

Приложение  
к приказу АО «ВДНХ»  
от \_\_\_\_\_  
№ \_\_\_\_\_

**Exhibitor Manual**  
**for services rendered during organization and holding of in-house**  
**exhibition, fair, congress and other events**  
**of VDNH JSCs for Foreign participants**

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## 1. General Provisions

1.1. This Exhibitor Manual (hereinafter – the “Tariff Catalogue”) determines the list of services provided for organisation and holding of in-house exhibition, fair, congress and other events of VDNH JSCs (hereinafter – the “Events”) for Foreign participants, including the terms of their provision (time frame,, etc.) and their cost, as well as the conditions for the provision for temporary use (rent) of equipment to the Event participants (exhibitors) and persons involved (developers, contractors,, etc.).

1.2. Foreign participants to which the provisions of this Tariff Catalogue apply also include legal entities and individuals registered outside of the CIS countries.

1.3. The working hours for the whole period of the event are established from 08:00 am to 08:00 pm. If the terms of the main contract and the purchase order provide for a different time for the event, the time for provision of services (except for Clause 12 “Extension of the installation/dismantling period ”) during the period since 08:00 pm until 08:00 am shall be additionally agreed.

1.4. Each interval specified in this Tariff Catalogue which has already started shall be counted as a whole period for the purpose of calculations.

1.5. If the application is submitted less than 15 (fifteen) working days prior to start of the installation work for the Event, the service is paid with a coefficient  $K = 1.5$ .

1.6. If the application is submitted less than 5 (five) working days prior to the start of the installation work for the Event, the service is paid with a coefficient  $K = 2.0$ . VDNH JSC (hereinafter – the “Organizer”) shall have the right to refuse to render the service to the Event participant, if there is no technical feasibility to do it. Services can be provided by the Organiser, or with involvement of third parties licensed for the relevant activities (if necessary).

1.7. The risk of accidental loss or accidental damage to equipment leased in accordance with this Tariff Catalogue shall be borne by the lessee of the equipment.

1.8. In this Tariff Catalogue, the cost of services is specified in Euro and includes VAT at the rate set in Clause 3, Article 164 of the Tax Code of the Russian Federation as of the shipment date.

1.9. This Tariff Catalogue may be supplemented with annexes containing lists of additional services and their cost by individual Events.

1.10. In all other issues not regulated by this Tariff Catalogue the Parties shall be guided by the applicable laws of the Russian Federation, General Conditions for organising and holding in-house exhibition, fair, congress and other events of VDNH JSCs and other documents related to organisation and holding of a specific Event (reference books, manuals, etc.).

## **2. Procedure for submission, processing and payment of orders for additional services**

2.1. Order by the participant of the Event (exhibitor) of the services provided for by this Tariff Catalogue, including provision for temporary use of equipment, shall be submitted according to the following procedure:

2.1.1. Participant of the Event (exhibitor) fills in the universal form of ordering additional services when organising and holding the event (hereinafter referred to as the “Order”; Appendix No. 1 to this Tariff Catalogue), which is an integral part of the contract (purchase order) for participation in the Event, indicating all necessary items, signs it, puts its stamp (if any) and sends to the e-mail address or otherwise to the responsible specialist, defined by the Organiser for each Event.

2.1.2. No later than 5 days after receipt of the Order from the Event participant (exhibitor) the Organiser sends an invoice to the Event participant (exhibitor) for payment of the services ordered by the exhibitor.

2.1.3. The Event participant (exhibitor) shall pay for the ordered services envisaged by this Tariff Catalogue, including the provision of equipment/furniture for temporary use, within 7 days from the invoicing date, but no later than the start date of installation. The services shall only be provided by the Organizer subject to full payment.

2.2. Only non-cash payment is to be used to pay for services specified in this Tariff Sheet, including the provision of equipment/furniture for temporary use, can be carried out by an Event participant (exhibitor), in accordance with the legislation of the Russian Federation.

