FEDERAL TRADE FAIR FOR APPAREL & TEXTILE

МЕКСТИЛЬЛЕГПРОМ
TEXTILLEGPROM

INTERNATIONAL TRADE FAIR

LEATHER - FOOTWEAR - FUR TECHNOLOGY

EXHIBITOR'S MANUAL

ROSLEGPROM

RLP-YARMARKA

Dear participant of the Federal trade fair "Textillegprom" (hereinafter referred to as the Exhibition), you are given the Exhibitor's Manual (hereinafter referred to as the Manual) which will help you prepare for the event.
Please read the document thoroughly, as by signing the Application-Contract (hereinafter referred to as the Contract), you acknowledge that you have read and agree to all the terms and conditions of this Manual. Compliance to the organizer's requirements will allow you to avoid any difficulties and additional expenses.
We wish you successful work at the EXHIBITION!

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The Organizer reserves the right in its sole discretion, to unilaterally make changes to the “Exhibitor’s Manual” and/or to amend it. Changes and/or additions are to be posted on the official website of the Organizer **www.legpromexpo.ru** within a week.

1. ORGANIZER OF THE EXHIBITIONS:

“RLP-Yarmarka” LTD, hereinafter referred to as the Organizer
22/39, Zubovsky bulvar, Moscow, Russia, 119021
Tel./fax: +7 (499) 246-25-07
E-mail: yarmarka@legpromexpo.ru
Internet: www.legpromexpo.ru

2. VENUE

Address: VDNH, pavilions 75, 69
VDNH Estate 119, Prospect Mira, Moscow, Russia, 129223

Location of the pavilions at VDNH

Moscow metro (underground)
station name: "V.D.N.Ha"

3. REGISTRATION FOR PARTICIPATION

3.1. After making the decision to participate in the Exhibition, the Participant forwards to the Organizer by e-mail or by other means the Application form (the Contract), which is completed according to the form established by the Organizer. At the end of the execution of the Contract and approval of exhibition place in the scheme of the exhibition, an invoice is issued for the services rendered. Reception of Applications for participation closes 20 days prior to the Exhibition.
3.2. For operational solution of issues arising during preparation and holding of the Exhibition, forwarding of the Applications and other documents by e-mail (or Fax messages) is also possible. Application for participation in the Exhibition, along with all Appendices and Amendments thereto are to be signed by the authorized representatives of the Participant.
3.3. The possibility to participate in the Exhibition is given to a Participant only on condition of timely payment in full to the organizer for the cost of participation and additional services.
3.4. At the Exhibition the organization of collective exhibits is allowed. In this case, a contract for collective participation is made and registration fee is paid for each Participant.
3.5. Time for installation, deinstallation, working hours of the Exhibition and the cost of additional services are defined in the terms of this Manual.
3.6. Registration for participation in the Exhibitions:

Federal trade fair "Textillegprom"		**Managers' contact information**
Clothing and headgear	Bobrovskaya Elena Devdariani Victoria	phone/fax: +7(499)245-17-28, elena@legpromexpo.ru phone/fax: +7(499)255-73-41, vik@legpromexpo.ru
Furniture, textiles and accessories for clothes	Prokopenko Anton	phone/fax: +7(499)245-13-90, anton@legpromexpo.ru
Underwear, beachwear. Children's clothing. Knitted fabrics, knitwear	Golovacheva Ludmila Kruglik Arseny	phone/fax: +7(499)245-34-50, ludmila@legpromexpo.ru phone/fax: +7(499)246-63-87, ars@legpromexpo.ru
Equipment and technologies	Makarenko Maxim	phone/fax: +7(499)245-18-72, maxim@legpromexpo.ru
International fair "Leather-Footwear-Fur-Technology"	Shuvalova Ludmila	phone/fax: +7(499)245-07-16, shuvalova@legpromexpo.ru

4. GENERAL INFORMATION

All services on development, installation, servicing, loading and unloading, advertising and informational, catering, decoration and any other services within the Exhibition are provided only by accredited contractors with the necessary permits, certificates and licenses.
For the provision of the above works and services a Participant accesses the Organizer of the Exhibition.

5. EXHIBITION SCHEDULE

SATURDAY	26th August	8.00-20.00	Installation of stands (not equipped area)
SUNDAY	27th August	8.00-20.00	Installation of stands (not equipped area)
MONDAY	28th August	9.00-20.00	Arrival of the Participants. Decoration of standard stands.
		20.00	Decoration of standard stands shall be complete.
TUESDAY	29th August	9.00-18.00	The trade show is open for visitors (Opens at 10-00 for Participants)
WEDNESDAY	30th August	9.00-18.00	The trade show is open for visitors (Opens at 10-00 for Participants)
THURSDAY	31st August	9.00-18.00	The trade show is open for visitors (Opens at 10-00 for Participants)
FRIDAY	1st September	9.00-16.00	The trade show is open for visitors (Opens at 10-00 for Participants)
		16.00-20.00	Departure of the Participants. Deinstallation of the stands.

6. REQUIRED DOCUMENTATION

Documents regulating the participation in the Exhibition:
6.1. Completed and signed Application-Contract for participation;
6.2. Completed and signed Appendices to the Contract;
6.3. Agreed and signed scheme of location of the stand in the pavilion;
6.4. Invoice(s) for the services provided (closed by the act of rendered services);
6.5. The Exhibitor's Manual.

