

Dear Exhibitors!

Just a little time left before **PCVExpo 2017**. We hope that preparation of your Company has been performed as planned and the Exhibition will be successful for you. On behalf of the Organisers we would like to remind you several important issues being relevant at final stage of preparation to the Exhibition.

1. EXHIBITION TIME SCHEDULE

SATURDAY 21 October	8:00 – 12:00 12:00 – 19:45	Chalking of exhibition area by General builder ¹ Stand assembly (unequipped area) ²
SUNDAY 22 October	08:00 – 19:45	Stand assembly (unequipped area) ² The latest time for commencement of assembly (unequipped area) ^{2,3}
MONDAY 23 October	08:00 – 19:45 14:00 18:00 18:00	Assembly and decoration of stands (incl. equipped area) ^{2,3} Latest time for exhibitor to arrive on the stand All equipment (exhibits) shall be unpacked All stands shall be assembled and cleaned (including equipped area)
TUESDAY 24 October	08:00 – 19:00 10:00 – 18:00	Exhibiting hours ⁴ Exhibition is open for Visitors
WEDNESDAY 25 October	09:00 – 19:00 10:00 – 18:00	Exhibiting hours ⁴ Exhibition is open for Visitors
THURSDAY 26 October	09:00 – 19:45 10:00 - 16:00 16:00 - 19:45 19:45	Exhibiting hours ⁴ Exhibition is open for Visitors Entry of vehicles for disassembly Equipped area shall be vacated ⁵
FRYDAY 27 October	08:00 – 18:00 18:00	Pavilion is open Dismantling. Vehicle entry for dismantling (all vehicle) Cleaning. The Pavilion shall be vacated; equipment and Stand structures shall be disassembled and removed ⁶ Pavilions must be vacated ⁵

¹ Latest time 12:00. Neither exhibitors nor stand builders will not be allowed to pavilion before chalking will be done.

² Please contact ITE Group Technical Service Department for information on possibility and cost of extension time of assembly/disassembly.

³ Terms of assembly of large-sized and heavy equipment and exhibits shall be agreed with ITE Group Technical Service Department **in advance**. **The Organisers are entitled to suspend construction of particular Stands for arranging delivery of large-dimensioned exhibits to the exhibition according to Arrival Schedule.**

⁴ The pavilion will be open on the first day of the exhibition operation from 08:00 and on the other days – from 09:00. **Entry into the Pavilion shall be allowed to Exhibitors only by their ID cards.** Assembly works must not be executed on Stands; assembly ID cards are invalid. Visitors will be in the pavilion at 10.00. Please ensure that your Stand is ready to meet Visitors!

⁵ All exhibits, materials and proprietary structures of an Exhibitor shall be removed; otherwise the exhibiting company shall bear further liability for their safety.

⁶ All construction materials, structures and bulky waste shall be removed from the territory of Crocus Expo IEC or disposed in waste containers at the cost of the Exhibitor or his Builder.

2. ORGANISERS OFFICE

The Exhibition Organisers' (ITE Group) Office will be located in **Hall 2, Pavilion 1, stand C131** for the whole exhibition period including of set up period.

There is a business centre available where you can use the following complimentary services within the Organisers' Office:

- Tea, coffee
- Wi-Fi free
- Meeting Room

Please come and visit us should you have any queries relating to your participation during the Exhibition!

Tel/Fax: +7 (499) 750 0823

(This phone line will work from 22 October till 26 October 2017 only)

3. PASSES, BADGES

You can collect your **Exhibitor Badges** from the Registration Desk in the lobby of Pavilion 1, from 9:00 on 23th October. Exhibitors should wear or carry their Exhibitor's badges with them at all times.

Assembly Passes (invalid during the Exhibition operation) for your personnel engaged in assembly/disassembly will be issued by the Service Center in your Pavilion from 08:00 to 20:00 during assembly and disassembly days. To get Assembly Passes please present a letter with specification of the exhibiting company, full name and passport data of employees engaged in the assembly (**page 5, Letter A example**) to the Service Center in your Pavilion.

Assembly Passes for Builders under the lists handed over by Build Expo will be also given in the Service Center of your Pavilion from 08:00 till 20:00 on assembly and disassembly days.

You can get V.I.P. Parking Passes and HDLG Zone Passes (preordered and prepaid) in the Organisers' Office from the first day of assembly.