2.3. The cost of services specified in this Tariff Sheet does not include bank transfer or foreign exchange fees. All bank transfer fees are paid by the Event participant (exhibitor).

### 3. Electrical connection, rent of equipment

**Electrical and technical connection with installed power, rent of equipment (for the whole period of the Event), per 1 connection. \***

The cost of electrical connection includes the cost of consumed electricity. The electric cable and electric plugs (220V, 380V) is not included in the cost of providing the power source (the length of the cable must be at least 30 linear metres).

01.001	Alternating current up to 3 kW	unit	300,00
01.002	Alternating current up to 5 kW	unit	360,00
01.003	Alternating current up to 10 kW (380 V)	unit	480,00
01.004	Alternating current up to 15 kW (380 V)	unit	560,00
01.005	Alternating current up to 25 kW (380 V)	unit	640,00
01.006	Alternating current up to 30 kW (380 V)	unit	900,00
01.007	Additional electric power, 1 kW (only for standard construction stands)	unit	100,00

#### Rent of electric equipment (for developers)

01.010	Extension for temporary connection, up to 2 metres (220 V)	pc	64,00
01.011	Plug 63 A	pc	64,00
01.012	Plug 16 A	pc.	52,00

#### Rent of electric equipment (for standard construction Octanorm / Maxima)

01.020	Socket for mobile stand with connection organisation 220 V, 3 kW	pc	440,00
01.021	Socket for existing equipment 380 V (16 A, 63 A) **	pc	210,00

\* If there is a need in 24-hour power supply, please, inform the technical department

\*\* Include electrical switchboard, connector, resistance measurement. Does not include electrical power!

### 4. Water supply, rent of equipment

**Water supply/removal (cold) per 1 connection, rent of equipment (for the whole period of the event)**

The cost of the service includes the cost of consumption and removal of cold water. The equipment installed at the stand must be equipped with shut-off valves. Plumbing equipment with malfunctioning shut-off valves and water removal system shall not be connected. The tanks for water filling shall be equipped with drainage valves. Connection to plumbing networks includes water supply by means of one pipeline ( $\text{Ø}1/2 \text{ in.}$ ) and water removal by means of one pipeline (diameter 40–50 mm) without direct connection of the equipment. Hoses for water supply and drainage of are not included in the connection cost. The hoses should be at least 10 metres long.

02.001	Water supply/removal (at the level of the pavilion floor)	unit	520,00
02.002	Water supply/removal (at the second level of the stand)	unit	580,00
02.003	Filling the tank with water up to 2 cubic metres	unit	180,00
02.004	Filling the tank with water more than 2 cubic metres	unit	280,00

### Components.

02.010	Sink with connection	pc	700,00
02.011	Sink without connection	pc	130,00
02.012	Sink with a boiler, without connection	pc	150,00
02.013	Rent of armored hose 1/2 inch in diameter for water connection, 10 linear metres	pc	110,00
02.014	Rent of armored hose 1/2 inch in diameter, more than 10 linear metres for each subsequent linear meter of the hose	linear meter	11,00
02.015	Rent of armored hose 40 mm in diameter for water connection, 10 linear metres	pc	130,00
02.016	Rent of armored hose 40 mm in diameter, more than 10 linear metres, each subsequent linear meter of the hose	linear meter	13,00

### 5. Compressed air, rent of equipment

**Compressed air per 1 connection, rental of equipment (for the whole period of the event)**

The compressed air is supplied by armored hoses (**Ø½ in.**) from the compressed air line by the Organiser's specialists, the Event participant (exhibitor) or the involved Developer performs connection to the equipment at the stand. Connection may be denied due to lack of technical feasibility. Hoses for supplying compressed air are not included in the connection cost. The hoses should be at least 30 metres long.

