

11th INTERNATIONAL EXHIBITION  
ON SUPPLYING, SERVICING AND OPERATING IN THE MINING AND PROCESSING  
OF METALS AND MINERALS IN RUSSIAN FEDERATION



24 - 26 April 2007 IEC "Crocus Expo", MOSCOW, RUSSIA

# TECHNICAL MANUAL

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## ORGANISERS:



**11th INTERNATIONAL EXHIBITION  
ON SUPPLYING, SERVICING AND OPERATING IN THE MINING AND PROCESSING OF METALS AND  
MINERALS IN RUSSIAN FEDERATION**

**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**

**24 - 26 April 2007 IEC "Crocus Expo", MOSCOW, RUSSIA**

**COMPANY NAME:**

**CONTACT NAME:**

**ADDRESS:**

**CITY:**

**POSTAL CODE:**

**COUNTRY:**

**TEL.:**

**FAX:**

**E-MAIL:**

**1. Please provide us with the following services:**

No Form	Name of the form	Returned		Cost €
1	Temporary Personnel	<input type="checkbox"/> yes	<input type="checkbox"/> no	
2.1 + 2.2	Electricity, Water & Drainage, Telecommunications	<input type="checkbox"/> yes	<input type="checkbox"/> no	
3	Graphic Works	<input type="checkbox"/> yes	<input type="checkbox"/> no	
4.1 + 4.2	Additional services	<input type="checkbox"/> yes	<input type="checkbox"/> no	
5	Individual Stand Design / Custom Build Stand	<input type="checkbox"/> yes	<input type="checkbox"/> no	
	List of Exhibits			
	Outline of the Equipped Stand			
<b>Total cost:</b>				

Ordered services to be listed on the attached forms.

Prices are exclusive of VAT. VAT will be added when invoicing, if applicable.

Forms returned without the signed Service Application Contract will not be processed.

**2. Payment schedule & procedure.**

2.1 Payment for this Services Application Contract to be made within 7 banking days from the day of invoicing.

2.2 If the Organiser receives the Service Application Contract after 10 February 2007, the total cost of ordered services increases by 20%. In this case, payment is due within 2 working days from the day of invoicing.

**We have read the Technical Manual, and confirm our acceptance of the terms. The signed Service Application Contract and its receipt by ITE is deemed conclusive evidence of the Applicant's agreement to pay the full fees due.**

**If the Participant does not pay the total cost of this Service Application Contract before 1 April 2007, the Organiser has the right to cancel the current Service Application Contract. The Organiser has the right not to deliver the services if the Service Application Contracts is received after 16 February 2007.**

**Stamp Here**

**Authorised Signature:**

**Name:**

**Date:**

**PLEASE SEND BY FAX: +7 812 380 60 01**

**All FORMS and the STAND LAYOUT must be returned  
not later than 10.03.2007.**

**Shipping Deadlines:**

See Freight, Delivery, Customs

**Exhibition Timetable**

Saturday	21 April	08:00 – 20:00	Access for Set-up space only sites
Sunday	22 April	08:00 – 20:00	Access for Set-up space only sites
Monday	23 April	08:00 – 20:00	Access for Set-up equipped stands
		14:00	Latest time for exhibitor to arrive on the stand
		16:00	All goods must have been unpacked
		18:00	All stands must be ready for inspection
Tuesday	24 April	10:00 - 18:00 09:00 - 18:00	The Exhibition is open for visitors The Exhibition is open for participants
Wednesday	25 April	10:00 - 18:00 09:00 - 18:00	The Exhibition is open for visitors The Exhibition is open for participants
Thursday	26 April	10:00 - 16:00 09:00 - 18:00	The Exhibition is open for visitors The Exhibition is open for participants
		16:00 – 20:00	Packing of Exhibits Dismantling
Friday	27 April	08:00 – 20:00	Dismantling
		20:00	Pavilions must have been vacated

**You can order additional hours for set-up/dismantling on Form 1 at a charge.**

**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**

**COMPANY:**

**CONTACT:**

Please indicate the dates you require. Please also advise the language/s, if you order an interpreter.

**TEMPORARY PERSONNEL**

		EUR/ per DAY	Dates (from – until)	Total Cost EUR
Interpreter Russian -		220		
	European Language			
Interpreter Russian -		250		
	Oriental Language			
Interpreter Russian -		310		
	Bilingual			
Stand Attendant	10.00-18.00	130		
Security Guard Daytime	10.00-18.00	155		
Security Guard Overnight	18.00-10.00	260		

Cancellations at short notice will incur a 3 full day penalty!

**DAILY STAND CLEANING**

Daily stand cleaning during the period prior to the opening is available at EUR 10 per sqm

We would like to order Daily Stand Cleaning (4 days) for our stand: EUR 10 X =

**CAR PASSES (VIP PARKING NEAR THE MAIN ENTRANCE)**

We would like to order	Car Passes	For Set-Up and Dismantling Period		EUR 85	EUR
	Car Passes	For Exhibition Period	x	EUR 130	
	Car Passes	For Set-Up, Exhibition and Dismantling Period		EUR 195	

**ADDITIONAL HOURS FOR SET-UP AND DISMANTLING PERIOD**

We would like to order	_____ hours	from _____ before _____ cost per hour	x	EUR 3.0	Space < 30 sqm	x	_____ sqm =	EUR
				EUR 2.5	Space 31-50 sqm			
				EUR 2.0	Space 51-100 sqm			
				EUR 1.5	Space 101-200 sqm			
				EUR 1.0	Space 201-500 sqm			
				EUR 0.5	Space > 500 sqm			

**FORM №1, TOTAL EUR**

Signature

Date

**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**

**COMPANY:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**ELECTRICITY (for equipped stands)**

We would like to order **Supply, Connection and Consumption (includes 1 plug socket 220V, 1.5 kW)**

**220V – 2kW**  **included**      **380V – 25kW\***  EUR 925 x \_\_\_\_  
**220V – 5kW**  EUR 425 x \_\_\_\_      **380V – 50kW\***  EUR 1510 x \_\_\_\_  
**220V – 10kW**  EUR 620 x \_\_\_\_

**Total:** \_\_\_\_\_

Additional plug sockets, lighting, etc. can be ordered by completing Form 4.2.

\* Heavy plug sockets 380V must be ordered by completing Form 4.2.

**ELECTRICITY (for space only stands)**

We would like to order **Supply and Consumption only (without connection):**

**220V – 5kW**  EUR 455 x \_\_\_\_      **380V – 25kW**  EUR 945 x \_\_\_\_  
**220V – 10kW**  EUR 650 x \_\_\_\_      **380V – 50kW**  EUR 1495 x \_\_\_\_

**Total:** \_\_\_\_\_

Please remember that if your stand builder doesn't provide the switch-box and cabling to the main supplies, you must order electrical connections using this form. Your stand builder must provide an electrician in charge of cabling within the boundaries of your stand. The electrician's qualification should be confirmed by a state certificate.

We would like to order **Connection (fusebox and cable to main supply, including 1 plug socket):**

**220v – 63 A**  EUR 130 x \_\_\_\_  
**380v – 120 A\***  EUR 325 x \_\_\_\_

**Total:** \_\_\_\_\_

Additional plug sockets, lighting, etc. can be ordered by completing Form 4.2.

