

22-25
СЕНТЯБРЯ
2015
МОСКВА
ВДНХ

45
ФЕДЕРАЛЬНАЯ ОПТОВАЯ ЯРМАРКА
ТОВАРОВ И ОБОРУДОВАНИЯ ТЕКСТИЛЬНОЙ И ЛЕГКОЙ ПРОМЫШЛЕННОСТИ
текстильлегпром
textillegprom



РОССИЙСКАЯ МОДА



ПАВИЛЬОНЫ № 55, 69, 75

EXHIBITOR'S GUIDE

45th Federal Trade Fair for Apparel & Textile
"TEXTILLEGPROM"
22 - 25 September 2015
Pavilions: 55, 69, 75, VDNH, Moscow
Organizer: "RLP-Yarmarka"

Dear exhibitor of Federal trade fair "Textillegprom" we are glad to present you this Exhibitor's guide (Guide) which will help you to prepare for said event. Please, read document attentively, because signing of a treaty means that you so noted and agreed upon with the terms and conditions of this Guide. Following Organizer's requests will allow you to avoid any troubles and additional costs.

We wish you all success while participating in our trade show!

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1. ORGANIZER OF AN EXHIBITION FEDERAL TRAD FAIR "TAXTILLEGPROM":

«RLP - Yarmarka» (Organizer)

Zubovsky bulvar, 22/39, Moscow, Russia, 119021

Tel/fax: +7(499) 255-78-17

Internet: www.legpromexpo.ru

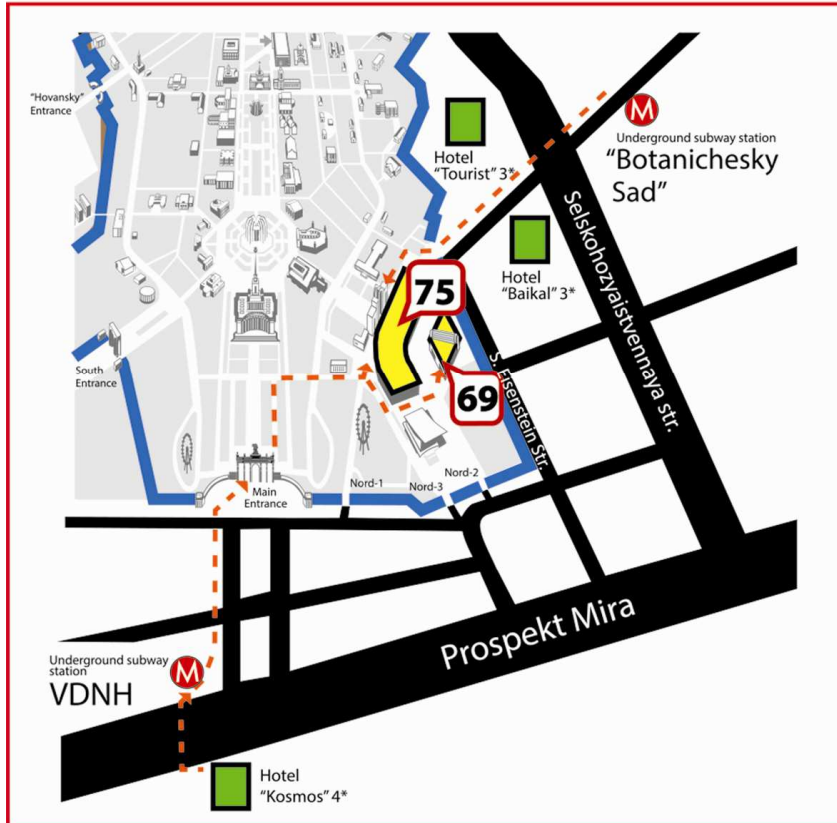
2. VENUE

“VDNH” (Open joint stock company «The Exhibition of achievements of national economy»).