03.001	Compressed air (flow rate up to 30 m <sup>3</sup> /h, 6 bar)	unit	500,00
03.002	Compressed air (flow rate more than 30 m <sup>3</sup> /h, 6 bar)	unit	700,00
03.010	Rent of armored hose 1/2 inch in diameter for compressed air connection, 30 linear metres	unit	330,00
03.011	Rent of armored hose 1/2 inch in diameter for compressed air connection, each subsequent linear meter of the hoses	linear meter	11,00

#### **6. Internet (for the entire period of holding the event)**

The cost of the service includes: dedicated channel with unlimited traffic, with RJ-45 connector, one internal IP-address, installation, testing of equipment (channel) and provision of necessary data for independent tuning of equipment. Traffic is not limited. Maximum possible time of unavailability of the Internet connection for the period of the event may not exceed two hours (after contacting the Organiser).

04.001	Connection to Internet, 1 computer (1024 kbit/s)	unit	320,00
04.002	Connection to Internet, 1 computer (2048 kbit/s)	unit	430,00
04.003	Connection to Internet, 1 computer (5 Mbit/s)	unit	560,00
04.004	Connection to Internet, 1 computer (10 Mbit/s)	unit	780,00
04.005	Connection to Internet, 1 computer (50 Mbit/s)* * If technically feasible.	unit	1 240,00
04.006	Additional IP-address (external, static)	unit	30,00

**Providing wireless access to Internet (using Wi-Fi technology in premises) for Halls A, B and C for the duration of the Event**

04.010	Activation of an additional access point (increases the capacity of the network by 10 users per channel)	unit	70,00
04.011	Up to 1024 kbit/s (one access point provides simultaneous connection of up to 10 users, if there is a technical feasibility)	unit	300,00
04.012	Up to 2048 kbit/s (one access point provides simultaneous connection of up to 10 users, if there is a technical feasibility)	unit	490,00
04.013	Up to 5 Mbit/s (one access point provides simultaneous connection of up to 10 users, if there is a technical feasibility)	unit	550,00
04.014	Up to 10 Mbit/s (one access point provides simultaneous connection of up to 10 users, if there is a technical feasibility)	unit	720,00
04.015	Up to 50 Mbit/s (one access point provides simultaneous connection of up to 10 users, if there is a technical feasibility)	unit	1 150,00
04.016	Repeated cable laying	unit	30,00

## 7. Additional equipment for stands with standard construction

### Artwork (for the entire period of holding the event). Standard stand constructions

05.001	Fitted carpet	m <sup>2</sup>	21,00
05.002	Change of colour of the carpet (from standard)	m <sup>2</sup>	10,00
05.003	Wall element, 1.0 * h2.5 m	pc	64,00
05.004	Wall element, 0.5 * h2.5 m	pc	54,00
05.005	Wall element, arched R0.5 * h2.5 m	pc	71,00
05.006	Wall element, arched R1.0 * h2.5 m	pc	76,00
05.007	Wall element, diagonal 1.4 * h2.5 m	pc	67,00
05.008	Wall element, diagonal 0.7 * h2.5 m	pc	54,00
05.009	Wall element with glass 0.5 * h2.5 m (glass – h1.4 m)	pc	64,00