**WATER (PLUMBING)**

We would like to order **supply, connection, drainage and consumption**  EUR 520 x \_\_\_\_

**Total:** \_\_\_\_\_

Water connection is provided by a hose of 0.5" diameter, a tap to the sewer and a hose of 50 mm diameter.

**MINERAL WATER**

We would like to order:	Amount	Cost + returnable deposit*, EUR	Total
Cooler - Hot and Cold (500W)		60 + 50*	
Dispenser		25 + 25*	
Bottle of water (19l)		20 + 10*	

\*All rental costs are for the 4 days of the exhibition. All deposits will be returned after the exhibition, provided equipment is returned undamaged.

**COMPRESSED AIR**

We would like to order **Compressed Air Connection (6 bar)**  EUR 910 x \_\_\_\_

**Total:** \_\_\_\_\_

Connection of Compressed Air is produced by a hose of 0.5" diameter.

**FORM №2.1, TOTAL EUR**

Signature

Date

**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**

**COMPANY:**

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**CONTACT:**

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**TELEPHONES AND FAXES**

We would like to order:	Amount	Cost, EUR	Total, EUR
Telephone with international telephone line		715	
Fax machine with international fax line		845	

**INTERNET**

We would like to order:	Amount	Cost, EUR	Total, EUR
Internet connection*		715	
WiFi Connection		780	
Additional traffic, for 1 GB		195	

\*1 Gb of limited traffic is included in the cost of connection. Maximum data transmission rate is up to 2048 Kb per second. Your computer must be equipped with network adapter 100 Mb per second. For connection of your computer the cable with wall-plug of RJ-45 standard will be installed to your stand. If you need a special connection, please contact to our technical department, tel: +7 812 3806000, e-mail: [technical@primexpo.ru](mailto:technical@primexpo.ru)

**AUDIO, VIDEO, EQUIPMENT FOR PRESENTATIONS**

We would like to order:	Amount	<input type="checkbox"/> Cost, per 1 day, EUR	<input type="checkbox"/> Cost, 4 days, EUR	Total, EUR
Plasma screen 42"		470	1300	
Plasma screen 50"		590	1535	
Plasma screen 60"		710	1890	
DVD-VHS		80	130	
Slide projector		130	455	
Overhead projector		115	415	
Screen, 2m x 2m		105	390	
Multimedia projector (LCD)		520	1950	
Notebook with presentation programmes		155	585	
Personal computer with LCD monitor		130	365	

If you need non-standard equipment, please contact us by e-mail: [technical@primexpo.ru](mailto:technical@primexpo.ru)

**FORM №2.1, TOTAL EUR**

Signature

Date

**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**

**COMPANY:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**FOR EQUIPPED STANDS ONLY!**

**FASCIA PANEL NAME**

We would like to order a **fascia name in 1 language only (included in price of equipped stand)**

We would like to order an **additional fascia name** ..... EUR 65 per panel/name



We would like to order a **fascia name in 2 languages**..... EUR 65 per panel/name



**LOGO ON FASCIA PANEL**

We would like to order a logo ..... (no. appearances) EUR 130 per appearance

Please send us your logo in vector graphic, for instance **\*.CDR** ore **\*.EPS** by email: [technical@primexpo.ru](mailto:technical@primexpo.ru) or by post:  
Technical Division, Primexpo, 24/A, Yakubovicha str., St. Petersburg, 190000 RUSSIA

**GRAPHIC WORKS**

We would like to have our stand (wall panels, fascia panel, bar counters, etc) laminated with ORACAL film.

We would like to order \_\_\_\_\_(sqm.) EUR 25 per 1 sqm.

Total \_\_\_\_\_

**FORM №3, TOTAL EUR**

Signature

Date

**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**
**COMPANY:**
**CONTACT:**

Please do not re-order items which are already included in your equipped package. Prices are valid only for exhibitors who have booked an equipped stand. Exhibitors who have booked a space only site need to pay a 20% handling charge and certain items may not be provided.

Code	Unit	Description	EUR / unit	Quantity	Amount, EUR
<b>STAND CONSTRUCTION</b>					
210	sqm	Carpet	20.00		
220	1	Wall Panel, white 100 x 250 cm	90.00		
221	1	Wall Panel, white 50 x 250 cm	65.00		
	1	Wall Panel, white diagonal ~ 136 x 250 cm	125.00		
	1	Wall Panel, white diagonal ~ 70 x 250 cm	110.00		
	1	Wall Panel, white curved big, R 1m	130.00		
	1	Wall Panel, white curved small, R 0.5m	115.00		
	1	Wall Panel, Plexi glass 100 x 250 cm	145.00		
	1	Wall Panel, Plexi glass 50 x 250 cm	115.00		
280	m	Chain (allow 1.5m length for each 1m run)	15.00		
282	m	Front Partition, white, height 70 cm	45.00		
240	1	Folding Door, lockable 100 x 250 cm	170.00		
241	1	Hinged Door, lockable 100 x 250 cm	170.00		
242	1	Curtain, grey 100 x 250 cm	65.00		
250	sqm	Ceiling Lattice 100 x 100 cm	45.00		
260	sqm	Ceiling Lattice with Ceiling Panel, gridded	65.00		
270	m	Fascia Panel, white, 100 x 30 cm (please, order fascia name by Form 3)	35.00		
	1	Square Tower, white 100 x 100 x 100 cm	180.00		
	1	Square Tower, plexi glass 100 x 100 x 100 cm	260.00		
	1	Lighting for Square Tower 4 x 40W	145.00		
	1	Rotator for the Square Tower	145.00		
<b>FURNITURE</b>					
303	1	Soft Conference Chair	50.00		
306	1	Bar Stool, black	65.00		
310	1	Table, small 80 x 80 cm	65.00		
311	1	Table, medium 70 x 120 cm	80.00		
312	1	Table, large 70 x 180 cm	90.00		
314	1	Table, round, d70 cm	80.00		
<i>List continues overleaf</i>			<b>Sub Total</b>	<b>EUR</b>	