Pavilions 75, 69, 55 (<http://vdmh.ru/en/map/>)

Address: VDNH Estate 119, Prospect Mira, Moscow 129223

VDNH SCHEME



How to get to VDNH:

Subway: Stop to get off is “Subway station VDNH” (first rail car from the center, exit towards VDNH)

Bus: 33, 56, 76, 93, 136, 154, 172, 195, 239, 244, 803

Trolley bus: 14, 48, 76

Tram: 11, 17

Monorail: Stop to get off «Exhibition Center»

3. EXHIBITOR REGISTRATION

3.1. After making the decision to take part in the exhibition, the Exhibitor should direct the completed Exhibitor Application form to the address of one of the Organizers via e-mail or otherwise. Any Exhibitor Applications is accepted until **30th of August 2015**.

The Exhibitor Application should be submitted in the form that was established by the Organizer and should be signed by the authorized person of the Exhibitor in one copy.

After registration of said Application and harmonization of terms and conditions we draw up an invoice for provide services.

3.2. It is permitted to send Exhibitor Application and over documents via email or fax for prompt decision of issues that will appear while preparing and conducting of exhibition. The authorized persons of the Exhibitor should sign Exhibitor Application, including all supplements and amendments thereto.

3.3. The opportunity to participate in the exhibition, the Exhibitor shall be only with the full payment to the Organizer the cost of participation and additional services.

3.4. The organizers of collective expositions.

It is permitted to organize a collective exposition. In this case, we enter into a treaty for collective participation. The registration fee is payable by each co-Exhibitor.

3.5. Refusal to participate at Fair and to additional service is executed by writing and accepted until **1st of August 2015**. In this case, Organizer will have to pay back advance payment minus the amount of the registration fee and 30% of the cost of participation.

3.6. Installation, dismantling and exhibition period, the cost of providing area, amount of the registration fee and cost of additional services are defined in the sections of this Guide.

4. DOCUMENTS REQUIRED

Documents that regulate exhibition participation:

- 4.1. Completed and signed Exhibitor Application;
- 4.2. Harmonized and signed scheme stand location in the pavilion;
- 4.3. Invoice (close by the act of provided services);
- 4.4. Exhibitor's guide.

5. COST OF PARTICIPATION

5.1. Cost of participation includes cost of registration fee, cost of exhibition area's/stand's standard equipment (schemes of standard stands are in Exhibitor Application, item №3) and cost of additional service (see ADDITIONAL EQUIPMENT AND SERVICE section).

REGISTRATION FEE (including: brand on fascia board, catalog information),	300.00 Euro
EXPOAREA per 1 sq.m (equipped standard booth, see Exhibitor Application item №3)	360.00 Euro
If the booth open on two sides, for the corner location stand pay extra	+10% for 1 sq.m
If the booth open on three sides, for the peninsular pay extra	+15% for 1 sq.m
If the booth open from all sides, for the insular pay extra	+20% for 1 sq.m
Central place on Expo area, pay extra	+25% for 1 sq.m

5.2. **Registration fee is paid at the rate established by the Exhibition Organizer and includes the following:**

- 5.2.1. Publication of information about the Exhibitor in the official exhibition's catalogue;
- 5.2.2. One hard copy and one electronic copy of the trade show catalogue;
- 5.2.3. Accreditation of the Exhibitor's representatives and provision of the latter with the Exhibitor badge (see EXHIBITORS' ACCREDITATION section);
- 5.2.4. Information package;
- 5.2.5. Invitation cards.

6. GENERAL INFORMATION

The entire range of design, installation, maintenance services, cargo-handling, advertising and information services, catering services, artistic and design services and other trade show-related services shall be provided exclusively by the accredited contractors having all permits, certificates and licenses required. To be provided with the above-mentioned work and services the Exhibitor shall address its request to the Organizer.