05.010	Wall element with glass 1.0 * h2.5 m (glass – h1.4 m)	pc	76,00
05.011	Wall element with plexiglass 0.5 * h2.5 m	pc	64,00
05.012	Wall element with plexiglass 1.0 * h2.5 m	pc	64,00
05.013	Wall element, laminated chipboard 1.0 * h2.5 m	pc	86,00
05.014	Wall lifting up to 1 m	pc	30,00
05.015	Sliding door with a lock (folding door)	pc	98,00
05.016	Doors (folding doors), double	pc	175,00
05.017	Door (folding door), diagonal	pc	154,00
05.018	Hinged door with a lock	pc	147,00
05.019	Curtain, cloth	pc	42,00
05.020	Connecting beam	pc	5,00
05.021	Pole (h=2,5 m)	pc	4,00
05.022	Roof raster 1.0x1.0 m (grating from hammer beams)	m <sup>2</sup>	29,00
05.023	Suspended ceiling 1.0x1.0 m (ceiling 1.0x0.5)	m <sup>2</sup>	22,00
05.024	Armstrong ceiling	m <sup>2</sup>	24,00
05.025	Floor lifting 1.0x1.0 up to 0.2 m	m <sup>2</sup>	57,00
05.026	Floor lifting 1.0x1.0 up to 0.75 m	m <sup>2</sup>	71,00
05.027	Floor lifting, chipboard 32 mm (without carpet)	m <sup>2</sup>	26,00
05.028	Fascia panel h 0.4 m (without inscription)	m <sup>2</sup>	22,00
05.029	Fascia panel, chipboard (without inscription)	m <sup>2</sup>	15,00
05.030	Side mounted flag 0.5x0.5 m	pc	24,00
05.031	Table-podium 0.5x0.5xh0.5 m	pc	57,00
05.032	Table-podium 0.5x0.5xh0.75 m	pc	68,00
05.033	Table-podium 0.5x0.5xh1.0 m	pc	70,00
05.034	Table-podium 0.5x1.0xh0.5 m	pc	69,00
05.035	Table-podium 0.5x1.0xh0.75 m	pc	79,00
05.036	Table-podium 0.5x1.0xh1.0 (with a shelf inside)	pc	79,00
05.037	Table-podium 1.0x1.0xh0.5 m	pc	81,00
05.038	Table-podium 1.0x1.0xh0.75 m	pc	86,00
05.039	Table-podium 1.0x1.0xh1.0 m	pc	88,00

05.040	Sliding rings, plastic	pr	11,00
05.041	Rack of constructions 1.0x0.5xh2.5/2.0 m, 5 shelves	pc	85,00
05.042	Rack of constructions 1.0x0.5xh2.5/2.0 m, 3 shelves	pc	75,00
05.044	Showcase, horisontal 0.5x0.5xh1.0 m	pc	121,00
05.045	Showcase, horisontal 0.5x1.0xh1.0 m	pc	126,00
05.046	Showcase, horisontal 1.0x1.0xh1.0 m	pc	135,00
05.047	Showcase, vertical 0.5x0.5xh2.0/2.5 m (2 shelves) (without illumination)	pc	161,00
05.048	Showcase, vertical 0.5x1.0xh2.0/2.5 m (2 shelves) (without illumination)	pc	166,00
05.049	Showcase, vertical 1.0x1.0xh2.0/2.5 m (2 shelves) (without illumination)	pc	175,00
05.050	Radius showcase R0.5 m, H2.5 (2 shelves) (without illumination)	pc	181,00
05.051	Radius showcase R1.0 m, H2.5 (2 shelves) (without illumination)	pc	195,00
05.052	Shaped showcase h2.5 x R1.0 x R0.5 m	pc	257,00
05.053	Round showcase h2.5 x R0.5 m	pc	295,00
05.054	Folding doors, glass, B-2.5 m	pr	13,00
05.055	Folding doors of plexiglass h-212 m	pr	20,00
05.056	Additional glass shelf for the showcase	pc	34,00
05.057	White chair (wooden)	pc	90,00
05.058	Two-seat soft sofa. Colour: white/black	pc	145,00
05.059	Soft armchair. Colour white/black	pc	95,00
05.060	Magazine table. Colour white/transparent	pc	90,00
05.061	Glass table. Colour white/transparent	pc	100,00