**FORM №4.1, TOTAL EUR**

Signature

Date

**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**

**COMPANY:**

**CONTACT:**

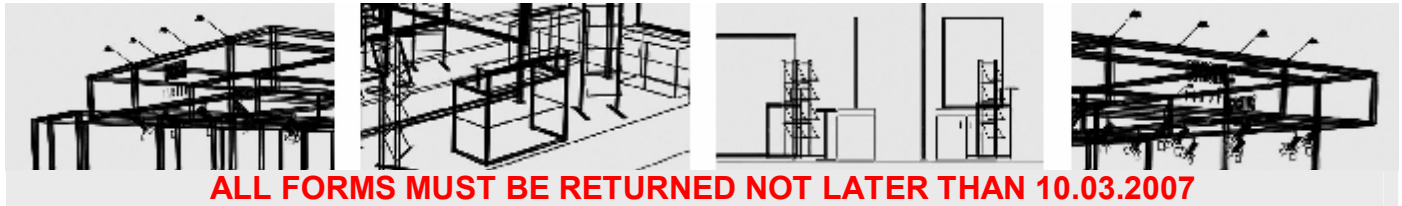
Code	Unit	Description	EUR / unit	Quantity	Amount, EUR
			<i>Sub Total</i>	<i>EUR</i>	
<b>FURNITURE</b>					
318	m	Bar Counter 50 x 100 x 110 cm	220.00		
318 R		Bar Counter, curved section, R ~ 1m	260.00		
324/1	1	Literature Holder, floor stand	50.00		
331	1	Clothes Rack, hanging	40.00		
332	1	Clothes Stand	50.00		
320	1	Cupboard, short 50 x 100 x 70 cm	130.00		
321	1	Cupboard, tall 50 x 100 x 110 cm	170.00		
340	1	5 Shelf Unit	120.00		
380	1	Shelf on wall ~ 30 x 100 cm (please indicate height)	40.00		
382	1	Podium, small 50 x 100 x 70 cm	105.00		
384	1	Podium, large 100 x 100 x 70 cm	125.00		
394	1	Showcase, short 50 x 100 x 110 cm (without lighting)	220.00		
396	1	Showcase, medium 50 x 100 x 180 cm (without lighting)	255.00		
398	1	Showcase, tall, with lighting 50 x 100 x 250 cm	300.00		
	1	TV-Stand, tall, 50 x 50 x 105 cm	105.00		
	1	TV-Stand, short, 65 x 45 x 65 cm	90.00		
<b>KITCHEN EQUIPMENT</b>					
350	1	Refrigerator, 150l, 60 x 60 x 80 cm include 24h. Plug Socket	190.00		
601	1	Sink, Boiler (please order <b>Plumbing</b> on Form 2)	260.00		
370	1	Coffee Percolator / Electric kettle (please order <b>Electricity</b> on Form 2)	65.00		
<b>ELECTRICAL APPLIANCES / FITTINGS</b>					
510	1	Spotlight, 75 W (please order <b>Electricity</b> on Form 2)	40.00		
520	1	Fluorescent Light, 40 W (please order <b>Electricity</b> on Form 2)	50.00		
504	1	Plug Socket, standard 220 V <b>1.5 kW (additional)</b>	45.00		
506	1	Plug Socket, heavy, 380 V, 16 A	130.00		
508	1	Plug Socket, 24 hour 220V (already included for refrigerators)	80.00		

**All items are available on a rent basis only. Orders on-site are subject to 100% surcharge!**

**FORM №4.2, TOTAL EUR**

Signature

Date



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**EXHIBITOR:**

**CONTACT:**

**CONFIGURATION OF THE STAND**

<b>Features of the projected stand</b>	Approximate height of the stand: _____ m		Availability of 2 <sup>nd</sup> floor: <input type="checkbox"/>		Space of 2 <sup>nd</sup> floor: _____ sq.m
<b>Meeting rooms</b>	1. _____ sq.m _____ m x _____ m		2. _____ sq.m _____ m x _____ m		3. _____ sq.m _____ m x _____ m
<b>Other rooms</b>	1. _____ sq.m _____ m x _____ m		2. _____ sq.m _____ m x _____ m		3. _____ sq.m _____ m x _____ m
<b>Basic constructional elements</b>	Showcases: _____ unit	Information desks: _____ unit	Shelves: _____ unit	Podium: _____ unit	Others:
<b>Technical connections</b>	Plumbing: <input type="checkbox"/>	Telecommunications: <input type="checkbox"/>	Compressed Air: <input type="checkbox"/>	Others:	

**INFORMATION ABOUT YOUR COMPANY**

<b>Stand design should achieve</b>	
<b>Exhibits</b>	
<b>Your corporate web-site</b>	
<b>Approximate budget (project + execution)</b>	



**ATTENTION! All individual exhibition booth projects must be submitted to Primexpo Ltd technical department approval, tel.: +7 812 380 60 00.**

Signature

Date

**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**



**EXHIBITOR:**

**CONTACT:**

**SUSPENDED CONSTRUCTIONS**

Suspension services	Quantity	Price, EUR	Cost, EUR
Organising of 1 suspension point, weight	_____	295	_____
Providing of litestructure suspension (triangular), <b>per 1 m.</b>	_____	60	_____
Montage of halogen light <b>300 V</b> on the suspended litestructure	_____	65	_____
Montage of halogen light <b>500 V</b> on the suspended litestructure	_____	75	_____
Banner production, <b>per 1 sgm.</b> , including sides processing	_____	25	_____

**ORDERING OF ADVERTISING SQUARES**

Advertising squares	Location	Size	Quantity	Price, EUR	Cost, EUR
Advertising banner 162 sqm	On the front of pavilion	18 x 9	_____	29 500	_____
Logo on the official banner	On the front of pavilion	> 10 sqm	_____	5 900	_____
Logo on the floor plan	At the entrance to the hall		_____	590	_____
Advertising construction with lights (dynamic), including 4 banners	At the entrance to the hall	1,8 x 0,86	_____	2 360	_____
Advertising construction with lighting (static), include 1 banner	At the entrance to the hall	1,8 x 0,86	_____	1 180	_____
Advertising banner over stand (> 4 sqm), per 1 sqm	At the pavilion, over stand		_____	95	_____

**TECHNICAL DEMANDS**

All design models should be discussed with technical department of Primexpo. The advertising banners which are provided by exhibitors should be delivered to organisers in coordinating terms.

**All suspensions (constructions, banners, litestructures with lightning) to the ceiling constructions of exhibition hall must be discussed with technical department of Primexpo, tel.: +7 812 380 60 00.**

**FORM №6, TOTAL EUR**

Signature

Date



**ALL FORMS MUST BE RETURNED NOT LATER THAN 10.03.2007**

Exhibitors with equipped stands should indicate the position of all ordered items on this stand layout and return it with the order forms  
(Scale 1 square = 1 sqm).

**COMPANY:**

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**CONTACT:**

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Signature

Date

**Address**

International Exhibition Centre "Crocus Expo"  
 PO Krasnogorsk-4 66-65 km MKAD (at the  
 Intersection with Volokolamskoye shosse)  
 Krasnogorsk 143400 Moscow Region  
 RUSSIAN FEDERATION

**Plan**



How to get there:  
 Tushinskaya or Schukinskaya metro stations – buses 640, 631 to  
 the "Isakovskogo street" stop  
 Planernaya metro station – free buses during exhibition hours

**Ceiling Heights**

Maximum heights to cross-beams are as follows:

Pavilion 1 915 cm

Please contact the ITE Technical Division for more detailed information.

NB: Stand height restrictions apply. Please refer to "Your Stand – Space only".

**Floor Loading**

The maximum permitted load on the pavilion floor (lower level) is 3000 kg per sqm and 3000 kg per sqm for outdoor space. Point loading is not allowed; stress must always be distributed.

**Access**

Exhibitors: **Exhibitor Badges** allow exhibitors and their personnel access to the exhibition hall during setup, dismantling and exhibition hours. For details please refer to "Procedures for entering Crocus Expo".