7. EXHIBITION WORKING TIME

SATURDAY	19 SEPTEMBER	8.00-20.00	Stands installation (space only)
SUNDAY	20 SEPTEMBER	8.00-20.00	Stands installation (space only)
MONDAY	21 SEPTEMBER	9.00-20.00	Arrival of Exhibitors. Construction of standard booths
		20.00	Design of stands should be completed
TUESDAY	22 SEPTEMBER	10.00-18.00	The trade show is open for visitors
WEDNESDAY	23 SEPTEMBER	10.00-18.00	The trade show is open for visitors
THURSDAY	24 SEPTEMBER	10.00-18.00	The trade show is open for visitors
FRIDAY	25 SEPTEMBER	10.00-16.00	The trade show is open for visitors
		16.00-20.00	Exhibition dismantling

8. SPACE AND SHELL (BOOTH AREA)

8.1. The equipment provided in accordance with your order (under the Exhibitor Application and annexes thereto) is available for rent during the open period of the trade show. All parts of the stand construction and any accessories must be returned undamaged after the exhibition closing time.

The stand construction will be performed with wall panels of 2.5 m height.

The cost of any parts of the stand construction or of any optional equipment ordered by the Exhibitor but unclaimed for any reason, will not be reimbursed.

Schemes of standard stands are in Exhibitor Application, item №3.

Please note that the stand construction may include any functional elements that are not indicated in your plan. Any columns, hatches, electrical enclosures, all sorts of technical connection points in the pavilion can be arranged directly on the stand or behind the stand of the Exhibitor. This can lead to the necessity of laying of additional cables and pipes within the gangways or within the stand of any Exhibitor.

8.2. The Shell scheme includes:

8.2.1. The stand equipped in a standard manner (Exhibitor Application, item №3.);

8.2.2. Fascia panel inscription booth number and Exhibitor's name;

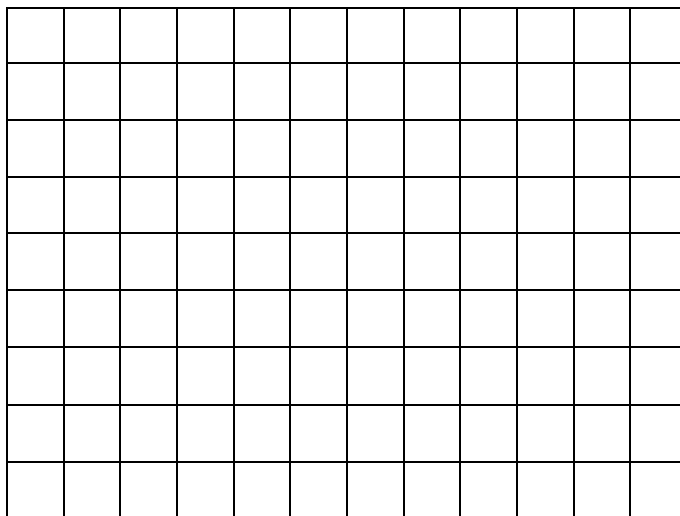
8.2.3. Installation and breakdown work;

8.2.4. Electricity connection;

8.2.5. Removal of debris from special places during the open period of the trade show, cleaning of gangways and common facilities;

8.2.6. Security of the pavilion (see SAFETY AND SECURITY section).

8.3. INDIVIDUAL BOOTH AREA. Draw the plan of your booth on the sectoring given below (1cell=1sq.m)



- | | | |
|--|----|---|
| 1. Hanger 1 m.(square section) | sq | |
| 2. Hanger 1 m.(round section) | ro | |
| 3. Glass show-window 1x1(0,5)x2m | | |
| 4. Display table 1x1(0,5)x0,75 | | |
| 5. Refrigerator, | | X |
| 6. Washing sink, | | M |
| 7. Telephone, | | T |
| 8. Electricity plug | | P |
| 9. Rack | | |
| 10. Bent railing | | |
| 11. Storage/negotiation room with door | | |
| 12. Glass protection | | |
| 11. Shelf 0,3X1,0 m. | | |
| 12. Chair, 13. Table | | |
| 14. Spot light | | |

8.4. Optional equipment, services must be ordered and paid separately under section of this manual (see ADDITIONAL EQUIPMENT AND SERVICE section).

