 3* | | | | | for 1 sq. m | | 114 | |  | |
| [Advertising group No.8, pavilion 7.3](https://services.expocentr.ru/common/img/uploaded/a_service/outdoor_adv/fixed_structures/1.jpg)  *banner net structure***3** | | | spot «а» | | 40,0 sq. m | | 3 663 | |  | |
| spot «b» | | 61,5 sq. m | | 5 877 | |  | |
| spot «c» | | 40,0 sq. m | | 3 663 | |  | |
| [Advertising group No.8, pavilion 8.1](https://services.expocentr.ru/common/img/uploaded/a_service/outdoor_adv/fixed_structures/2.jpg)  *banner net structure***3** | | | spot «d» | | 12,0 sq. m | | 1 794 | |  | |
| spot «e» | | 41,3 sq. m | | 3 663 | |  | |
| spot «f» | | 12,0 sq. m | | 1 794 | |  | |
| Rent of advertising space on fixed structures ["Pylon" and "Stela"](https://services.expocentr.ru/en/adv/outdoor#pylon-stela)**2,3**,  for 1 item ([see the layout](https://www.expocentr.ru/upload/docs/schem_stell_pavilion.pdf))  *To find more about locations* [click here](https://www.expocentr.ru/upload/docs/Pylons_and_Stelae_eng.pdf)  *The rental rate covers production, mounting/dismantling of self-adhesive vinyl***4** | | | | | | | | | 2 х 3 m | | 978 | |  | |
| Rent of [light-box](https://services.expocentr.ru/en/adv/outdoor/#lightbox)**1,2,3,** for 1 item ([see the layout](https://www.expocentr.ru/upload/docs/map_eng_.pdf)):  *The rental rate covers the cost of production and mounting/dismantling of the carrier***4** | | | | | | | | | 1,14 х 1,74 m | | 546 | |  | |
| 1,80 х 1,60 m | | 546 | |  | |
| **MOBILE STRUCTURES** | | | | | | | | | | | | | | |
| Rent of [mobile modular structures](https://services.expocentr.ru/en/adv/outdoor/#mobile)**2**  *Possible structure sizes***3** *(*w\*h*), m:*  *1 х 2, 2 х 2, 2 х 3, 3 х 2, 3 х 3, 4 х 2, 4 х 3, 5 х 2, 5 х 3, 6 х 2, 6 х 3*  *The rental rate covers the cost of production and mounting/dismantling of the banner***4** | | | | | | | | | for 1 sq. m | | 114 | |  | |
| **1** *Light boxes are located next to the West Entrance (*[Hall 5 of Pavilion No. 8 Ground Level of Expocentre Fairgrounds](https://www.expocentr.ru/en/fairgrounds/#pavilion=8)*).*  **2***Location of a structure is denoted by the customer but should be coordinated with Expocentre. Please, specify the preferred place in the notes.*  **3** *The layout shall be provided 2 weeks prior to the date of mounting the banner.*  *To find out technical requirements for preprint materials to be provided*, [click here.](https://www.expocentr.ru/upload/docs/tech_maket_eng.doc)  **4***The rate does not cover the cost of pre-print processing of a customer’s layout and shall be paid separately.* | | | | | | | | | | | | | | |
| Pre-print processing of a customer’s layout  *The cost of the similar layouts is charged as for 1 item.* | | | | | | | | | | | | 12 | |  |
| ***Notes*:** | | | | | | | | | | | | | | |
| **[Пиктограммы для сервис-бюро_контур-08](https://www.expocentr.ru/ru/menu2/exhibitors/adv/led_adv/)** | [VIDEO ADVERTISING ON LED SCREENS](https://services.expocentr.ru/en/adv/led/) | | | | | | | | | | | | | |
| ***ATTENTION!*** *When ordering advertising on several LED screens concurrently,* ***a special offer is available!*** *Price is on request.*  *Video***1** *shall be provided by the Customer not later than 7 working days before the placement date.*  *Placement of video advertising shall be carried out after coordination of the contents of advertising and information materials with Expocentre AO.* | | | | | | | | | | | | | | |
| **Name of Service** | | | | | | | | **Running time2** | | | **Price3**  (€, VAT incl.*)* | | **Quantity** | |
| **ON MEDIA FACADE** | | | | | | | | | | | | | | |
| Video advertising on Western media facade of **Pavilion 74** (20m х 8m)  during the exhibition running period**5**.  ([see photo](https://services.expocentr.ru/en/adv/led/#led1)) | | | | | | | | 15 sec | | | 525 | |  | |
| 30 sec | | | 900 | |  | |
| 60 sec | | | 1 650 | |  | |
| **ON LED SCREEN** | | | | | | | | | | | | | | |
| Video advertising on LED screen of **Pavilion** **2 Hall 14** (7,7 х 4,6 m)  during the exhibition running period ([see photo](https://services.expocentr.ru/en/adv/led/#led3)) | | | | | | | | 15 sec | | | 600 | |  | |
| 30 sec | | | 1 050 | |  | |
| 60 sec | | | 1 920 | |  | |
| Video advertising on LED screen of **Pavilion** **7 Hall 74** (4 х 2 m)  during the exhibition running period ([see photo](https://services.expocentr.ru/en/adv/led/#led2)) | | | | | | | | 15 sec | | | 420 | |  | |
| 30 sec | | | 690 | |  | |
| 60 sec | | | 1 200 | |  | |