Contractors: **Work passes** (which are not valid during the exhibition) will be issued by the Service Bureau of the exhibition centre to all staff engaged in setup and dismantling of the stand. **To receive these passes you must present a letter listing the name of the company, and the names and passport details of the set-up personnel to the Service Bureau at least two weeks before set-up.**

For details please refer to "Procedures for entering Crocus Expo". Work passes must be worn at all times. The security guards have strict orders to refuse entry to any personnel not showing the correct pass.

**Pass in and pass out goods:**

For details please refer to "Procedures for entering Crocus Expo". Please note that during the exhibition, including the day of opening, entrance for vehicles delivering and picking up goods is restricted: Cars can only enter **from 9:00 to 9:30 hrs in the morning and from 18:00 to 18:30 hrs in the evening.**

**Working Hours**

The normal working hours during set-up and dismantling are 8.00 - 20.00 hrs each day. During the exhibition, the pavilion is open 9.00 - 19.00 hrs (please refer to "Dates and Deadlines" and "Exhibition Hours Schedule").

**Restaurants/Cafes**

A restaurant with 300 seats and a food court able to cater for up to 1100 visitors are available in the exhibition centre.

Cashier Service

You can exchange foreign currency or withdraw cash in the bank located in the lobby of Pavilion 1 between Halls 2 and 3.

First Aid

In case of a medical emergency, dial 03. Please also note:

European Medical Center  
 Spiridonievsky per. 5, Bld.1

Appointments: (7 495) 933 66 55; (Fax 933 66 50)

Working Hours: 24 hours

Emergencies 24 hrs: (7 495) 933 66 55

Copies / Business Centre

Photocopying facilities and international telephone and fax lines are available in the Service Bureau located near the registration zone in the lobby of the exhibition centre.

**Custom Design & Custom Build Stands**

If you are interested in an individually designed, innovative and original exhibition stand, please contact our award winning St. Petersburg-based design team for a proposal and competitive quotation.

**Anton Bondarenko**  
 Tel. +7 812 380 60 00  
 Fax. +7 812 380 60 01

**Equipped, Shell Scheme or Modular Stands – built by ITE Group Plc**

Stands will be built using aluminium poles and beams and plastic laminated panels. The overall size of a standard wall panel is ~ 100 x 250 cm with a face size of ~ 95 x 235 cm. If you require exact information about which panels are used on your stand, please contact the ITE Group Plc Technical Division.

Wall panels and other stand material must be returned after the exhibition undamaged. No additional stand fittings or displays may be attached to the stand shell structure. Nailing, drilling, wallpapering, inappropriate self-adhesive tape, etc. are not allowed.

The cost of repairing or replacing damaged equipment will be charged to the exhibitor.

Please refer to your space application form to see which equipment is already included in the type of stand you have booked. No financial credit can be given for items included in these packages but not utilised. Additional equipment can be ordered using this Technical Manual.

In order to ensure that constructions remain stable, it might be necessary to include additional supporting poles and beams or wall panels, which are not necessarily shown on our stand layouts. Should you need to remove these supports temporarily due to the delivery of large exhibits on to your stand, you must have the permission of the stand constructor and must make sure that all possible safety measures are taken.

**Keys** for doors and/or **locks** for cupboards and/or showcases may be collected from the organiser’s office on-site against a returnable deposit.

**Space Only Sites – indoor and outdoor**

A floor covering (e.g., carpet) and rear and side walls of a minimum height of 250 cm must be provided by the exhibitor or his stand builder. The construction may only exceed a height of 250 cm with permission in writing from ITE Group Plc on receipt of the proposed stand design prior to the exhibition.

No part of the stand structure may extend beyond the boundaries of the allocated site. The reverse side of your wall/s must be of neat appearance if it overlaps the height of those on neighbouring stands. If these terms are violated, ITE Group Plc reserves the right to terminate stand construction.

**The outer surface of wall panels must be decorated if visible from the aisles or neighbouring stands (only the colour white may be used).**

Technical stand layouts indicating all measurements incl. heights must be presented to ITE Group Plc for approval at least two months before set-up. The position of entry points for ordered electricity, water, telephone connections, etc., must also be clearly marked on the stand layouts.

**Technical expertise**

Exhibitors who have ordered space only stands must present full technical documentation **covering all technical work** to LLC “Buildexpo” (General Builder in the territory of the exhibition centre), **at least 45 days before set-up** (such expertise is fee-paying; submission of documents at a later date is subject to an extra fee).

Setup/dismantling and design work carried out by exhibitors using their own resources or involving third party builders is only allowed for exclusive exhibition stands. Set-up may be carried out by organisations which have signed a contract with the General Builder. Permission for set-up and design works will be issued subject to an expert review of technical documentation for the stand, carried out on a commercial basis.

**A standard stand** is consists of exhibition structures built and placed on a carpet; panel colour is white; electrical equipment and

furniture is in accordance with the builder’s price list for additional equipment and services. The wall colour may be changed using self-adhesive film. The height of a standard stand is 2.5 m, but it may be increased by using exhibition structures.

**An exclusive stand** is a stand which was built with the use of other materials (wood, pressed wood-fibre board, orgalite, fabric, etc.) and double-decker stands. Exclusive stands may also include stands built with the use of exhibition structures and individual design projects, which require exhibition structures of non-standard type and size.

Wallpapering of panels, placing of logos, increasing wall height, use of hangers, electrical dynamic structures, offset fascia and other additional elements do not make it an exclusive stand.

**List of documents required for expert review:**

- a) original copy of license (the license will be returned) or a signed and verified copy of the license for carrying out electrical and other engineering works (if such works are carried out during stand set-up);
- b) originals of licenses or signed and verified copies of licenses for designing double-decker stands and constructions;
- c) a letter signed by the head of the company, specifying the name of the company that ordered the stand to be build, and a list of equipment and materials to be moved in and out;
- d) stand layout to scale signed by the head of the company;
- e) detailed layout of the stand, temporary facilities and structures, specifying the stand number and a description of auxiliary facilities and total built space signed by the head of the company;
- g) detailed layout of electrical equipment on the stand, specifying power voltage, maximum power capacity for each unit and points for electricity connection with a full interpretation of the legend signed by the head of the company;
- h) utility plan of the stand, if it is planned by the exhibitor, showing connections for water, compressed air, etc. with a full interpretation of the legend signed by the head of the company;
- i) certificates of conformance for materials and equipment;
- j) certificates for power structures for double-decker stands;
  - static calculation for power structures for double-decker stands with an attached positional plan of structures;
  - drawings of the double-decker stand (scale 1:100) specifying the size and types of sections signed by the designer and sealed with the stamp of the organisation which has designed the stand (in case of absence of documents specified in P.P. b and j above, it is necessary to provide permission from Mosexpertise MTPP to build the stand);
- k) a list of electricians, of not less than the 3<sup>rd</sup> group of authorization participating in electrical works at the exhibition (stand) certified by the company’s director and in accordance with rules and regulations existing in the RF,;
- l) a copy of the order appointing a person, of not less than the 4<sup>th</sup> group of authorization, responsible for the installation/dismantling of electrical equipment at the stand in accordance with rules and regulations existing in the RF, and appointing a person responsible for carrying out set-up/dismantling work and safety on the stand, certified by the company’s director;
- m) copies of certificates for electricians specified in the list certified by the company’s director;
- n) a copy of the skill validation report for electricians certified by the company’s director;
- o) a list of set-up workers involved in set-up/dismantling operations on the stand, certified by the company’s director;
- p) insurance policy for set-up workers specified in the list.