8.5. Exhibitor must agree upon final disposition, scheme stand location in the pavilion and optional equipment with Organizer until 31st of August 2015. Individual stand must be drawn on the scheme (see SPACE AND SHELL (BOOTH AREA) item №8.3). The inscription on the fascia board should be agreed until 31st of August 2015. Otherwise the stand is mounted according to the standard scheme, fascia board submitted the name of the company, as specified in the Exhibitor Application (item №1: "EXHIBITOR'S DATA, company name").

9. SPACE ONLY

Exhibition area that is built by the Exhibitor independently.

- 9.1. Execution of works on installation of individual exhibition stands is carried out on the basis of additional agreements.
- 9.2. Permit for construction works issued by LLC "Montazhnik" as the General contractor at the territory of VDNH on the basis of the concluded commercial contract between the Exhibitor or developer and LLC "Montazhnik". The permit must be received until 1st of August 2015.
- 9.3. Be careful! Construction firms who have not passed the technical appraisal of project and technical documentation, is not let to the exhibition area.
- 9.4. Exhibitor should present following documents until 15th of July 2015 for allowing third-party construction firm to conduct construction works:
 - 9.4.1 Licenses authorizing all the organizations that have developed design documentation to carry out their activities, and licenses to carry out construction wiring work;
 - 9.5.2 Technical drawing of the stand, including the company's name, number, and dimensions of the stand, indication of presence of the 2nd floor and its area , the 1st and 2nd floors plans and static calculation of construction of the 2nd floor of your stand with the layout of structural parts attached, elevation, indication of the type of construction materials;
 - 9.5.3. Electrical connection project of the stand with indication of the power voltage;
 - 9.5.4. Fire safety certificates for all materials and structures used in the construction of the stand.
- 9.6. Any Exhibitors who ordered empty space only option must be guided by the following regulations when carrying out the design, organization of build-up and dressing of their stands:
 - 9.6.1. No part of your stand's construction may protrude over the trade show space occupied by you. If this condition is breached, the Organizers shall reserve the right to suspend the construction of the stand.
 - 9.6.2. It is required to equip your stand with fascia board and specify the stand's number and the Exhibitor's name thereon on a mandatory basis;
 - 9.6.3. Installing of any trade show stands exceeding 2.5 m in height and placing of any advertising matters above the stands requires permission of the Organizers;
 - 9.6.4. It is permitted to place any logos and advertising slogans of your company only on the inner face of your stand;
 - 9.6.5. The external faces of the stand construction visible from the gangways between the stands and from the neighboring stands must be duly decorated;
 - 9.6.6. Before beginning the installation, please coordinate the exact location of your stand with the Organizer. Otherwise, any work related to the improper location of your stand's constructions throughout the trade show, should be performed at the Exhibitor's expense;
 - 9.6.7. After removing the carpet, all adhesive residues should be removed from the floor of the pavilion;
 - 9.6.8. Any losses incurred in connection with the damage to any structures and details caused by the Exhibitor or by its developer will be compensated for at the expense of the Exhibitor;
 - 9.6.9. All installation and breakdown works of the stand must be completed in compliance with the trade show time (see EXHIBITION WORKING TIME section).
- 9.7. The participant is obliged to carry out dismantling and release the pavilion until 25th of September 2015 through 20:00 (Moscow)
- 9.8. If you have any questions regarding the approval of documents to carry out construction of the space only site, please feel free to contact:

Montazhnik Manufacturing Group" LLC

4 Bldg. 16 Selskokhozyaistvennaya St., Moscow, 129226

Tel./fax. +7(499) 181-41-06, +7(499) 644-29-11

E-mail: www.montazhnik.ru

Contact person: **Shcherbatov Andrey**

10. RESTRICTIONS AND PENALTIES

- 10.1. The Exhibitor doesn't have to delegate his/her rights under this Exhibitor Application fully or partially to third parties without the written consent of the Organizer. If Exhibitor breaks this rule, Organizer will be able to give him/her penalties at the rate of 100% of cost of participation that was specified in the invoice.
- 10.2. If Exhibitor violate safety requirements, fire safety regulations and conditions of this Guide during the installation and dismantle of the exhibition, the responsibility will rest with the Exhibitor.
- 10.3. During the demonstration of machines and mechanisms with moving parts the Exhibitor is obliged to protect the visitors access to such mechanisms.
- 10.4. The Exhibitor shall be obliged to carry out marking of all glass doors and partitions at the eye level.
- 10.5. Exhibitors are prohibited from self-restructuring modular booths in the halls.
- 10.6. All exhibitors are strictly forbidden to remove any malfunctions of electrical equipment installed on the stand by their own efforts, and independently connect any electrical appliances to regular power sources of the trade show hall.
- 10.7. The Organizer will not be liable for any interruption of the electricity supply caused by any line imperfections and by any damage to equipment outside the expo center. In case of any accidents and in order to prevent accidents, the power supply can be urgently interrupted
- 10.8. Due to the fact that the power is applied to the stands through electric service panel mounted on a group of stands, the right to choose the location of such panel (to be located on one of the trade show stands) shall be granted to the General Developer. The Exhibitor has no right to demand the removal of the panel from its stand, as the General Contractor identifies such place to be the optimal place to comply with the existing electrical connections circuit.
- 10.9. When ordering provision of any electrical, plumbing and any other engineering work, the Exhibitor shall submit the stand's layout plan specifying placement of lighting and equipment; technical specifications for each equipment unit (voltage, power consumption, etc.), points of electrical connection to the power supply sources and plumbing connections circuits for approval.
- 10.10. The Organizer of exhibition should be notified about the Exhibitor's unusual telephone equipment: fax, modem, Caller ID, PBX , etc. on a mandatory basis.
- 10.11. Special lights on the fascia board should illuminate only this board. The flashing light is not allowed. The Organizer reserve the right to disconnect any electrical appliances of the Exhibitor whose light interferes with other Exhibitors' operations.
- 10.12. It is prohibited to fasten any parts of equipment and exhibits to the floor, walls and ceilings of the trade show hall without written consent of the Organizer.
- 10.13. After the trade show closing time the Exhibitor shall be obliged to clear the wall panels, floor and ceilings of all trade show equipment and exhibits fittings, to remove any adhesive residues from the wall panels, floor and ceilings.
- 10.14. Fixing of any information materials and decorations with glue, paint and other materials that can damage to the surface of the leased equipment and structural parts of the trade show hall (walls, columns, etc.) is prohibited and fasteners are not permitted by any of the equipment to the booth structures, drilling holes, etc.
- 10.15. If equipment or structural elements are damage due to Exhibitor's fault, penalty is charged which is the market value of the equipment and structural elements. The Exhibitor is obliged to pay the stated amount within one calendar month from the date of completion of the exhibition. The basis for payment is the ACT of damaging property which is made between the Organizer, the Exhibitor and representative of the installation company.
- 10.16. Audio-, video-, projection equipment, amplifiers or live music should not be used without permission of the Organizer
- 10.17 Audio and video presentations (demonstrations) should not interfere with other Exhibitors' operations and the noise level should not exceed 75 dB. If there are any complaints, the Organizers may limit or cancel such presentation at the trade show.
- 10.18. The Organizers do not recommend erecting any solid partitions of large frontage, especially on the perimeter of a stand bordering the gangways.
- 10.19. The Organizers shall have the right to replace or remove everything that interferes with the normal operation of the trade show at the expense of the Exhibitor. Any equipment and exhibits must be located with-in the area distributed for them.
- 10.20. The participant must not close the exposure of his/her stand, to carry out the dismantling, packing of exhibits until 25th of September 2015, 16-00 (Moscow).