### MAXIMA structural elements, other constructions

05.100	MAXIMA wall element 1.0 * h2.5 m	pc	60,00
05.101	MAXIMA wall element 0.5 * h2.5 m	pc	52,00

05.102	MAXIMA wall element, glass, 1.0 * 1.0 m (suspended on crabs)	pc	64,00
05.103	MAXIMA wall element, glass, 1.0 * h5.0 m	pc	50,00
05.104	MAXIMA wall element 1.0 * 3.0 m	pc	86,00
05.105	MAXIMA door unit (sliding) 1.0 * h2.5 m	pc	106,00
05.106	MAXIMA door unit (swing) 1.0 * h2.5 m	pc	148,00
05.107	MAXIMA wall lifting up to 1 m	m <sup>2</sup>	39,00
05.108	MAXIMA coupling element	linear meter	13,00
05.109	MAXIMA pivotal connecting element	pc	30,00
05.110	MAXIMA fascia panel h0.5 m	linear meter	28,00
05.114	Wall chipboard, MDF, m <sup>2</sup>	m <sup>2</sup>	75,00
05.115	Polycarbonate 4 mm, m <sup>2</sup>	m <sup>2</sup>	34,00
05.116	Polycarbonate 6 mm, m <sup>2</sup>	m <sup>2</sup>	41,00
05.117	PVC 4 mm, m <sup>2</sup>	m <sup>2</sup>	28,00
05.118	Plexiglass, colored 4 mm, m <sup>2</sup>	m <sup>2</sup>	45,00
05.119	Plexiglass, transparent 4 mm, m <sup>2</sup>	m <sup>2</sup>	39,00
05.120	Chipboard 16 mm, m <sup>2</sup>	m <sup>2</sup>	21,00
05.121	Laminated chipboard 16 mm, m <sup>2</sup>	m <sup>2</sup>	41,00
05.122	Framework construction Pro-Lite (300*300 mm)	linear meter	43,00
05.123	Framework construction M-Lite (150 mm)	linear meter	39,00
05.124	Framework construction Tritix (150*150 mm)	linear meter	28,00

### Furniture and exhibition equipment

05.200	Information counter 0.5x0.5xh1.0 m	pc	83,00
05.201	Information counter 0.5x1.0xh1.0 m	pc	98,00
05.202	Arched information counter r1.0xh1.0 m	pc	118,00
05.203	Information counter r0.5xh1.1 m	pc	77,00
05.204	File cabinet 0.5x1.0xh1.0 m	pc	113,00

05.205	Metal chair	pc	16,00
05.206	Soft chair (colour – upon request)	pc	54,00
05.207	Bar chair (black, other colour – upon request)	pc	51,00
05.208	Square table 0.70x0.70 m	pc	45,00
05.209	Table 0.70x1.10xh0.75 m	pc	68,00
05.210	Bar table	pc	71,00
05.211	Stand for booklets	pc	25,00
05.212	Louvers 1.0xh1.5 m	pc	43,00
05.213	Waste basket	pc	4,00
05.214	Wall shelf 1.0x0.3 m (Octanorm only)	linear meter	19,00
05.215	Wall coat hanger (Octanorm only)	pc	13,00
05.216	Clothes rack	pc	51,00
05.217	Floor mirror	pc	43,00
05.218	Fencing chain	linear meter	3,00
05.219	Pole for fencing chain	pc	13,00
05.220	Ornamental greenery	pc	60,00
05.221	Coffee machine	pc	150,00

### Electric equipment

05.300	Spotlight spot-bra (75 W)	pc	25,00
05.301	Fluorescent lamp (40 W)	pc	40,00
05.302	Fluorescent lamp (20 W)	pc	32,00
05.303	Halogen lamp (100 W)	pc	39,00
05.304	Metal-halide spotlight (150 W)	pc	91,00
05.305	Halogen spotlight (300 W)	pc	79,00
05.306	Halogen lamp remote on the rod (150 W)	pc	58,00
05.307	Showcase backlight	pc	32,00
05.308	Sockets unit 220 V	pc	28,00
05.309	Socket 220 V (power connector up to 3 kW)	pc	47,00

05.310	Socket 380 V (up to 10 kW), power connector CCE 16 A	pc	58,00
05.311	Socket 380 V (up to 20 kW), power connector CCE 32 A	pc	75,00
05.312	Round-the-clock socket 220 V (1 kW)	pc	48,00
05.313	Electrical power distribution panel	pc	113,00
05.314	Framework with lighting (3 spotlights; power supply 3 kW and suspension), up to 5 m	unit	2 675,00
05.315	Light cube 1.0x1.0xh1.0 m (without logo, without illumination)	pc	235,00
05.316	Rotating light cube 1.0x1.0xh1.0 m (without logo, without illumination)	pc	367,00
05.317	Illumination for the cube	pc	90,00