If you have any questions regarding the execution and approval of this document, please contact: **+7 (495) 727 2671, Alexander Mikhailovich Trofimov, [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)**; documents are available on the LLC “BuildExpo” website: [www.buildexpo.ru](http://www.buildexpo.ru).

The company’s representative should have a power of attorney (or a stamp) to sign an agreement and act of compliance of documents provided by the company regarding the general terms of participation.

Each stand should be equipped with an electric board with an Emergency Circuit Breaker (ECB).

Prior to set-up, please make sure that your stand is located in accordance with the floor plan of the exhibition. If your structures are inaccurately located, you will have to dismantle your stand and rebuild it at your own expense.

Upon removal of the carpet, the exhibitor and/or stand builder must remove any adhesive tape from the floor of the pavilion.

Any losses associated with the damage of pavilion structures occurring through the fault of the exhibitor and/or sub-exhibitors, will be charged to the exhibitor's account.

**Double-decker stands:** Double-decker stands assume an **extra fee on top of the usual exhibition space rate**. If a double-decker stand was not ordered on the space application form, but the exhibitor would like to build it on the space they ordered, construction of such a stand will be allowed upon payment of the extra charge. In this case it is necessary to complete the relevant column in the Invoice-Proforma T (attached to this document).

All double-decker stands must be equipped with a fire extinguisher and fire extinguishing system or fire alarm sensors (See "Rules of fire safety, page 8). The structure of the double-decker must have the correct strength characteristics in accordance with safety norms and the necessary certificates.

**General - for all stands**

**Location:** Columns, pillars, fire points and/or utility connection points may not always be conveniently located with regard to stand locations. This may result in longer lengths of cables and pipes being visible, possibly across your stand.

**Exhibits:** Please follow information regarding the maximum permitted load on floors under *The Venue*.

**Insurance:** The Organisers have insured their own liabilities and public liability of exhibitors who have paid for this service. The limit of indemnity is £2,500,000 for any one occurrence (in excess of any other policy).

If a loss occurs which may give rise to a claim under the terms of the insurance cover, the Organiser shall notify its insurer within seven days of receipt of written notification of the claim from the Exhibitor, which consists of a standard form, available on request and completed by the Exhibitor. In the event of any such claim, the Exhibitor agrees to provide any information as requested by the insurer, or any person appointed by the insurer to investigate the claim, and the Organiser shall send to the Exhibitor copies of any correspondence with the insurer in relation to the claim. In the event that the claim is made by the Organiser under its insurance cover, the Organiser shall pay or arrange to pay that part of any proceeds of the claim that relate to the loss to the Exhibitor. The Organiser is under no obligation to commence legal proceedings or threaten to do so in relation to any such claim.

**Sub-Exhibitors/Stand Sharers:** Stand Sharers are permitted but must adhere to the general rules and regulations of participation and therefore must pay a nominal fee which covers the compulsory charges for registration and catalogue entry.

**Fire Regulations:** Exhibitors who have ordered space only stands are asked to pay careful attention to the Fire Regulations section of this manual. These regulations must be followed both during design and building of the stand. If you have ordered a space only stand, please provide your stand builders with a copy of these regulations.

**Noise Levels:** During presentations, video/audio demonstrations, etc. the noise level must not exceed 75 dB. In the case of complaints from other exhibitors, ITE Group Plc reserves the right to close down the noise source after a verbal warning.

**Banners, Flags, Balloons: \***

No advertising vehicles (banners, flags, etc.) may be placed on the floor, pavilion structures, walls or other parts of the pavilion without the approval of ITE Group Plc.

\* Please contact Vladimir Vorotyntsev for information regarding the placement of advertising and information banners: [technical@primexpo.ru](mailto:technical@primexpo.ru)

**Deadlines On-Site:** All stands must be ready for inspection by 16:00 hrs on the last day of build-up. Therefore, it is essential that you are present on your stand in the morning of the last day of build-up at the latest, to ensure that your stand is completely and correctly built and so that you will have time to equip and decorate it.

Any boxes/cartons must be unpacked and removed from the stand by 16:00 on the last day of build-up. Any boxes/cartons which have not been unpacked by 16:00 hrs on the last day of build-up may be removed from your stand at your expense and can only be re-delivered to your stand after the official opening of the exhibition.

**The exhibition will be closed at 16:00 hrs on the last day so that the forwarding agent can begin to deliver the empty boxes.**

**Exhibitors may not remove and/or pack their exhibits before the close of the exhibition. Dismantling of stands before the morning of the first day of dismantling is not permitted.**

### Cleaning

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided they are placed in plastic bags or cartons in front of the stand in the evening.

Please complete **Form 1** if you wish to order individual daily cleaning for your stand.

Exhibitors are advised that their stand areas should be completely cleared before they leave the venue at the end of the exhibition. Exhibitors will be charged for the removal of any refuse left behind.

### Security

During build-up/dismantling, the pavilion will usually be locked at 20.00 hrs by security guards; during the exhibition, security will take over watch no later than 19.00. Overnight security will be on guard for the whole exhibition period. The doors will be unlocked at 09.00 hrs every day. Exhibitors are responsible for ensuring their stand is manned when the doors are opened.

Please complete **Form 1** if you wish to order individual security for your stand during opening hours or at night.

### Temporary Personnel

Interpreters, stand attendants and security guards for your stand can be ordered using **Form 1**.

If you bring your own personnel, please make sure that you provide them with an exhibitor badge.

Any security personnel of your own are not allowed to stay in the pavilion overnight.

ITE Group Plc does not provide labour for the handling of goods and other items. Please contact the official freight forwarding and handling agents for these services.

### Car Parking Passes

Parking space around the exhibition centre is limited. Car passes allow parking only within the allocated parking areas near the entrance to the exhibition pavilion. They do not permit vehicle access direct to the cargo gates.

Please place your order on **Form 1**.

Ordered and prepaid car passes can be collected from the ITE Group Plc Office during build-up. Please specify the registration number of your car on the car pass.

If you need to enter the venue in order to unload or load local goods, please follow the respective procedure described under "Procedures for Entering Crocus Expo".

### Electricity

It is mandatory to order electrical supply and consumption using **Form 2**. The minimum capacity is 2 kW for equipped stands and 5 kW for space only stands. Please choose the correct capacity you need on this form. **Exhibitors with space only sites must ensure that their stand builders provide their own fused switchbox and cabling to the main supplies.**

Plug sockets and/or lights are not included in the electrical supply but can be ordered separately using **Form 4.2**. In certain modular or other packages, plug sockets and lights may be included. Please refer to your space application form and the stand layout for this information.

**ATTENTION!** For visa support and issuing visas, please contact your travel agent directly leaving plenty of time.

### Water and Drainage

Please place your order on **Form 2**. Items such as sinks etc. must be ordered separately on **Form 4.2**.

If pipes for your water connection will seriously affect the safety or image of other stands, we reserve the right to cancel your order on-site. Therefore, we do not recommend you to order a water connection if you need water only for making coffee or washing dishes. Please use plastic tableware and order mineral water on **Form 2**.