11. EXHIBITORS' ACCREDITATION

Each employee who is in charge of the stand (stand assistant, interpreter) must be accredited and must wear an Exhibitor badge.

The participation fee includes accreditation of the Exhibitors at the rate of one badge per 2 sq. m. The cost of additional accreditation for the representatives of the company-exhibitor is stated in ADDITIONAL EQUIPMENT AND SERVICE.

The Exhibitor badges are passes to the exhibition only for the Exhibitor's representatives being in charge of the stand during the whole open period of the trade show. All badges can be received at the registration stand in pavilion on the date of arrival of the Exhibitors.

12. CATALOGUE OF EXHIBITION

The cost of participation includes a brief profile (400 characters, see Exhibitor Application, item №6.) of the Exhibitor published in the Official Trade Show Catalogue. The information for the catalogue is accepted only in Russian or English.

The Provider publishes information provided by the Exhibitor in the Official catalogue. If the Exhibitor provides information incomplete, non-typewriter type or contains errors, then the Organizer is not responsible for clerical errors that were a result of it in making information Exhibitor in catalogue.

If the information is not received until 1st of August 2015, it won't be published.

At the request of the Exhibitor, one may place more detailed information (more than 400 characters) in the official catalogue. The cost of this service is specified in ADDITIONAL EQUIPMENT AND SERVICE.

13. ADVERTISING OPPORTUNITIES

When carrying out an advertising campaign with the trade show, the Parties shall be governed by the Federal Law "On Advertising".

You can find the list and the cost of any advertising services on the web site:

<http://www.legpromexpo.ru/projects/advert.html>

13.1. It is allowed to advertise any goods or services produced or sold by the Exhibitor within the stand, if such goods or services meet the subject matter of the trade show.

Distribution of any publications by the Exhibitors outside the stand is an additional paid service and is subject to concurrence with the Organizer.

13.2. The Exhibitor is responsible for the contents and accuracy of the advertising materials submitted to the Exhibition's Organizer.

Advertising of any products subject to mandatory certification must be marked with the relevant note "subject to mandatory certification".

13.3. Placement of advertising and technical suspensions on ceiling displays can be ordered only through the Exhibition Organizer and requires technical coordination with "Montazhnik" Manufacturing Group. To place any banners/technical suspensions on the ceiling displays of the pavilion it is required to provide the Organizers with the following documents no later than one month before the trade show:

13.3.1. Design sketch for suspension indicating the weight of the loaded and unloaded construction;

13.3.2. Estimates regarding the number of suspension points, the load on each point, suspension height from the floor;

13.3.3. The list and the total weight of the equipment suspended from the construction;

13.3.4. Top view of the stand showing the location of the construction being suspended.

Please note that in order to lift and precise the orientation of the construction being suspended, you may be required to order some additional services - lifting gears or additional points of suspension.

The cost of such additional services related to suspension of constructions depends on the engineering data of the work performed. For this question please contact the Organizer.

14. SAFETY AND SECURITY

During the whole open period of the trade show the Organizer takes a set of measures aimed at timely detection of criminal intent, prevention and suppression of criminal offenses within the territory of the trade show events. The security services during the trade show event shall be provided by the licensed security companies.

The Organizers shall ensure:

14.1. Compliance with the access control arrangements, the procedure for carrying in/removing, moving-in/moving-out of Exhibitors' values subject to producing the standard-issue passes;

14.2. Maintenance of public order, control and identification of those who are likely to violate public order or to steal any values available at the exhibition.