V.I.P. Parking Passes are **invalid** for trucks, minibuses and advertising vehicles.

4. ENTRY AND REMOVAL OF EQUIPMENT AND EXHIBITS

Entry of load-carrying vehicles to the territory of Crocus Expo IEC is carried out via Entry No.1 only (the first turn from Moscow Ring Road). **Entry to the territory of Crocus Expo IEC via the arch is prohibited.**

Entry of vehicles to the HDLG zone will be carried out under paid Passes preordered from the Organisers or to be acquired in the Service Center of your Pavilion under a Letter for entry/removal.



IMPORTANT! Transport shall be removed outside the HDLG zone immediately after unloading:

Standing time at the HDLG zone is limited: ▪ load-carrying vehicle - 2 hours; ▪ light vehicle - 1 hour.

A **FINE** in the amount of 1000 RUR will be charged for every 30 minutes of standing exceeding the limit.

A paid Pass to the HDLG zone is valid for 1 vehicle only without restricting the number of entries to the HDLG zone during assembly and disassembly. In case of replacing a vehicle you can change the Pass by contacting the Transportation and Logistics Department Manager at the Service Center of your Pavilion **without extra charge**.

Loading/unloading and assembly/disassembly operations to be conducted with the use of lifting equipment shall be performed by experts and using tools of Crocus Expo IEC Transportation and Logistics Department **only**.

Please follow the link for the application and price rates:

<http://www.crocus-expo.ru/partner/pograzgr.php>

Tel.: +7 (495) 727 25 87 (mo-fr 09:30 - 18:30) E-mail: trans@crocus-off.ru

Loading/unloading operations shall be conducted from 08:00 till 19:45 (break time from 13:00 till 14:00) in the zones of loading/unloading operations (LUO) only.

Unassisted loading, unloading and transportation of a load using lifting devices, all types of lifting and transportation equipment (cranes, articulated crane, electric and hydraulic stackers and other lifting mechanisms of any type) are prohibited.

A fine will be charged by Crocus Expo IEC Management in case of failure to comply with this requirement.

It should be recalled that Applications for loading/unloading operations will be accepted not later than 2 weeks prior to assembly. Applications submitted after this period of time will be processed at a surcharge rate.

The Arrival Schedule obligatory for all exhibitors shall be formed subject to your applications. Delivery to a Stand is not guaranteed in case of cargo arrival out of schedule.

Entry and removal of exhibits and equipment shall be carried out according to letters executed under the following procedure:

1. Draw up a Letter in accordance with the example attached on your Company's form signed by the Director in 3 copies (**page 5, Letter B example**);
2. Countersign the Letter in the Organisers' Office (Hall 2, Pavilion 1, stand C131) **and then** in the Service Center at the Pavilion Lobby;
3. Get Passes for vehicles entry to LUO zone in the Organisers' Office or in the Service Center (if they are ordered and paid in advance) or purchase them at the Desk of the Service Center of your Pavilion;
One copy of the Letter shall be kept by the Service Center and another copy shall be transferred to a security officer at assembly gates during entry of exhibits. The remaining copy of the Letter shall be used for removal of exhibits upon completion of the Exhibition.

Entry of additional exhibits during the Exhibition can be performed **from 09:00 till 9:30 and from 18:00 till 18:30 only**. In this case please draw up two Letters for entry of additional products to your Stand in advance. Entry of additional cargo when the Exhibition is open for visitors is not allowed.

In order to remove equipment and exhibits after completion of the Exhibition you shall put a stamp in the Service Center for removal on your copy of the Letter and exchange the HDLG zone Passes for load-carrying vehicles if required.

All advertising materials and exhibits shall be located within the limits of your Stand only. Storage of containers at a Stand is not allowed under the Fire Safety Regulations. You can order storage of your consumables, containers and exhibits at Crocus Expo IEC Transportation and Logistics Department.

5. STAND BUILDING AND DECORATION RULES

You are kindly requested to study ITE Group Requirements provided on page 4 of the Exhibitor Guide thoughtfully when building and decorating Stands.

In case of failure to follow these requirements the Organisers reserve the right to suspend construction of your Stand.