7. THE COST OF PARTICIPATION

7.1. The cost of participation includes the registration fee, the cost of rent of standard
equipped exhibition space/stand (plans of standard stands and the cost of additional services and equipment are specified in Appendix 1) and the extra charge for stand type (see Contract, Section 2).
7.2. **Registration fee is paid at the rate established by the Organizer of the exhibition and includes:**
7.2.1. Placement of information about the Participant in the official exhibition's catalogue;
7.2.2. One hard copy and one electronic copy of the Catalogue of the Exhibition;
7.2.3. Accreditation of the Participant's representatives with the provision of permanent passes to the Exhibition, see the Manual, section 12 "ACCREDITATION OF PARTICIPANTS";
7.2.4. Full set of informational documents;
7.2.5. Invitations and supplies.
7.2.6. General expenses of the Organizer connected with the organization of the Exhibition.

8. EQUIPPED AREA

8.1. According to the Contract and invoices, equipment is available for rent to the Participant during the Exhibition.
8.2. **All the stand structure elements and additional equipment shall be returned at the end of the Exhibition undamaged.**
8.3. The construction of the stand is performed with a wall panels of 2,5 m height.
8.4. The cost of the elements of the stand construction or additional equipment ordered by the Participant , but unused for whatever reason, will not be reimbursed.
8.5. The plans for standard equipped stands can be found in Appendix 1.
Please note that the stand construction may include technically essential elements not shown on the diagram. Columns, hatches, electrical cabinets, points of various technical connections in the pavilion can be located directly at the stand or behind the stand of the Participant. This can lead to the laying of additional cables and tubes in the passages or within the stand of any Participant.
8.6. Equipped exhibition area includes:
8.6.1. Standard equipped stand, refer to Appendix 1;
8.6.2. Fascia panel with the stand number and the name of the Participant's company/brand;
8.6.3. Installation and deinstallation;
8.6.4. Power supply within the necessary limit range required by the standard construction (see Appendix 1);
8.6.5. Garbage collection from special places during the exhibition, the cleaning of passages and areas of common usage;
8.6.6. Security of the pavilion, see the Manual, section 16, "SAFETY AND SECURITY".
8.7. The Participant has the opportunity to order custom configuration of the stand out of the constructions used for standard development (see Appendix 1).
8.8. Additional equipment and services must be ordered and paid separately according to Appendix 1.
8.9. The Participant shall negotiate with the Organizer the final layout, the layout of the stand in the pavilion, additional equipment for the stand 45 days prior to the Exhibition. The inscription on the fascia panel should be agreed before 01 Aug 2017. Otherwise the stand is mounted according to standard plan,the name of the company is placed on the fascia panel, as specified in the Contract, section 1: "General information about the organization of the participant/payer".

9. NOT EQUIPPED AREA

Exhibition area that is building by the Exhibitor independently.

9.1. Execution of works on installation of custom exhibition stands is carried out on the basis of additional agreements.

9.2. Permission for construction works is issued by “Montazhnik” LLC as General constructor on the territory of VDNH on the basis of an agreement between the Participant/or the constructor and “Montazhnik” LLC on a commercial basis. Permission must be received not later than 15 working days prior to installation of the Exhibition.

9.3. Attention! Constructor companies who have not passed the technical appraisal of technical documentation are not allowed to the exhibition area.

9.4. For the admission of a third-party contractor to conduct the installation works and coordination of the layout of the stand, the Participant shall provide “Montazhnik” LLC manufacturing group with the following documents:

9.4.1. The license for implementation of activities of all organizations that have developed project documentation, as well as the license for carrying out construction and electrical installation works;

9.4.2. Technical drawing of the stand, including company name, number and the size of the stand, indication of presence of the 2nd floor and its area, plan of the 1st and 2nd floor, as well as the static calculation of construction of the 2nd floor of the stand with an attached positioning plan of the construction elements, side view, indication of the type of construction materials;

9.4.3. Power project of the stand specifying power voltage (to be paid to “Montazhnik” LLC);

9.4.4. Fire safety certificates for all materials and structures used for stand construction.

9.5. The participants who ordered unequipped area must be guided by the following rules during the design, organization of construction and decoration of their stand:

9.5.1. No part of the design of a Participant’s stand must extend beyond the limits of the rented exhibition space. In case of violation of this condition, the Organizer reserves the right to suspend the construction of the stand;

9.5.2. The stand must be equipped with a fascia panel with the obligatory indication of the stand number and name of the Participant;

9.5.3. For the installation of exhibition stands higher than 2,5 m, as well as the placement of advertising information on stands, the permission of the Organizer is required;

9.5.4. Placement of logos and advertising slogans of the company is permitted only within the Participant’s stand;

9.5.5. The outer surface of the stand construction visible from passages between stands and from the neighboring stands must be duly decorated;

9.5.6. Before beginning of the installation, please coordinate with the Organizer the exact location of the stand. Otherwise any works related to the improper location of the stand structures within the whole exposition will be at the expense of the Participant;

9.5.7. After removing the carpet, all tape residue must be removed from the floor of the pavilion;

9.5.8. All losses caused by damage to any structures and details of the pavilion caused by the Participant or his developer shall be compensated for the account of the Participant;

9.5.9. All works on installation and deinstallation of the stand must be completed in accordance with the schedule of the Exhibition, see the Manual, section 5 “EXHIBITION SCHEDULE”.

9.6. The participant is obliged to carry out deinstallation and clear the pavilion no later than 02 September 2017 20:00 Moscow time.