14.3. carrying out skilled actions in any emergency situations (facility explosion hazards, detection of suspicious objects which may cause explosion hazard, fire).

Please note:

14.4. during installation/ breakdown and during the opening times of the exhibition the Exhibitor shall be responsible for the safety of exhibits and other values.

14.5. within the open period of the trade show, each Exhibitor shall be obliged to ensure the presence of its representative responsible for the delivery of the stand to be safeguarded after the trade show closing time (18.00) and acceptance the results of such safeguarding an hour before the opening time of the trade show (09.00).

14.6. In order to ensure safekeeping of the Exhibitors' property, after the trade show closing time and delivering the stand under protection the representatives and guests of the Exhibitor shall be forbidden to be present within the trade show hall (stand).

To protect the property on the stand during the trade show, the Exhibitor is required to order individual stand security (see ADDITIONAL EQUIPMENT AND SERVICE section).

Please note that your own security will have no access to the pavilion at night.

15. FIRE SAFETY

15.1. The Organizer shall ensure basic fire safety conditions in compliance with the building standards and regulations.

15.2. All persons present within the territory of the exhibition must be obliged to adhere to the fire safety rules.

15.3. The Exhibitors is responsible for fire safety and for compliance with fire prevention measures during the open period of the trade show and when carrying out installation and breakdown work.

15.4. Control over compliance with these rules shall be carried out by the technical services of The VDNH, by the Organizer and by the management bodies of the state fire service.

15.5. In order to maintain fire safety within the exhibition hall it is prohibited:

15.5.1. To store any packages or garbage within the trade show stand (after the end of the opening times all the Exhibitors who have not ordered a cleaning of stands, shall be required to collect and put onto a gangway all accumulated garbage in bags or boxes);

15.5.2. To store any flammable and combustible liquids, tanks with combustible gases;

15.5.3. To smoke within the pavilions (halls) and within the exhibition stands;

15.5.4. To carry out welding, soldering and other work connected with the use of open fire;

15.5.5. To equip the trade show stands with any exhibits and use any flammable or combustible materials during installation or to use any flammable materials that cannot be treated with fire retardant;

15.5.6. To carry out paint work using highly flammable dyes.

16. INSURANCE

The Exhibitors at its own discretion at its own expense shall carry out insurance of all possible risks associated with participation in the trade show (civil responsibility risks, risk of damages from loss or damage to exhibits and other property, etc.)

17. ACCESS TO EXHIBITION AREA

Exhibitor's vehicle arrival to the VDNH area is paid and carried out through checkpoints: checkpoint North-1 and checkpoint North-3, according to the rates established by the administration VDNH at the time of the exhibition.

Exhibitor's vehicle departure is carried out through checkpoint North-2

Find the location of the checkpoints at the territory of exhibition complex in «VENUE».

18. ADDITIONAL EQUIPMENT AND SERVICE

Exhibitor must agree upon with Organizer individual stand decoration. It must be drawn on the scheme, see SPACE AND SHELL (BOOTH AREA) 8.3 section

18.1. Cost of additional equipment in Euro with VAT.		
.1	Glass show-window 1x1x2,5/ 1x0,5x2,5/ glass wall panel, 1 lin. m	140/75/54 €
.2	Rack 1x1(0,5)x2,5	59 €
.3	Podium 0,5 sq. m, height 0,25/0,5 m / Display table 0,5 sq. m, height 0,75/0,1 m	28/28/28/47 €
.4	Hanger, 1 linear m	18 €
.5	Shelf 1 linear m	18 €
.6	Storage/negotiation room with a door, for stands bigger than 12 sq. m is included in standard equipment package (see Exhibitor Application, item №3.)	135 €
.7	Refrigerator with a round-the-clock plug in	115 €
.8	Additional inscription on fascia board	30 €
.9	Image of trademark on fascia board (by E-mail, formats: *.cdr, *.ai, *.eps): monochrome/colored	55/75 €
.10	Electricity plug 220V maximum 0,6kWt (for stands bigger than 9sq. m is included in standard equipment package)/ 380V maximum 2kWt/ 380V maximum 10 kWt	24/64/108 €
.11	Extra lightening (more than 1 spot light per 2 sq. m)	28 €
.12	Carpet covering, 1 sq. m. Chosen the color: beige, burgundy/vinous, green, red, orange, gray, violet/purple, black.	7 €
.13	Wall panels papering, 1 sq. m	28 €
.14	Projector 150/ 500 Wt	32/64 €
.15	Projector halogen	64 €
.16	Information desk	75 €