### Telephones and Faxes

You can order a telephone and/or fax with an international line or internet connection for your stand using **Form 2**.

### Compressed Air

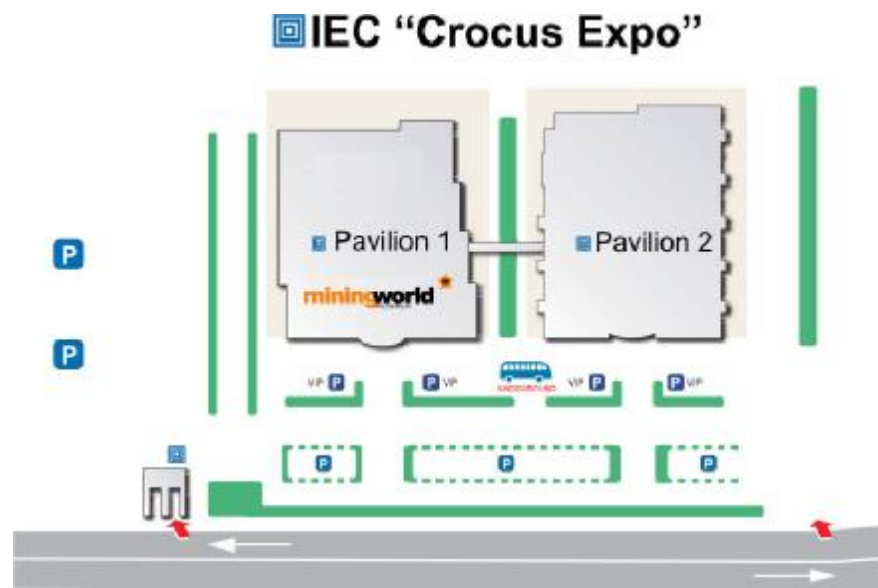
You can order a compressed air connection on **Form 2**.

### Fascia Panel / Graphic Works

Please indicate the company name to be shown on your fascia panel on **Form 3**. You can also order your company logo at an extra charge.

If you need other graphic works for wall panels etc., please specify these details and you will be given a quotation.

Exhibitors with space only sites must contact their stand builder to order their fascia panel or other graphic works.



1. Only companies and organisations possessing the relevant licenses for carrying out electrical work may be employed on exhibitors' stands.
2. Electrical work and prompt maintenance of electrical equipment on exhibitors' stands must be carried out by persons who fit the requirements for electrical/technical personnel and who possess the relevant electrical safety qualification (no less than the third group under Russian standards).
3. All electrical work must be carried out in compliance with the existing Rules of Consumer Electrical Unit Operation (PEPP), Safety Rules (PTB), Rules of Electrical Unit Arrangement (PUE), Fire Safety Rules in the RF and Construction Norms and Rules (SNiP). It may be necessary to fulfil special requirements that are necessary for specific features of the stand.
4. Electrical work must be carried out in accordance with the stand layout plan provided by the exhibitor specifying the locations of electric equipment and lighting, power voltage, maximum electric capacity of each unit, and connections of electrical equipment.
5. As soon as the personnel start electrical operations, they are controlled by representatives of Crocus Expo in order to prevent violation of safety requirements.
6. All electrical work at current-carrying sections (or close to them) must be carried out only when the power has been switched off.
7. In the case of open wiring and lack of mechanical damage risk, cables with a fire proof casing must be used.
8. In certain areas, including walkways, cable must be covered by special bridges.
9. It is forbidden to lay exposed electrical wire or to install lighting fixtures at burnable structures.
10. All connections and branches of wires and cables must be sealed with special clamps and connectors; it is forbidden to connect current collector to a power supply network by direct wire connection.
11. Flexible wires and cables protected against mechanical damage must be used for connecting movable or portable current collectors.
12. All stands must be equipped with an electric board including protection devices in accordance with the individual estimated capacity for lighting, process equipment, and equipment requiring an all-day-round electric power supply (refrigerators, fax machines, etc.)
13. Free access to the electric distribution input unit must be available.
14. Lamps applicable in fire hazardous premises of B2 class must be used for lighting halls and stands.  
Lamps must not contain organic-glass diffusers, polystyrol and other inflammable materials.  
The distance between lamps and flammable or slow-burning surfaces must be at least 40 cm.
15. Upon completion of electrical operations, a Crocus Expo representative will check the quality of the work and will then connect it to the electric power supply sources provided by Crocus Expo in accordance with the layout plan.
16. Voltage will be supplied to the input unit of the stand by a Crocus Expo representative in the presence of the exhibitor's representative who is responsible for electrical equipment and facilities upon signing "Act of delimitation of belonging and responsibility for operation of electrical units" between Crocus Expo and the exhibitor/consumer.
17. Control of the status of electrical equipment on exhibition stands and displays during the exhibition will be carried out by authorised personnel employed by Crocus Expo.
18. The Voltage will be removed from the input unit at the end of the exhibition by electrical personnel employed by Crocus Expo if requested by the exhibitor or the person responsible for dismantling electrical equipment.
19. Dismantling of electrical equipment and disconnections at the stand will be carried out by personnel engaged in dismantling.

1. The directorate of the exhibition provides pavilions (premises) for holding the exhibition in proper conditions and guarantees the main provisions of fire safety as regards the norms and rules of construction.
2. The exhibitors bear liability for fire safety and observation of fire safety measures during build up, exhibition and dismantling of fairs and exhibitions.
3. Responsibility for ensuring that these rules are observed lies with the directorate of the exhibition and local fire safety bodies.

**The stand plan must be submitted for consideration in terms of fulfilling fire safety requirements at least 2 months prior to the set date of build up operations (See "Procedures for Entering Crocus Expo").**

4. Exhibitors must submit information regarding all radioactive, fire hazardous and explosive materials and exhibits to the fire department of Crocus Expo in advance and at least one month before the beginning of build up, in order to comply with approved safety measures. Exhibitors may not bring in any such materials and exhibits without permission from Crocus Expo.
5. Fixed stand structures may be manufactured from regular construction materials (regular class of inflammability), while finishing materials for stands, offices, podiums, ceilings and fences must be nonflammable and slow-burning. All flammable materials must be treated with a fire-retardant.
6. Drapery materials using flammable plastics which cannot be treated with a fire-retardant are not permitted. Use of flammable synthetic finishing materials within evacuation zones (halls, lobby, corridors and on staircases) is forbidden. All materials used during stand construction must have documentation specifying the degree of material flammability.
7. Carpets and carpet rolls used in pavilions must be fixed to the floor along the perimeter and at the joints. Carpets must be manufactured from slow-burning material (which cannot be set alight with a cigarette or a match).
8. During build up and dismantling of the exhibition, access routes (passage ways) in the pavilions must be kept free. Boxes for transportation of waste, packaging and other materials and equipment must be immediately removed from the pavilion.
9. Steps and turnstiles must not be erected in evacuation and passage ways. Passage ways must be at least 3 m wide, providing for circular movement and free access to evacuation exits, electric boards, fire boxes and other fire extinguishing equipment. Staircases, evacuation exits, passage ways, corridors and lobbies must be free of all obstacles at all times.  
Displays of flammable materials are not permitted in or underneath offices or official rooms.
10. Use of electric and gas equipment for making tea or coffee is permitted only in areas specially allocated and equipped for such purposes and is subject to approval by the fire protection service. Electric heaters, refrigerators and air conditioners must be connected to a separate electric line with a protective start-up device.
11. **The following is forbidden on exhibition stands:**
  - **arranging storage facilities and workrooms;**
  - **storing combustible and flammable liquids;**
  - **having vessels containing combustible gas;**
  - **demonstrating operational exhibits using an open fire.**
12. **If the current in low-voltage electrical devices (electrical motors, transformers, etc.) installed on a stand is lower than the estimated current for which the protective**