9.7. For all questions related to the approval of documents for construction of not equipped area, contact:

“Montazhnik” LLC
129226, Moscow, Selskokhoziaystvennaya str., 4, build. 16
Tel./fax.: +7 (495) 258-87-48, +7 (499) 644-29-11, +7 (915) 359-99-53, 8-800-234-41-06 (1303)
Contact person: Shcherbatov Andrey Vladimirovich
E-mail: av101@montazhnik.ru
www.montazhnik.ru

10. ADDITIONAL EQUIPMENT AND SERVICES

10.1. All suggestions of Participants on the individual stand decoration must be coordinated with the Organizer. All proposals must be schematically shown on the stand plan, see Appendix 1.
Installation of additional equipment ordered after August 15, 2017, payable at double rate
(price x 2), including VAT.
10.2. Additional services provided by the Organizer are indicated in the Appendix 1.

11. ARRIVAL AND DEPARTURE AT THE TERRITORY OF THE EXHIBITION

According to the terms of VDNH, pass to the territory of the Exhibition for Participants will be effected without charge on August 28, 2017 from 9.00 to 20.00 and on 01 September 2017 from 16.00 to 20.00.
A letter with the original stamp of the Participant shall be considered as the basis for entry of the vehicles to the territory of the Exhibition in days of arrival and departure. Letters are sent by email from the Organizer 2 weeks before the Exhibition.
Entrance to the territory of the Exhibition on other days during the Exhibition is charged in accordance with rates set by the administration of VDNH at the time of the Exhibition.
Entrance of the Participant's vehicle is implemented via checkpoints: gate "Sever-1" and gate "Sever-3". The departure of vehicles from the territory of the complex VDNH is made through the gate "Sever-2". The location of the checkpoints on the territory of the exhibition complex, see section 2, "VENUE".
At the arrival/departure on the territory of the VDNH complex and the pavilions of the Exhibition the Participant is to comply with all the requirements established on the territory of the exhibition center.

12. ACCREDITATION OF PARTICIPANTS

Registration and issuance of passes are made on the day of participants' arrival (for time limits, see section 5 of the Manual) at the front stand "Register "RLP-Yarmarka" in pavilions 69, 75.
On registration the Participant receives: badges (1 pc. per 2 sq. m of the exhibition stand, the cost of receiving additional badges listed in Appendix 1), closing documents (act and invoice), the catalogue of participants of the Exhibition, and other documents.
Delivery of equipment to the pavilion is executed on the invoice that lists all equipment imported to the stand other than samples. The invoice is made in any form in 2 copies. On the invoice the original participant's stamp is required.
The participant is obliged to ensure presence of his representative at the stand during the Exhibition (see section 5 of this Manual).
All participants are to have an Application-Contract with Appendices in 2 copies with the original stamp of the company (one copy remains at the Organizer). Organizer's stamp can be put on at the cash desk in the pavilion 69.

13. RESTRICTIONS AND PENALTIES

13.1. The participant may not assign his rights under this Application wholly or partially to third parties without written consent of the Organizer. In case of violation of this rule, the Organizer has the right to claim penalties in the amount of 100% of the cost of participation specified in the invoice.
13.2. In case of violation of a Participant of the safety regulations, fire safety regulations and conditions of this Manual during installation/deinstallation and work of the Exhibition the responsibility rests with the Participant.
13.3. The participant is obliged during the demonstration of machines and mechanisms with moving parts to keep visitors away from such mechanisms.
13.4. The organizer is entitled to remove from the stand the items which do not meet the requirements or are dangerous to others.
13.5. The participant is obliged to carry out marking of all glass doors and partitions walls at eye level.
13.6. The participant is not allowed to self-restructure standard equipped stands in pavilions.
13.7. The participant is strictly forbidden to fix manually any faults occurred in the electric equipment installed on the stand, and also to connect manually the electric appliances to the standard electrical sources of the exhibition pavilion.
13.8. The organizers are not responsible for disturbances in the power supply caused by damage to networks and equipment outside the exhibition complex. In case of accidents and to prevent accidents, the power supply can be urgently disconnected.

13.9. Due to the fact that the power supply to the stands is made through power electro boards installed for groups of stands, the right to choose the location of the electro board (at one of the exhibition stands) is delegated to the General contractor. The participant has no right to demand the removal of the panel from his stand, as the General contractor defines this place as the best in the existing scheme of electrical connections.
13.10. When ordering electrical, plumbing and other engineering works, the Participant shall provide for approval the layout plan of the exhibition stand with placement of equipment and lighting, technical characteristics of each technological unit (voltage, power consumption, etc.), points of connecting electrical equipment to power supply sources, plans of plumbing connections.
13.11. Notification of the Organizer about having a non-standard telephone equipment: fax, modem, etc. by the Participant is obligatory.
13.12. Special highlighting on the fascia panel must illuminate the fascia only. Flashing light is not allowed. The Organizer reserves the right to disconnect a Participant's electric power supply, lighting of which interferes with other exhibitors.
13.13. Without the written permission of the Organizer the mounting of the equipment components and exhibits to the floor, walls and ceilings of the exhibition hall is prohibited.
13.14. Usage of glue, paint and other materials for fastening of informational materials and decoration that may damage the surface of the leased equipment and structural elements of the pavilion (walls, columns, etc.) is forbidden, as well as fastening of any equipment to the stands, drilling holes, etc., is not allowed.
At the end of the Exhibition the Participant is obliged to clear the wall panels, floor and ceilings from the elements of the exhibition equipment and exhibits, clear panels, floor and ceiling from the remnants of adhesive tape "Scotch tape", etc.
13.15. Placement of advertising media outside of the stand without registration of corresponding permissions is prohibited.
13.16. Promotions in the halls without special permission is prohibited.
13.17. Audio-, video-, projection equipment, amplifiers or live music should not be used without the Organizer's permission.
13.18. Audio-, video presentations (demonstrations) must not interfere with the work of other Participants, and the noise level shall not exceed 75 dB. In cases of complaints the Organizer is entitled to restrict or cancel such presentation at the Exhibition.
13.19. The Organizer does not recommend constructing blind walls of large frontage, especially along the open side of the stand.
13.20. The Organizer has the right to replace or remove for the Participant's account anything that might interfere with the normal operation of the Exhibition. Equipment and exhibits must be located within the allocated area.
13.21. The Participant is not entitled to close the exposition at the stand, to carry out deinstallation of the stand, packing of exhibits before the official end of the Exhibition (September 01, 2017 16-00).
13.22. Retail sales of the samples inside the halls is forbidden.
13.23. In case of violation of the terms of the Exhibitor's Manual, including damage to or loss of exhibition equipment, and in the case of causing harm to life, health or property of third parties, the Participant shall fully compensate for the damage and to pay the penalties within five days after the issue of the relevant act.