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| **ON LED PYLON** | | | | | | | | | | | | | |
| Video advertising on LED pylon **P13 of Pavilion 84** (1,92 х 2,64 m)  during the exhibition running period ([see photo](https://services.expocentr.ru/en/adv/led/#led4)) | | | | | | 15 sec | | | | 180 | |  | |
| 30 sec | | | | 360 | |  | |
| 60 sec | | | | 720 | |  | |
| Video advertising on LED pylon **P14 of Pavilion 84** (1,92 х 2,64 m)  during the exhibition running period ([see photo](https://services.expocentr.ru/en/adv/led/#led4)) | | | | | | 15 sec | | | | 180 | |  | |
| 30 sec | | | | 360 | |  | |
| 60 sec | | | | 720 | |  | |
| **1** *Video shall be made by the Customer in strict accordance with the following* [*specifications*](http://services.expocentr.ru/common/img/uploaded/files/mediafasad-requirements_en.pdf)*.*  **2** *Video running time shall be divided by 15 seconds.*  **3** *The rate covers not less than 100 shows per day from 8 am to 6 pm during the exhibition running period (excluding mounting and dismantling periods).*  **4** *The location of LED screens* [*see the link.*](https://www.expocentr.ru/upload/docs/LED_Expo_map_en.pdf)  **5** *Advertising is available at night. Price is on request.* | | | | | | | | | | | | | |
| **[Пиктограммы для сервис-бюро_контур-04](https://www.expocentr.ru/common/img/uploaded/divisions/exposervice/plasma.html)** | [VIDEO ADVERTISING ON PLASMA PANELS](https://services.expocentr.ru/en/adv/video/) | | | | | | | | | | | | |
| *Video***1** *shall be provided by the Customer not later than 7 working days before the placement date.* | | | | | | | | | | | | | |
| **Name of Service** | | | | | | | **Running time4** | | | | **Price**  (€, VAT incl.*)* | | **Quantity** |
| Video advertising on the plasma panels of **Pavilion No.7, Hall 7**  **(West entrance**)  **group2** during the exhibition running period  ([see the presentation](https://www.expocentr.ru/upload/docs/Plazma_Screens_Expocentr_Eng.pdf)) | | | | | | | 15 sec | | | | 504**5** | |  |
| 30 sec | | | | 786**5** | |  |
| 60 sec | | | | 1 374**5** | |  |
| Video advertising on the plasma panels of **Pavilion No.1 group3**  during the exhibition running period  ([see the presentation](https://www.expocentr.ru/upload/docs/Plazma_Screens_Expocentr_Eng.pdf)) | | | | | | | 15 sec | | | | 504**5** | |  |
| 30 sec | | | | 786**5** | |  |
| 60 sec | | | | 1 374**5** | |  |
| **Exclusive continuous demonstration** of video advertising on the plasma panels of **Pavilion No.7, Hall 7 (West entrance**) **group 2**  ([see the presentation](https://www.expocentr.ru/upload/docs/Plazma_Screens_Expocentr_Eng.pdf)) | | | | | | | per 1 day | | | | 468 | |  |
| **Exclusive continuous demonstration** of video advertising on the plasma panels of  **Pavilion No.1 group 3**  ([see the presentation](https://www.expocentr.ru/upload/docs/Plazma_Screens_Expocentr_Eng.pdf)) | | | | | | | per 1 day | | | | 468 | |  |
| **1** *Video shall be made by the Customer in strict accordance with the following* [*specifications*](https://www.expocentr.ru/upload/docs/video_requirements_eng.doc)  **2** *Group of Pavilion No.7, Hall 7 (Registration Zone of West Entrance) consists of 4 synchronized plasma panels.*  **3** *Group of Pavilion No.1 consists of 7 synchronized plasma panels.*  **4** *Video running time shall be divided by 15 seconds.*  **5** *The rate covers 360 shows per day from 8 am to 6 pm during the exhibition running period (excluding mounting and dismantling periods).* | | | | | | | | | | | | | |
| [Пиктограммы для сервис-бюро_контур-399](https://www.expocentr.ru/common/img/uploaded/divisions/exposervice/activity.html) | | PERMITS FOR ADVERTISING | | | | | | | | | | | |
| **Name of Service** | | | | | | | | | | | **Price**  (€, VAT incl.) | | **Quantity** |
| Permit to place roll-up banner, per pcs. ([see photo](https://services.expocentr.ru/en/adv/permissions/#roll-up)) | | | | | | | | | | | 189 | |  |
| Permit to place an advertising structure, per pcs.**1** | | | | | | | | | | | 567 | |  |
| **1** *"Advertising structure" is a structure or a device not larger than 2x2 m in plane.*  *The rate does not cover the cost of electric power, water and compressed air consumption.* | | | | | | | | | | | | | |