**device on the electric line was installed, additional protection must be provided. All electrical units must be grounded. Documentation specifying the resistance of the insulation must be available for presentation to the fire protection department of Crocus Expo.**

13. **In the case of open electric wiring and lack of mechanical damage risk, cables with non-flammable or slowly burning casing may be used. All connections and branches of cables and wires must be sealed by welding, brazing, crimping or special clamps. All connecting points must be insulated.**

14. Flexible wires protected against mechanical damage must be used for connecting portable current collectors. When fixing electrical units (terminal boxes, outlets, etc.) on a flammable or slowly burning base, they must be lined with asbestos.

15. Lamps applicable in fire hazardous premises of B2 class must be used for lighting halls and stands.

**Lamps must not contain organic-glass diffusers, polystyrol and other inflammable materials.**

The distance between lamps and flammable or slow-burning surfaces must be at least 40 cm.

16. **Demonstration of operational models and units with the use of flammable liquids or combustible gases in the exhibition halls is only permitted where the pipeline is supplied by a tank installed outside the venue and exhaust gases discharge outwards.**

**The installation and demonstration of exhibits and processes causing a potential fire risk (welding and brazing operations and other operations connected with the use of open fire, combustible solvents, etc.) must be agreed by the fire protection department.**

17. **Promotion materials and official goods must not be stored in the exhibition hall. Exhibitors may only store one day's supply in the office.**

**Storage of exhibits, spare equipment, packaging and boxes must be arranged outside the pavilions or in specially allocated premises.**

18. Smoking in exhibition pavilions is only permitted in specially allocated areas agreed upon by the fire protection department.

19. Welding and other fire hazardous operations may only be carried out with written permission from the exhibition directorate in strict compliance with the existing fire safety rules.

20. Any other issues which are not covered by these rules and which may occur during build up, exhibition or dismantling periods must be resolved on-site by fire protection specialists.

21. If the stand design does not comply with these rules, the exhibition directorate has the right to request that the exhibitor dismantle their stand.

22. At the end of each working day of the exhibition, flammable wastes and materials must be cleaned off all pavilions, administration offices and other premises, halls, lobbies, etc. All electrical devices, except for refrigerators and equipment engaged in a non-stop operating process must be disconnected. Waste must be removed to special containers.

23. All exhibitors must be aware of and observe fire safety measures. They must be able to act accordingly in the case of fire and use primary fire extinguishing equipment.

24. In the case of a violation of fire safety rules, exhibitors including representatives of foreign companies, are subject to penalties applied by the State Fire Control Service (Gospozhnadzor) in accordance with established procedures and the legislation of the RF.

**1. Conditions for the Import and Export of Equipment**

For the import of exhibits and equipment that you brought with you (not through DANZAS) to exhibition centre territory, you should prepare a letter in 4 copies with a list of the imported items on your company letterhead, which is stamped and signed by your director. Before importing, you should leave your car in the parking area, then countersign the letter in the Service Bureau situated inside the exhibition hall.

You may only approach the cargo gates with the countersigned letter (1<sup>st</sup> copy you should leave in the Service Bureau, 2<sup>nd</sup> is for security at the entrance, 3<sup>rd</sup> copy is for you, 4<sup>th</sup> copy you will need in case of loss).

**Attention!** When importing additional exhibits and/or advertising materials during the exhibition, you should attach a list of these items to two copies of the letter (in your copy and in the copy at the Service Bureau, to avoid any problem during export).

**Additional import / export** of equipment during the exhibition may only take place from 9.00 A.M. until 9.00 P.M. and from 6.00 P.M. until 6.30 P.M. after you countersign the list of additional items in the Service Bureau.

**2. Exhibitors with space only stands whose stand builders have not undergone expert review by Build Expo will not be allowed to build their stand.**

Exhibitors who build their stand at their own discretion must ensure that their stand builders prepare a letter in 4 copies on the company letterhead stamped and signed by a company director in the same way as in p.1, with the list of imported building equipment, the name of the exhibitor, the stand number and the space rate. The letter should be countersigned in the Fire Security Department (only in the presence of Fire Certificates for your stand structures), phone: +7 095 727 2584.

**3.** To receive **work passes** for stand builders, you should prepare a letter with information concerning the exhibitor’s name, and the full name and passport details of all stand builders and submit it to the Service Bureau **at least two weeks before the beginning of build up.**

**4.** Orders for loading / unloading (loading, storage of goods, delivery of exhibits to stands) will be accepted as long as the exhibitor pre-orders the services (less than one day’s notice is not advisable). An application form and cost information is available from Crocus Expo tel.: +7 (495) 727 2587, Polubatonov Oleg Ivanovich. Packages may not be stored on the stand due to fire prevention regulations.

**5. Entrance of transport vehicles on the territory** for import / export of exhibits. Equipment may be carried out of the exhibition **FREE OF CHARGE** subject to the presentation of a pass received in the Service Bureau by virtue of the letter on import / export (see above). Immediately after exhibits and equipment have been unloaded, transport vehicles must be removed outside.

**6. Badges (passes) for exhibitors** are available from the organiser’s office.

**7. Security.** General security of the pavilion is carried out during the exhibition. **Unfortunately, cases of theft in exhibition centres have recently become more frequent. To ensure the safety of your exhibits we would advise you to ensure that a representative of your company is present on your stand at all times** during set-up from 8.00 A.M. till 8.00 P.M. and during the exhibition from 9.00 A.M. till 8.00 P.M. **Crocus Expo and the organisers of exhibition will not be held responsible for the safety of exhibits.**

**8.** You can register **warrant** in the Service Bureau near the registration zone in the exhibition hall or in the organiser’s office.

### Freight Forwarding & Handling On-Site

DANZAS is the official on-site freight forwarding and handling contractor.

### Danzas has sole rights to on-site handling.

To deliver goods to the territory of the exhibition you may use services of other companies. Please contact the Danzas office nearest to you for further details about tariffs, shipping deadlines and customs regulations. If your country is not listed overleaf, please contact the Danzas head office in Frankfurt.

### Shipping Deadlines

For the detailed information about deadlines of delivery of the goods and the equipment by sea, land or air transport, please, contact office DANZAS.