14. CATALOGUE OF THE EXHIBITION

The Organizer shall publish in the official catalogue of the Exhibition the information provided by the Participant in Appendix 2: name, address, telephone, fax, e-mail, website, text about the activities of up to 400 characters (including spaces). The information is accepted only in Russian and English. If the information provided by the Participant is not full, is handwritten or contains errors, the Organizer shall not be liable for the subsequent errors when including the Participant's information in the catalogue.
In case of not providing information for the official catalogue of the Exhibition 45 days prior to the event, the Participant's information it is not to be published.
At the request of the Participant extended information can be placed in the official catalogue (up to 1000 characters, including spaces). The cost of this service is specified in Appendix 1.

15. OPPORTUNITIES FOR ADVERTISING

Advertising at the Exhibition shall be regulated by the Law of the Russian Federation “On advertising”.
The full list and costing of advertising services can be found on the Organizer’s website in the section “Advertising at the Exhibition.” To order you must fill in Appendix No. 3 “CONFIRMATION OF ORDER FOR PLACEMENT OF ADVERTISING MATERIALS”.
15.1. Within the stand the promotion of goods or services produced or sold by the Participant is allowed, if such goods or services are relevant to the theme of the exhibition.
The distribution by the Participants of publications beyond the stand is an additional paid service and is subject to the approval of the Organizer.
15.2. Responsibility for the content or accuracy of the advertising materials submitted by the Participant lies on the Participant.
Advertising of products subject to mandatory certification should be marked as “subject to mandatory certification”.
15.3. Placement of advertising and technical suspensions on ceiling constructions can only be ordered through the Organizer and requires technical coordination with ”Montazhnik” LLC.
To place any banners/technical suspensions on the ceiling displays of the pavilion it is required to provide the Organizer with the following documents no later than 1 month prior to installation of the exhibition:
15.3.1. Design sketch for suspension indicating the weight of the loaded and unloaded construction;
15.3.2. Estimates regarding the number of suspension points, the load on each point, suspension height from the floor;
15.3.3. The list and the total weight suspended on the equipment;
15.3.4. Top view of the stand showing the location of the construction being suspended.
Please note that in order to lift and for precise orientation of the suspended structure, you may need to order additional services – lifting mechanisms or additional points of suspension.
The cost of the suspension depends on the technical characteristics of the performed works.
For this matter please contact the Organizer.

16. SAFETY AND SECURITY

16.1. To maintain safety and security during the Exhibition, the Organizer attracts licensed security companies that provide:
16.1.1. Compliance with the checkpoint regulations, control over loading/uploading, import/export of property of the exhibitors.
16.1.2. The maintenance of public order, control and identification of persons who are likely to violate public order or to steal any values available at the exhibition.
16.1.3. Qualified actions in extreme situations (risk of explosion of the object, detection of suspicious explosive objects, fire).
Please note:
16.2. During assembly/deinstallation and during the Exhibition the safety of exhibits and other valuables is the responsibility of the Participant.
16.3. During the Exhibition every Participant is obliged to ensure the presence of their representative, responsible for passing over of the stand to the security at the end of the Exhibition at 18:00, as well as when taken from security
09:00 to 10:00.
16.4. In order to safeguard the property of Participants after the closing of the Exhibition and passing over of the stand to the security, the exhibition area (stand) is to be prohibited for representatives and guests of the Participant.
16.5. To ensure the safety of property on the stand during the Exhibition, the Participant may order individual stand security, see Appendix 1.
16.6. Employees of own security of the Participant will not be allowed in the pavilion at night.

17. FIRE SAFETY

17.1. For all persons on the territory of the Exhibition it is obligatory to follow the fire safety rules.
17.2. Participants are responsible for fire safety and observance of fire safety events in the period of installation, work and deinstallation of the Exhibition.
17.3. Control over the implementation of fire safety regulations is carried out by technical services of VDNH and the authorities of the Ministry of Emergency Situations.
17.4. In order to maintain fire safety on the territory of the Exhibition, the following actions are prohibited:
17.4.1. Storage on the stand of container and garbage (after the end of the exhibition day, the Participants that have not ordered cleaning services to clean their stands are required to collect and lay in the passage way packages or boxes of accumulated garbage);
17.4.2. Storage of flammable and combustible liquids, tanks with combustible gases;
17.4.3. Smoking in the pavilions and exhibition stands;
17.4.4. Carrying out welding, soldering and other works connected with application of open fire;
17.4.5. Placement on exhibition stands and exhibits and usage for stand construction of materials that are flammable, or use combustible materials, refractory treated by a fire retardant;
17.4.6. Carrying out painting works using highly flammable dyes.