| ***Note:*** *Location of an advertising structure is denoted by the customer but should be coordinated with Expocentre. Expocentre shall bear no responsibility for the safety of an advertising structure is damage is done by other parties.* | | | | | | | | | | | | | |
| Пиктограммы для сервис-бюро_контур-06 | | [BANNERS AT WEBSITES](https://services.expocentr.ru/en/adv/web/) | | | | | | | | | | | |
| **Name of Service** | | | | | | | | | | | **Price**  (€, VAT incl.) | | **Quantity** |
| Standard banner on the main page of an exhibition (each / per month). | | | | | | | | | | | 900 | |  |
| **1** *The application for a banner shall be submitted five days prior to the placement. The minimum placement time is one month.*  *The banner shall be provided by the customer electronically in .gif, .jpg or .png formats in three sizes : 728 х 90 pixels, 468 х 90 pixels, 220 х 90 pixels*  *(to be correctly displayed on various electronic devices.)* | | | | | | | | | | | | | |
| Пиктограммы для сервис-бюро_контур-40-40 | | [PLACEMENT OF ADVERTISING STICKERS](https://services.expocentr.ru/en/adv/stickers/) | | | | | | | | | | | |
| **Name of Service** | | | | | | | | | **Price**  (€, VAT incl.) | | | **Quantity** | |
| Placement of advertising stickers**1** on the floors and floor carpeting of pavilions, per 1 sq. m.  ([see photo](https://services.expocentr.ru/en/adv/stickers/)) | | | | | | | | | 101,40 | | |  | |
| Pre-print processing of a customer’s layout  *The cost of the similar layouts is charged as for 1 item.* | | | | | | | | | 12 | | |  | |
| Plotter cutting of one sticker, each | | | | | | | | | 11,40 | | |  | |
| Lamination of self-adhesive films | | | | | | | | | 6 | | |  | |
| **1** *The placement rate covers production, placement/removal of a sticker and one plotter cutting. Stickers are placed at the interval not less than four meters. The size of the sticker shall not exceed one sq. m. Incomplete meter shall be paid for as full.*  *The rate does not cover the cost of pre-print processing of a customer’s layout and additional plotter cutting and shall be paid separately.* | | | | | | | | | | | | | |
| Пиктограммы для сервис-бюро_контур-07 | | | [ADVERTISING ON ELECTRONIC TICKETS](https://services.expocentr.ru/en/adv/etickets/) | | | | | | | | | | |
| TYPE OF ELECTRONIC TICKET | | | | | **Number of visitors** | | | | | | | | |
| **up to 5000** | | | **from 5001 to 10 000** | | | | **over 10 000** | |
| Placement of advertising [type 1](https://www.expocentr.ru/upload/docs/r_e-ticket_eng.pdf) (94 х 94 mm)  *It’s possible to order 1 advertising space on an e-ticket* | | | | **Price**  (€, VAT incl.) | 915 | | | 2 367 | | | | 6 000 | |
| *yes / no* |  | | |  | | | |  | |
| Placement of advertising [type 2](https://www.expocentr.ru/upload/docs/r_e-ticket_eng.pdf) (94 х 46 mm)  *It’s possible to order 2 advertising spaces on an e-ticket* | | | | **Price**  (€, VAT incl.) | 711 | | | 1 776 | | | | 4 737 | |
| *yes / no* |  | | |  | | | |  | |
| *quantity* |  | | |  | | | |  | |
| Placement of advertising [type 3](https://www.expocentr.ru/upload/docs/r_e-ticket_eng.pdf) (94 х 31 mm)  *It’s possible to order 3 advertising spaces on an e-ticket* | | | | **Price**  (€, VAT incl.) | 474 | | | 1 200 | | | | 3 159 | |
| *yes / no* |  | | |  | | | |  | |
| *quantity* |  | | |  | | | |  | |
| Placement of advertising [type 4](https://www.expocentr.ru/upload/docs/r_e-ticket_eng.pdf) (46 х 46 mm)  *It’s possible to order 4 advertising spaces on an e-ticket* | | | | **Price**  (€, VAT incl.) | 354 | | | 891 | | | | 2 367 | |
| *yes / no* |  | | |  | | | |  | |
| *quantity* |  | | |  | | | |  | |
| ***Note:*** *Visitors can register online at the official website of EXPOCENTRE AO. Registration is opened 3 months before the exhibition opening and is closed on the last day of the exhibition. E-tickets can contain advertising in case advertising spaces are available.*  *Advertising shall be submitted in .png format. Advertising has to be easy readable when printed in black and white.*  *No direct invitations to visit the customer’s stands shall be accepted as advertising* | | | | | | | | | | | | | |