Danzas Offices Worldwide

#### MAIN CO-ORDINATING OFFICE IN GERMANY

**Danzas Messen GmbH** Tel: **+49 (69) 42092-0**  
(switchboard) or **-335 (direct ext.)**  
**Karl-Benz-Strasse 39-41** Fax: **+49 (69) 416410**  
**D-60386 Frankfurt/Main** Contact: **Mr. Eric Awater**

#### Customs Clearance

Please follow the instructions of Danzas, the official freight forwarder/customs clearance agent. Information on your goods, status of clearance and delivery to the stand is available at tel. +7(495)7272568. N.B. If shipping exhibition goods directly, they should be addressed as follows:

TVK "Crocus Expo",  
143400 Russia, Moscow region, Krasnogorsk city  
p/o "Krasnogorsk-4", 65-66km MKAD  
ZAO "Crocus International"  
Feld 13 CMR-Waybill / Special AWB advises  
Moskovskaya Severnaya Tamozhnya (MST)  
Dvurechenski t/p OTO i TK No. 2  
Code 10123042, prikaz MST No. 780 ot 30/12/2004 PZTK  
143400, Russia, Moscow region, Krasnogorsk city  
p/o „Krasnogorsk-4“, 65-66 km MKAD, korp.2  
Notify: Danzas.-Delegation, Pav. 2, 1<sup>st</sup>. Floor

Please check the Warehouse-Licence-No. and other numbers with Danzas shortly before you ship your goods.

#### Important!!!

In order to avoid problems or delays in delivery, all shipments must be advised to the Danzas office in your country or directly to Danzas head office in Frankfurt as early as possible in advance. If, at the end of the exhibition, items are not accounted for either by return transport or appropriate import customs clearance, the exhibitor is responsible for any duties, VAT and luxury taxes that may be imposed by customs authorities. In order to avoid this, we urge all exhibitors not to hand over sold goods to the buyer directly. Arrange storage with Danzas to be sure customs clearance has been arranged by the buyer. Danzas will only hand over the goods to the buyer you name when presented with the definitive customs declaration. You must take into account that goods must be put into storage no later than the last day of the dismantling period. Please inform the Danzas on-site office which is responsible for storage charges (buyer or seller).

**MAIN-COORDINATING-OFFICE** : DANZAS Messen GmbH / Carl-Benz-Straße 39-41 / 60386 Frankfurt/Main  
Phone: 0049/69/42092-335 / Fax: 0049/69/416 410 / Mr. Eric Awater / e-mail: [eric.awater@dhl.com](mailto:eric.awater@dhl.com)

**ARGENTINA** : Hobbit Worldwide Logistics S.A. / Avda. Julio A. Roca 710 – 7th floor / C1067ABP Buenos Aires  
Phone: 0054/11/5128 0248 / Fax: 0054/11/4331 4009 / Mr. Edmundo Tombeur / e-mail: [etombeur@hobbit.com.ar](mailto:etombeur@hobbit.com.ar)

**AUSTRIA** : DHL Freight / Danzas GmbH / Trabrennstraße 6 / Halle D 3. Stock / A-1020 Wien  
Phone: 0043/1/72831 60 / Fax: 0043/1/72832 58 / Mr. Thomas Hausmeister / e-mail: [thomas.hausmeister@dhl.com](mailto:thomas.hausmeister@dhl.com)

**BELGIUM / NETHERLANDS / LUXEMBURG** :  
DHL Freight / Danzas N.V. Trade Fairs & Events Benelux / Welvaartstraat 1 / B-2200 Herentals  
Phone: 0032/14/259391 / Fax: 0032/14/230017 / Mr. Luc Caeyers/ e-mail: [luc.caeyers@dhl.com](mailto:luc.caeyers@dhl.com)

**BULGARIA** : EXPO LOGISTIK OOD / 147, Bul. Tzarigradsko Chaussee / BG-1784 Sofia  
Phone: 00359/2/96 55 296 or 96 55 297 / Fax: 00359/2/96 55 258 / Mr. Nikolai Bojilov/ e-mail: [expologistik@bulgarreklama.com](mailto:expologistik@bulgarreklama.com)

**CANADA** : see USA

**CHINA** : Kerry EAS Logistics Ltd. / No. 21 Xiao Yun Road, Dongsanhuan Beilu / Chaoyang District / 100027 Beijing  
Phone: 0086/10/646188996262 / Fax: 0086/10/64640184 / Mr. Wan Quan / e-mail: [wanquan@kerryeas.com](mailto:wanquan@kerryeas.com)

**CROATIA** : INTEREUROPA SAJAM / Avenija Dubrovnik 15 / 10020 Zagreb  
Phone: 00385/1/6520 470 / Fax: 00385/1/6520 078 / Mr. Ivan Mandic / e-mail: [intereuropa-sajam@zg.htnet.hr](mailto:intereuropa-sajam@zg.htnet.hr)

**CZECH REPUBLIC** : Centrumsped Praha spol. s r.o. / Traťová 1 / CZ-619 00 Brno  
Phone: 00420/547423166 / Fax: 00420/547423160 / Mrs. Gabriela Vesela / e-mail: [vesela@centrumsped.cz](mailto:vesela@centrumsped.cz)

**DENMARK** : BLUE WATER SHIPPING A.S. / Tvaerkaj 2, Trafikhavnen / DK-6700 Esbjerg  
Phone: 0045/7913 4144 / Fax: 0045/7913 4677 / Mrs. Anette Kongerslev / e-mail: [akongerslev@bws.dk](mailto:akongerslev@bws.dk)

**EGYPT** : IFE Int'l Freight & Exhibition, 146 A Tomanbay St. El Zeitoun, Cairo, Egypt, Phone: 0020/2/6382154 - .6389771, Fax: 0020/2/6382528 / Mr. Adel Fayad / e-mail: [ifeintl@soficom.com.eg](mailto:ifeintl@soficom.com.eg)

**FINLAND** : DHL Express (Finland) Oy / Paciuksenkatu 27 / FIN-00270 Helsinki  
Phone: 00358/20/5333 2247 Fax: 00358/20/533 2381 / Mrs. May Heikkinen / e-mail: [may.heikkinen@dhl.com](mailto:may.heikkinen@dhl.com)

**FRANCE** : DHL Freight / Trade Fairs & Events / Aeroport de Nice Cote d'Azur / Aérogare de Fret / F-06281 Nice Cedex 3  
Phone: 0033/4/93 21 59 50 / Fax: 0033/4/93 21 59 5189 98 50 57 / Mrs. Francine Zwickert / e-mail: [francine.zwickert@dhl.com](mailto:francine.zwickert@dhl.com)

**FRANCE** : DAHER Expo / Batiment 14/E / F-93621 Aulnay sous Bois  
Phone: 0033/1/49393861 / Fax: 0033/1/49393881 / Mrs. Veronique Piel / e-mail: [v.piel@daher.com](mailto:v.piel@daher.com)

**GREECE** : DANZAS HELLAS A.E. / Tyannon Str. 30 / GR-14342 Nea Philadelphia, Athens  
Phone: 0030/210/2593367 / Fax: 0030/210/2582415 / Mr. George Ikonomidis / e-mail: [george.oikonomidis@dhl.com](mailto:george.oikonomidis@dhl.com)

**HUNGARY** : MASPED EXPO LTD / Albertirsai ut 10, BNV (Fair Ground) Gate VI, P.O.Box 104 / H-1101 Budapest 4  
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