18. ENSURANCE

Insurance against all possible risks associated with participation (risks of civil liability, loss or damage of exhibits and other property etc.) is carried out by the Participant independently and at their own expense.

19. CLEANING

During the work of the Exhibition before the opening of the exhibition cleaning of the passage ways between the stands will be carried out. Garbage left in front of your stand in a plastic bag or box will be removed.
To order individual cleaning of your stand contact the Organizer (Appendix 1).
19.1. For all stand types: all construction and finishing works at your stand must be completed within the timelines set by the Organizers on the last day of installation, see the Manual, section 5 “EXHIBITION WORKING TIME” page 4. Empty containers and garbage from the stand should be disposed of in containers at the Assembly gate.
In case of violation of this rule, the additional cost of cleaning of the passage ways adjacent to your stand are to be charged to the Participant’s account.
19.2. For space only stands: stand cleaning at the end of the installation is carried out by your stand’s constructor.
The exhibition area after the Exhibition closes must be left cleaned from garbage, flooring and
scotch tape. Expenses for cleaning of the garbage left at the stand, including ordering of containers to remove large pieces of garbage and stands, are to be charged to the Participant’s account.

20. TEMPORARY STAFF

The Organizer of the Exhibition provides the opportunity to order translator services and additional staff for the stand. If you order additional personnel from third-party organizations, make sure that all staff working at the stand were provided with passes to the exhibition area. Application for services must be submitted to the Organizer not later than 3 (three) weeks prior to the Exhibition (see Appendix 1).

21. RESTAURANTS/CAFES

Cafes are located on the second floor of the pavilion 75, as well as on the territory of the exhibition pavilion 69. On the territory of VDNH there are several cafes and fast food restaurants.

22. ATMs / CASH MACHINES

ATMS are located in pavilion 75 (at the entrance) and in pavilion 69 (to the right of the main entrance).

23. MEDICAL CARE / MEDICAL ASSISTANCE

For first aid (minor injuries, headache, etc.) medical facilities are located in pavilion 75, to the left of the main entrance and in pavilion 69 in the exhibition area. In urgent cases call 112.

24. SERVICE CENTER

Photocopying facilities, international telephone and fax facilities will be available at the Service centers, which are located on the territory of exhibition pavilions No. 75 and No. 69.

25. VISA SUPPORT. HOTELS AND ACCOMMODATION

For visa support and booking hotel, you should fill in the Appendix 4 “Application for the reservation of rooms in the hotels in Moscow”, and send to the email address to the official representative of the Exhibition:

Contact person: Popova Tatyana Ilyinichna, tel./fax: +7 (499) 245-14-20, +7 (499) 255-75-75
e-mail: personal@roslegprom.ru, center@roslegprom.ru

Special conditions:
- Requests received after **15.07.2017**, will be met to the extent possible, and claims are not accepted.
- Changes to requests should be submitted not later than 21 days before the date of arrival to the hotel.
- Cancellation of booked rooms is accepted in written form.

26. CARGO DELIVERY, CUSTOMS CLEARANCE

The company “DMW-EXPO” LLC is the official freight forwarder for exhibitions on the territory of the VDNH. Provides services in freight forwarding and customs clearance of the exhibition goods for international exhibitions held on the territory of the VDNH.

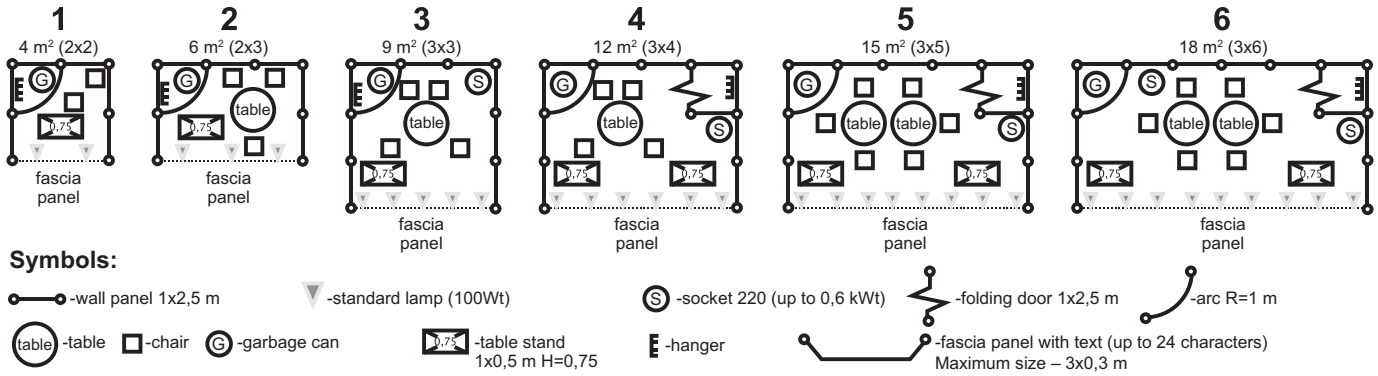
Tel./fax: +7 (495) 234-56-51, **e-mail:** info@dmv-expo.ru
Requests are accepted if sent no later than 1 month before the Exhibition.

27. SETTLEMENT OF DISPUTES

All disputes and disagreements that are arisen in the framework of preparation and holding of the event the parties shall attempt to settle by negotiation. If it is impossible to reach mutually acceptable solutions, the dispute shall be resolved in accordance with the current legislation of the Russian Federation in the Arbitration court of Moscow.