6. INFORMATION FOR EXHIBITORS WHO ORDERED EQUIPPED AREA

Exhibitors who ordered equipped area through ITE Group shall arrive to their Stand not later than at **14:00 on 23 October 2017**. Keys to doors and/or locks for file cabinets and show-cases can be received at the stand of the General Builder's (BuildExpo, near the Organisers' Office) after making a refundable deposit in the amount equal to 1000 RUR per each key/lock starting from 12.00 on the last day of assembly.

Coolers, water bottles and coffeemakers ordered by you will be also delivered to the Stand after making a deposit in the amount of 8000, 1000 и 3000 RUR respectively. The deposits will be returned from 14:00 till 18:00 on the Exhibition closing date after back transfer of equipment.

Wall panels and other additional construction members shall remain undamaged after the Exhibition and shall be cleaned from residues of a scotch tape etc.

Attaching your equipment to a Stand structures, individual panel covering, drilling holes, attaching advertising and other materials by pins or stubborn scotch tape etc. are prohibited. The cost of damaged elements of a Stand structure and additional equipment will be recovered from the Exhibitor.

Assembly of exhibition equipment and connection of electric equipment (except exhibits) within a standard Stand shall be considered as individual installation and shall be subject to paid Technical examination. These requirements cover among other things mobile Stands featuring lighting equipment as well as showcases.

You Stand shall be completely ready and cleaned **by 18:00 on assembly closing date**. Containers and boxes from exhibits shall be removed to waste containers placed near assembly gates of the Pavilion.

7. INFORMATION FOR SPACE ONLY EXHIBITORS

Companies who organize the construction of their Stands independently and/or Builders are required to do the following **in advance**:

1. Agree the Stand design with the Organisers (ITE Group). To agree the design with the Organisers you shall send 3D space and interior design (Stand general view from 4 sides) with dimensions (L x W x H) to ITE Group Technical Manager via e-mail Roman.Liskiv@ite-russia.ru for the Organisers' approval. Design review time: 3 working days.

2. Undergo a paid technical examination by BuildExpo being the General Builder at Crocus Expo IEC.

Tel: +7 (495) 727 26 71,

E-mail: ingener@buildexpo.ru

Companies failed to pass the technical examination and failed to receive a permit from BuildExpo will not be allowed to carry out Stand assembly. Assembly Passes for Builders will be given in the Service Center of your Pavilion during the exhibition assembly.

All materials and structures not provided with the Fire Safety Certificates (i.e. timber structures, carpeting, inflammable decorations, hangings etc.) shall be treated with respective fire retardant. For more detailed information and a list of documents required for technical examination please refer to the web-site: www.buildexpo.ru

Before commencement of the Stand assembly assure yourself of its correct location in regard to general marking; request assistance at the Organisers' office at the Exhibition if required.

Please **NOTE** and bring this information to the notice of your Builders that all Stands shall be prepared for examination **not later than 18:00 on assembly closing date**. All construction works shall be completed; equipment and boxes shall be removed. You can order additional hours on assembly closing date for decorating works only. Companies that have infringed this rule can be penalized. Additional assembly hours on assembly closing date are **prohibited**.

During assembly Builders shall pack small construction debris in their own garbage plastic bags and throw it to the containers located in passages. Containers and waste of construction materials that does not fit the garbage plastic bags shall be removed by Builders individually from the territory of the Exhibition Center.

Please inform companies carrying out construction of your Stand about these requirements.

8. UTILITY CONNECTIONS

Water supply connections shall be carried out using (15 mm) hoses; water drainage shall be provided via 32 mm. Compressed air connection shall be provided using (15 mm) armored hoses. For hoses of another diameter and/or adapters should be provided by the Exhibitor or alternatively ordered from BuildExpo (if available).

IMPORTANT! The Organisers provide standard plumbing equipment ordered via the Exhibitor Manual only. **Connection of hoses to Exhibitor's equipment and maintenance of the connections during the Exhibition should be carried out by your Company's experts or your Stand Builder.**

Power supply and other connections will be performed during exhibiting hours only. If you need water or compressed air **for adjustment of equipment** outside of the exhibiting hours please agree this with the Organisers 5 business days prior to assembly. During assembly and disassembly Exhibitors (or their builders) should use battery-powered tools or bring a professional extension cable and connect it to any available socket within the Pavilion. In addition, it is your responsibility to ensure your cables are protected against damage during use.