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| ***Notes*:** |

***\*\* Fill in if necessary***

***ATTENTION!***

*Non-cash payments for services are available only before the beginning of the assembly period.*

*During the assembly and dismantling periods it is possible to pay off services only by corporate credit card Visa, Visa Electron, Master Card, Maestro at the cash desk / payment kiosk of Service Bureau (pavilion 4).*

*Services are provided ONLY after full advanced payment.*

***Late applications*** *(during the mounting period) are accepted if services are still available.*

*These prices are valid for exhibitions organized by Expocentre АО and can be changed by the supplier without a prior notification.*

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| **COMPANY-PAYER BANKING PARTICULARS:** | | |
| *(for issuing an invoice)* | | ***\* Obligatory fields*** |
| Name of the company:***\**** |  | |
| Country:***\**** |  | |
| Address:***\**** |  | |
| Bank details:***\**** |  | |
| Contact person:***\**** |  | |
| Phone:***\**** |  | |
| E-mail:***\**** |  | |

THANK YOU FOR COOPERATION!

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| **Stand draft**  **Please send this form to OOO “ExpoConsta”, Sales Division for Standard Stands** | | | | S.01 |
| ☺ Mr. Alexei Netesov | | 🖫 [**netesov@expoconsta.ru**](mailto:netesov@expoconsta.ru) | **DEADLINE**  **September 2, 2021** |
| 🕾 +7 (499) 244-08-27  mob.: +7 (916) 100-64-36 | 🖂 1, 1st Krasnogvardejsky pr., Moscow 123100 | |

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| **Exhibition:** | | | **Agroprodmash’2021** | | | | | |
| Stand № \_\_\_\_\_\_\_\_ | Pavilion № \_\_\_\_\_ | | Hall № \_\_\_\_\_\_\_ | S \_\_\_\_\_\_\_\_ m2 | | * Equipped space | | * Space only |
| **□** | | **□** |
| **Exhibiting company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Address:** | | | | | | |
| **Phone:** | | | **Fax:** | | | | **E-mail:** | |
| **Contact person:** | | | | | **Mob.:** | | | |

If you ordered an equipped space with nonstandard configuration please make the draft of your stand on this page with indicating of **all additional elements of the stand**: walls, storage room with the door (only provided for shell scheme stands exceeding 12 m2), furniture, plug sockets, lighting equipment etc.

The following items and sizes are obligatory to be indicated on the stand plan:

**Carpet color*:*** 🞏 grey 🞏 blue 🞏 red 🞏 green

*(To order the carpet of another color (12 euro per 1 m2.) please inform the Constructor one month prior the build-up period)*

**Table (please choose):** 🞏 №310-(70х70) 🞏 №311-(120х70) 🞏 №314

**Cupboard (please choose):**🞏 №321-(43 х 93 х H-110) 🞏 №320-(43 х 93 х H-70)

**The location of the storage room, plug sockets, spot lights**.

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| **1 sq. m.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

• **Company name on fascia board (h-10cm, logo is not included in shell scheme package)**

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**• Please indicate one color**

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| **№** | **Additional equipment** | **Quantity** | **Price** |
|  |  |  |  |
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|  |  |  |  |
|  | | **TOTAL:** | |

**You can see the equipment of standard equipped stands** [**here**](http://www.expoconsta.com/en/stands/shell-scheme-construction/standartnoe-copy_102.html)**.  
You can see the list of additional equipment** [**here.**](http://www.expoconsta.com/en/stands/additional-equipment/)