Appendix 1 to the Application-Contract № _____

INSTALLATION OF THE STAND, ADDITIONAL EQUIPMENT.
Types of stands with standard equipment included:



Symbols:

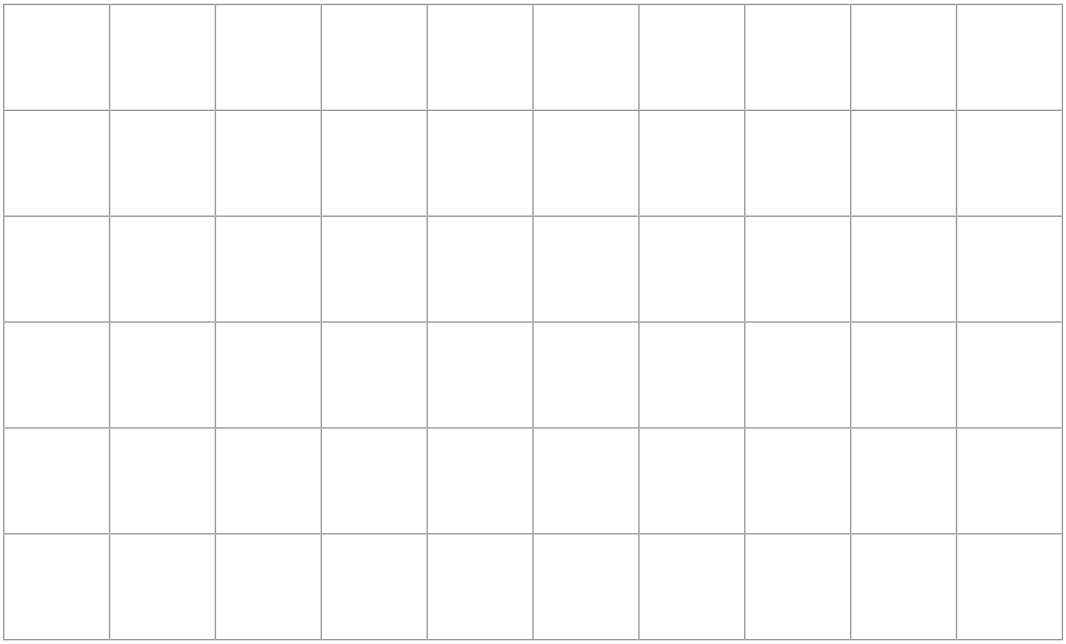
-wall panel 1x2,5 m
-standard lamp (100Wt)
-socket 220 (up to 0,6 kWt)
-folding door 1x2,5 m
-arc R=1 m
-table
-chair
-garbage can
-table stand 1x0,5 m H=0,75
-hanger
-fascia panel with text (up to 24 characters) Maximum size – 3x0,3 m

Specify the type of the stand:

☐ STANDARD ☐ REPEAT THE SCHEME OF THE PREVIOUS EXHIBITION ☐ SELF-DEVELOPMENT

For information on the equipped area, see Section 8 of the Manual.
If the stand with additional equipment is ordered, specify the plan layout of your stand below on the grid.
On the stand layout all the necessary equipment must be specified. The absence in the plan of any element of the standard model stand means that you REFUSE it!
To order additional equipment use the table "Prices and symbols for additional equipment and services".
Specify the color of the carpet: red, orange, burgundy, beige, green, blue, purple, gray, black (Gray), number of tables (_____), chairs (_____).

Scale: 1 cell = 1 m²



ATTENTION!

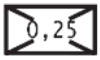
On the standard stand it is forbidden to connect your own lighting, and the installation of individual designs without technical expertise.

Technical expertise is carried out by **"Montazhnik" LLC tel: 8-495-644-29-11, 8-495-258-87-48, 8-915-359-99-53** or at free telephone line **8-800-234-41-06 (1303)** or **(1288)**, **e-mail: av101@montazhnik.ru; www.montazhnik.ru,** contact person **Shcherbatov Andrey Vladimirovich.**
When placing on a standard stand of banners, you must submit a "Fire Safety Certificate".

Participant: _____
(full name of the company-contributor)

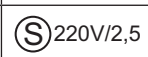
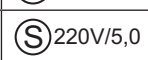
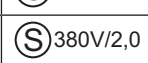
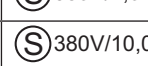
Director: _____ /_____/

PRICES AND SYMBOLS FOR ADDITIONAL EQUIPMENT AND SERVICES

Construction elements					
№	**Name**	**Price in EUR, including VAT**	**Symbols**	**Quantity**	**Sum**
1	Hanger (can not be fixed in the corner of booth, default H = 1,5 m) a round or oval cross-section, 1 linear meter	**18**			0,00
2	Shelf mounted (Depth 0,3 m), 1 linear meter	**18**			0,00
3	Podium for exhibits H=0,25 m; S=0,5x1,0 m. 1 linear meter	**30**			0,00
4	Table-stand for exhibits H=0,75 m; S=0,5x1,0 m	**47**			0,00
	H=1,0 m; S=0,5x1,0 m	**60**			0,00
5	Information stand (arc R=0,5 m или R=1 m, H= 1,0 m)	**88**			0,00
6	Rack metal combined H=2,0 m; S=1x0,5 m (3 shelves)	**59**			0,00
7	Plastic rack (5 shelves)	**20**			0,00
8	Showcase, low H=1,0 m; S=0,5x1,0 m	**75**			0,00
	Showcase, high H=2,5 m; S=0,5x1,0 m S=1,0x1,0 m	**140**			0,00
9	Wall panel with glass (linear meter)	**55**			0,00
10	Block with sliding folding door (min size 1x1 m)	**135**			0,00
11	Building-up of walls H=0,5 m (linear meter)	**25**			0,00
12	Table	**32**			0,00
13	Chair	**18**			0,00
14	Table (1x0,7 м)	**32**			0,00
15	Bar chair	**28**			0,00
Taping and finishing work					
16	Additional frieze with inscription	**30**			0,00
17	Printing of one sign on the frieze above standard	**1**			0,00
18	Making of a logo (Requirements: E-mail in cdr, ai, eps in curves)		**LOGO**		
	- mono-color	**55**			0,00
	- multi-color	**75**			0,00