9. ADVERTISING, BANNERS AND TECHNICAL SUSPENSIONS

No advertising structures (banners, flags etc.) can be placed on the floor, pavilion structures, walls or any other part of the pavilion as well as the outdoor area without the organisers permission.

To discuss advertising, please contact:

Evgenia Kuznetsova, Marketing Manager, E-mail: Evgenia.Kuznetsova@ite-russia.ru

Any orders for placement of banners / technical suspensions from ceiling structures will be permitted only via the Organisers after approval for the suspension from Crocus Expo IEC Engineering and Technical Services.

Late orders should be accepted providing availability and will be subject to surcharge. If you would like to discuss banners/technical suspensions please contact your Technical Manager **Dmitry Shishanov**

e-mail: Dmitry.Shishanov@ite-russia.ru

10. SECURITY

The cost of **overall pavilion security** is included in the space rental rate.

To ensure the safety of exhibits and personal belongings, please be present on your stand during the exhibition and from the pavilion opening time until closure of the halls (see schedule of exhibitions on page 1 of this letter).

When the Exhibition is open for Visitors your Stand (valuable exhibits as well as laptops, mobile phones, personnel effects etc.) will be under your own supervision. Equipped stands should be vacated by 19:45 on the last day of the exhibition. The Organisers and Crocus Expo IEC Management will not be liable for any loss which may occur during the specified period.

11. DEMONSTRATION OF EXHIBITS

For any demonstration(s) of equipment which may be accompanied by noise, characteristic odours or light effects and may cause complaints by Exhibitors and/or Visitors, the demonstration should be agreed with the Organisers in advance.

All parts of equipment should be located within your exhibition area. During any demonstration(s) of exhibits, it is your responsibility to install protective guards, screens etc. to ensure safety of Exhibitors and Visitors.

IMPORTANT! In case of formation of solid waste and debris during any demonstration, it is your responsibility to order suitable tanks and/or waste containers via the Service Center.

In case of failure to follow the above-mentioned guidelines the Organisers will be within their rights to deny your demonstration.

12. FIRE REGULATIONS

Exhibitors are asked to pay careful attention to the Fire Regulations within the Exhibitor Technical Services Manual and to provide their stand builders with a copy of those regulations. If the necessary fire certificates are not in the Russian language, exhibitors also need to provide a translation of the document/s into Russian.

All advertising materials and exhibits should be located only within your stand. Storage of containers on the stand is not allowed according to the rules of fire safety. You can order the storage of your supplies, containers and exhibits in the Transport and Logistics Department of Crocus Expo IEC.

Smoking in the pavilions is prohibited. The smoking areas are located on the street space of the Exhibition Center. The use of open fire, pyrotechnic and smoke effects at the exhibition, storage and use of flammable substances and combustible compressed gases is prohibited. If these substances (paints, oils, emulsions, etc.) are your products exhibited at the exhibition - they should be presented in empty containers (in the form of casts).

When decorating your stand and placing exhibits on it, it should be noted that:

- for all elements of the stand design and exhibition samples / exhibits, the participants are required to provide documents (certificates, conclusions, etc.) on the compliance of the materials used with the requirements of the fire protection regulations of the Russian Federation.
- It is not allowed to apply materials for finishing walls, ceilings with a higher fire hazard than class KM0 (NG - non-combustible); materials for flooring with a higher fire hazard than the class KM2 (G1 - slightly combustible, B1 - flammable, D1-D2 - with a small and moderate smoke-forming ability, T1-T2 - low-risk and moderately hazardous for the toxicity group, RP1-RP2 - on the speed of flame propagation over the surface - non-propagating and weakly propagating).

When placing exhibits with fire and technical characteristics that do not meet the requirements of fire safety regulations (wooden houses, arbours, etc.) at the stand, fireproof processing should be carried out and carry with them the following documents when delivering to the Exhibition Center territory: A copy of the license (MES) of the organization carrying out fire retardant treatment; A copy of the fire safety certificate for fire retardant composition; Acts of fireproof treatment of combustible materials in the composition of the exhibit. Any derogations from these Rules are allowed with the written permission of the Ministry of Emergency Situations officers.