For more additional equipment price-ask your manager or send request by mail: kruglik@legpromexpo.ru

18.2. Extra equipment to order after 15th of August 2015 - paid in double tariff, restructuring of the stand - 360.00 Euro for 1 sq. m (including VAT).

19. INTERIOR DESIGN DEVELOPMENT AND STAND BUILD UP

19.1. Development of the project design of individual stands.

19.2. Graphic design and dressing of stands.

19.3. Technical designer advice.

19.4. Installation of stands, including in accordance with individual projects .

The above services shall be provided "Montazhnik" Manufacturing Group (see "SPACE ONLY" section).

20. CLEANING

During the open time of the trade show, before its opening, they will carry out cleaning of the gangways between the stands. Any garbage in a plastic bag or a box left in front of the stand the day before will be removed. One may order an individual cleaning of a stand by addressing its request to the Organizers (see ADDITIONAL EQUIPMENT AND SERVICE).

20.1. For all types of stands: all construction and finishing works applied to your stand should be completed within the period of time prescribed by the Organizers on the last day of installation (see EXHIBITION WORKING TIMES section). Any empty boxes and debris should be removed from the stand to the

dumpsters at the erecting gates. In case of violation of this rule, any additional expenses connected with the cleaning of gangways adjacent to your stand shall be charged to the Exhibitor.

20.2. For space only stands: at the end of installation the stand shall be cleaned by the developer of your stand. After the closing time the trade show area must be left free from rubbish, floor covering and adhesive tape. Any costs connected with cleaning of any rubbish left, including ordering of container for bulk waste removal and stand constructions shall be borne by the Exhibitor.

21. TEMPORARY STAFF

The Organizers provide the opportunity to order translation services and additional staff for the stand. If you order some additional staff from any third party, make sure that all staff working at the stand were provided with passes to have access to the trade show area.

22. RESTAURANTS/ CAFE

The cafe is located on the second floor of the pavilion № 75. There are numerous cafes and fast food outlets within the VDNH territory.

23. CASH MACHINE

There are cash machines in pavilions №75 and №69.

24. MEDICAL ASSISTANCE

For first aid (minor injuries, headache), there is medical post in pavilion №75, right to main entrance, and №69 at the exhibition area. In urgent cases call 03.

25. SERVICE CENTRE

Copy services, international telephone and fax are available at the Service Center which is located at the exhibition area of the 75th and 69th pavilion's.

26. VISA SUPPORT. HOTELS AND ACCOMMODATION. TRANSLATION SERVICES

Visa support, hotel booking, services of guides and interpreters, please contact the official representative of the exhibition:

Tatiana Popova, tel./fax: (499) 245-14-20, e-mail: personal@roslegprom.ru

27. CARGO DELIVERY, CUSTOMS CLEARANCE

LLC "Azimut" is an official exhibition forwarder in the VDNH. It provides freight forwarding services and customs clearance of exhibition goods for international exhibitions held on the territory of VDNH office 208-209, pavilion №69, VDNH, Housing estate 119, Bldg. 80, Prospekt Mira, Moscow, Russia, 129223

Tel./fax: +7 (495) 789 90 29

e-mail: expo@azimmut.ru

You should apply no later than 1 month prior to the exhibition.

28. 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.