Participant: _____
(full name of the company-contributor)

Director: _____ /_____ /

19	Image printing on tape according to the layout of the Participant (Requirements for print: full size; TIFF; 150 dpi (up to 2,5 m^2), 70-100 dpi (from 2,5 m^2 to 15 m^2), 50-70 dpi (from 15 m^2 to 30 m^2); CMYK; no compression; no alpha-channels; no layers) (1 m^2)	**65**			0,00
20	Panel lining with ORACAL tape (1 m^2)	**28**			0,00
	Electrical equipment				
21	Standard lamp 100 Wt	**28**			0,00
22	Remote lamp 150 Wt (на кронштейне)	**32**			0,00
23	Metal halogen projector 150 Wt	**64**			0,00
24	Socket 220V (up to 0.6 kWt, up to 5A)	**28**			0,00
25	Socket 220V (up to 2,5 kWt)	**31**			0,00
26	Socket 220V (up to 5 kWt)	**55**			0,00
27	Socket three-phase 380V (up to 2 kWt)	**64**			0,00
28	Socket three-phase 380V (up to 10 kWt)	**108**			0,00
29	Refrigerator (with hour outlet)	**115**			0,00
	Services				
30	Stand cleaning 1 m^2/day	**3**			0,00
31	Rent cargo truck: wheel 1 hour	**16**			0,00
	hydraulic 1 hour	**32**			0,00
32	Guard 1 hour	**28**			0,00
33	Interpreter services 1 hour	**65**			0,00
34	Additional accreditation (pass badge) for representatives of the Participant's company	**5**			0,00
35	Extensive information in the catalog (max. 1000 characters)	**80**			0,00

Total: 0,00

Ordering of additional equipment not included in this list is possible. For further information about providing additional equipment and its cost, please contact your Manager.

Elements of stand constructions can be found at: **www.legpromexpo.ru**

Participant: _____
(full name of the company-contributor)

Director: _____ /_____/

Appendix 2 to the Application-Contract № _____

INFORMATION FOR THE OFFICIAL CATALOGUE OF THE EXHIBITION

Full name of the Participant's company: _____

(Information printed in the catalog alphabetically according to the first letter in the name of the company)

Country: _____ Index: _____ Postal address: _____

_____

Phone: (____) _____ Fax: (____) _____ Not more than 2 numbers

E-mail: _____ Website: _____

About the activities of the **Participant** (in block letters, up to 400 characters, including spaces), **Total amount: 0**
It is advisable to send by e-mail: (repeat information from the previous directory ☐)

ACTIVITIES. EXHIBITION "TEXTILLEGPROM".
INFORMATION FOR THE CATALOGUE – is obligatory for all participants of the Exhibition "Textillegprom"!

(indicate not more than 3 product groups, underline the main group)

- ☐ 1. Women's clothes
- ☐ 2. Men's clothes
- ☐ 3. Clothes for young people
- ☐ 4. Clothes for sport and rest
- ☐ 5. Homewear and sleepwear, bed linen
- ☐ 6. Clothes for pregnant women
- ☐ 7. Jeanswear
- ☐ 8. Formal and corporate clothes
- ☐ 9. Special clothes
- ☐ 10. Clothes for children
- ☐ 11. Clothes for the newborn
- ☐ 12. Headgear, shawls, scarves
- ☐ 13. Ties
- ☐ 14. Knitted cloths
- ☐ 15. Knitted outerwear
- ☐ 16. Knitted underwear
- ☐ 17. Hosiery goods
- ☐ 18. Gloves
- ☐ 19. For children: knitwear, headgear, hosiery, gloves
- ☐ 20. Underwear, corselet goods for women
- ☐ 21. Men's underwear
- ☐ 22. Seamless underwear
- ☐ 23. Correcting underwear
- ☐ 24. Beachwear and swimwear
- ☐ 25. Materials and components for underwear manufacture
- ☐ 26. Goods for handicraft, accessories
- ☐ 27. Bed linen, blankets, mattresses, pillows
- ☐ 28. Table linen, tablecloths, napkins, towels
- ☐ 29. Interior items, carpets, curtains
- ☐ 30. Fabric and non-fabric materials
- ☐ 31. Yarn, threads, thread goods
- ☐ 32. Accessories, finishing materials, embroidery, lace
- ☐ 33. Applied materials
- ☐ 34. Textile and raw materials for texile industry
- ☐ 35. Goods and services for children, games and toys
- ☐ 36. Equipment, computer aided drafting, control and measuring instruments, accessories and spare parts
- ☐ 37. Thermal printing and relevant equipment
- ☐ 38. Trade equipment
- ☐ 39. Packaging and labels
- ☐ 40. Carton, paper for textile and light industries
- ☐ 41. Handicrafts
- ☐ 42. Institutions, educational institutions, scientific organizations, associations, fashion houses
- ☐ 43. Representatives
- ☐ 44. Consulting organizations
- ☐ 45. Media, printing, publishing houses and advertising agencies.
- ☐ 46. Other goods