Crocus Expo Fire Safety Department

Mr. Borisov Oleg Sergeevich **Mobile: +7 (916) 547 0623**

13. ENTRY OF AUDIO AND VIDEO EQUIPMENT

Paid approval shall be obtained from the General Builder (BuildExpo Ltd.) for entry of LCD and plasma-panel displays, projectors, loudspeaker, lighting and concert equipment to the territory of Crocus Expo IEC.

The company details and a letter of attorney shall be provided for payment.

Companies that have not received the approval will be penalized.

If the abovementioned equipment is owned by your Company and if you provide a Warranty Card for the equipment or TORG-12 Unified Consignment Note the approval will be **FREE-OF CHARGE**. BuildExpo Ltd.

The cash desk of Buildexpo Ltd is located in the Pavilion 1 Hall 3:

Working hours during set-up: from 09:00 till 18:00

Closed for lunch between 13:00 – 14:00

Tel: + 7 (495) 727-2671 **E-mail:** ingener@buildexpo.ru

14. ADDITIONAL ORDERS

Orders made by Exhibitors during assembly and during the exhibition will be accepted if technically feasible and will be subject to **100% surcharge**. Payment for additional services ordered at the Exhibition should be made upon ordering at the Organisers Office by cash in RUR or by a credit card. For any orders cancelled, payment will not be refunded.

15. COFFEE-BREAKS, CATERING

The exclusive caterer within Crocus Expo IEC is Backstage catering service. They can provide all types of service from coffee breaks to gala dinners. The commercial activity of any other public catering establishments on the territory of the Crocus Expo IEC should be previously agreed with the Backstage company.

Tel.: +7 (926) 156 9296

E-mail: info@backstagecatering.ru

Web-site: <http://backstagecatering.ru/>

16. NOISE LEVEL

SHOW-PROGRAMS AND AUDIO/VIDEO PRESENTATIONS AT STAND

NOISE LEVEL EXCEEDING 75 DB IS NOT ALLOWED.

In case of any claims presented by other Exhibitors the Organisers shall be entitled to switch off the noise source or if it is impossible they shall be entitled to switch off power supply at your Stand on receipt of a Certificate which will be drawn-up in duplicate and signed by an ITE director in charge. This Certificate will be given to the Exhibitor.

IN CASE OF REPEATED VIOLATION, THE POWER SUPPLY WILL BE SWITCHED OFF WITHOUT FURTHER NOTICE!

We ask that you please respect other Exhibitors and Guests.

17. HOW TO GET TO CROCUS EXPO IEC

Public transport: “Myakinino” Metro Station, the last metro car from center. Then follow guide signs to EXPO-1 Exhibition Center.

By car: 65-66 km of outer side of the Moscow Ring Road, Crocus Expo IEC, Pavilion 1 (Expo-1)

18. LETTER FORMS

A) For access of personnel (assemblers)

ON EXHIBITING COMPANY FORM

in a single copy

To Crocus Expo IEC Service Center
PCVExpo 2017

(Company name)

(address, telephone, e-mail)

For decoration of exhibition Stands _____
(Number of Pavilion, Hall and Stand)

at PCVExpo 2017 you are kindly requested to allow access to the following personnel:

No	Full name	Passport information

Stand safety person:

(Full name, contact phone number)

Stand fire safety person:

(Full name, contact phone number)

Manager _____ / _____ /

(Signature) (Full name)

Stamp here

B) For entry and removal of equipment/exhibits

ON EXHIBITING COMPANY FORM

in three copies

To Crocus Expo IEC Service Center
PCVExpo 2017

(Company name)

(address, telephone, e-mail)

For decoration of exhibition Stands _____
(Number of Pavilion, Hall and Stand)

at PCVExpo 2017 you are kindly requested to allow entry (with subsequent removal) of the following equipment and exhibits*:

No.	Description of equipment*	Q-ty	Notice**

Stand safety person: _____

(Full name, contact phone number)

Stand fire safety person: _____

(Full name, contact phone number)

Director _____ / _____ /

(Signature) (Full name)

Stamp here

* Total number of items (boxes) shall be specified in case of entry of consumables, advertising products, food etc. For example: “Advertising booklets; 5 packages; ___”.

****Weight and overall dimensions** shall be specified in case of entry of large-sized equipment and exhibits. Terms of assembly of large-sized and heavy equipment as well as exhibits shall be agreed with ITE Group Technical Service Department **in advance**.



We wish you successful work at the Exhibition!
PCVExpo 2017 Organisers