ACTIVITIES. EXHIBITION "LEATHER-FOOTWEAR-FUR-TECHNOLOGY".
INFORMATION FOR THE CATALOGUE – is obligatory for all participants of the Exhibition "Leather-Footwear-Fur-Technology"

(specify not more than 3 product groups, underline the main group)

- ☐ 1. Footwear
- ☐ 2. Leather
- ☐ 3. Leather haberdashery
- ☐ 4. Artificial and genuine furs
- ☐ 5. Fur coats, fur goods, fur accessories
- ☐ 6. Headgear
- ☐ 7. Components, accessories, materials
- ☐ 8. Equipment
- ☐ 9. Chemicals
- ☐ 10. Media, printing, publishing and advertising services
- ☐ 11. Other goods

Participant: _____
(full name of the company-contributor)

Director: _____ /_____/

Appendix 3 to the Application-Contract № _____

CONFIRMATION OF ORDER FOR PLACEMENT OF ADVERTISING MATERIALS

at the Federal trade fair of goods and equipment in the textile and light industries Textillegprom

Company-contributor:	
Director's full name:	Director's position:
Address (legal):	Telephone:
	Fax:
	E-mail:
Service: List of advertising services and prices can be found on the Organizer's website on page "Advertising at the Exhibition"	**Location, size**
Additional suggestions for location:	**Bank details of the payer:**
Name of the person placing the order:	Position of the person placing the order:

Address for sending requests for advertising services: reclama@legpromexpo.ru
For any questions about advertising: Perelygin Dmitry +7(499)245-30-04

Participant: _____
(full name of the company-contributor)

Director: _____ /_____ /

Appendix 4 to the Application-Contract № _____

APPLICATION FOR THE RESERVATION OF ROOMS IN THE HOTELS IN MOSCOW

Name of the company: _____
Postal address: _____
Phone (with area code and country): _____ Fax: _____
Contact person: _____
E-mail: _____

Hotels available for accommodation of Participants and Guests of the Exhibition:

- ”Cosmos” – Prospekt Mira, 150, m. “VDNH”
- “Tourist” – Selskokhoziaistvennaya str., 17/2, m. “Botanicheskiy Sad”
- “Business Tourist” – Selskokhoziaistvennaya str., 17/2, m. “Botanicheskiy Sad”
- “Baikal” – Selskokhoziaistvennaya str., 15/1, m. “Botanicheskiy Sad”
- “Design-Hotel” – Yaroslavskaya str, 8, bld. 8, m. “VDNH”
- “Zolotoy Kolos” – Yaroslavskaya str., 15, bld. 3, m. “VDNH”

Name of the hotel: _____

Name	Room category	Date of arrival – date of departure

To register your application, send a copy to the following contacts:
Tel./Fax: +7(499)245-14-20, 255-75-75
E-mail: personal@roslegprom.ru, center@roslegprom.ru
Popova Tatiana Ilyinichna

Participant: _____
(full name of the company-contributor)

Director: _____ _____ _____
(director’s position) (signature) (full name)

stamp

Appendix 5 to the Application-Contract № _____

PENALTIES FOR VIOLATION OF EXHIBITION RULES AND REGULATIONS SPECIFIED IN THE APPLICATION-CONTRACT AND EXHIBITOR'S MANUAL

№	Violation	Fine (EUR)	Note
1	Transferring by the Participant of his rights under this Application-Contract fully or partially to third parties without the written consent of the Organizer	100% of the participation cost specified in the invoice	
2	The reduction in the width of the passages, blockage of passages, main and emergency exits	500	penalty according to Federal law No. 120 of 03.06.11
3	The exceedance of the allowed volume level of audio advertising on the border of the stand	1500	disconnection of the line power supply. Repeated actuation is possible after paying the fine
4	Closing of the exhibition stand, deinstallation of the stand, packing of the exhibits before the official closure of the Exhibition and as a consequence the violation of the integrity of the event exposition	25% of the total value of the contract-application form	
5	Violation of requirements of fire safety, which not have caused the fire	250	
6	Violation of requirements of fire safety, which have caused the fire and have caused damage to property	2500	The damage from actions of the violator is paid separately according to the provided calculation
7	Placement of advertising media, outside the area of the stand without registration of corresponding permissions: • in the reception area (for 1 m^2 media) • in the exhibition halls (for 1 m^2 media) • with adhesives on the floor of the pavilion (for media up to 1 m^2)	220 150 150	
8	Promotions in the pavilions (1 distributor) without issuing a special permit	500	

Note:
The full text of the documents "Application-Contract" and "Exhibitor's Manual" can be found on the website **www.legpromexpo.ru**

Participant: _____
(full name of the company-contributor)

Director: _____ /_____/

Appendix 6 to the Application-Contract № _____

ACT

Moscow « _____ » Aug 2017

Participant:

_____

_____

We, the undersigned, “RLP-Yarmarka” LTD, represented by _____

_____ on the one hand,

and Participant represented by _____ on the other hand,

hereinafter referred to as the Parties, have made this act about the following:

During the 49 Federal trade fair of goods and equipment of textile and light industry “Textillegprom” the Participant has violated the following conditions of the Application-Contract and Exhibitor’s Manual:

1. _____ ;
2. _____ ;
3. _____ .

Participant acknowledges causing damages and agrees to indemnify it in full. The present act is made in two copies, one for each Party.

Parties’ signatures:

“RLP-Yarmarka” LTD:	**The Participant:**
_____	_____
_____ / _____	_____ / _____