### Plotting works

05.400	Pasting with a background (film Oracal; specify number)	m <sup>2</sup>	28,00
05.401	Pasting of the surface with a “frosty” film	m <sup>2</sup>	40,00
05.402	Pasting of fascia with a background 1 linear meter of film (film Oracal; specify number)	linear meter	25,00
05.403	Pasting of surfaces with customer material	m <sup>2</sup>	26,00
05.404	Cleaning of surfaces from customer material	m <sup>2</sup>	18,00
05.405	Pasting with full-colour printing	m <sup>2</sup>	59,00
05.406	Single-colour logo	pc	64,00
05.407	Single-colour logo, big	m <sup>2</sup>	75,00
05.408	Logo for simple fascia, up to 0.35 m (no more than 3 colors)	pc	68,00
05.409	Logo for complex fascia, up to 0.35 m (full-colored)	pc	94,00
05.410	Logo on the light cube up to 1 m, information counter	pc	106,00
05.411	Additional symbol of fascia inscription	pc	1,60*

05.412	Correction of the layout of the logo (banner, full-colour printing), preparation for printing. For layouts of logos (banners, full-colour printing) which do not meet the requirements for printing	pc	20,00
05.413	Artistic design of the stand (other art works)	m <sup>2</sup>	28,00

\* - unless another tariff rate is envisaged by appendices for specific events to this Tariff Catalogue or other local bylaws of VDNKh JSC.

### Large-format banner printing, 360–540 dpi (max width 3 m)

05.500	Large-format banner printing (360–540 dpi) on the mesh	m <sup>2</sup>	50,00
05.501	Large-format banner printing (360–540 dpi) on the vinyl	m <sup>2</sup>	55,00
05.502	Large-format banner printing (360–540 dpi) on the paper	m <sup>2</sup>	51,00
05.503	Large-format banner printing (360–540 dpi) on the pressure sensitive adhesive	m <sup>2</sup>	59,00

### Installation works

05.600	Installation of banner onto embedded chipboards 16 mm (without construction)	m <sup>2</sup>	19,00
05.601	Embedded chipboards 16 mm for installation of banner on the walls	linear meter	5,00
05.602	Angle bar for embedded parts, plastic, colored	linear meter	2,00
05.603	Suspension of banner on the stand wall (fastening on hooks)	linear meter	24,00
05.604	Installation of the customer's banner	m <sup>2</sup>	25,00

**Multimedia**

05.700	Plasma panel (diagonal 42')	pc	440,00
05.701	Plasma panel (diagonal 50')	pc	702,00
05.702	Plasma panel (diagonal 60')	pc	823,00
05.703	Screen of 9-seamless plasma panels (without a sound amplification system, without service), 2 kW	set	5 040,00
05.704	DVD-player	pc	48,00
05.705	Stand for plasma panel and DVD	pc	77,00
05.706	Wall mount for plasma panel	pc	77,00
05.707	Sound amplification system (microphone, console, 2 speakers)	pc	411,00
05.708	Technical specialist, screen maintenance, 1 hour	pc	66,00

## Appliances

05.800	Cooler + water 19 l (upon the security)	pc	116,00
05.801	Small household refrigerator (120 L) + socket 24 h	pc	112,00
05.802	Water bottle	pc	10,00

### 8. Organising the suspension

**IMPORTANT!** When organising the suspension, only the equipment of the Organiser is used.

- participant of the Event (exhibitor) provides for approval the stand design and suspension design, as well as an information letter with a brief description of the design;
- when reviewing the submitted documentation, the Organiser has the right to demand changes in the suspended structure and calculation of suspension points;
- the suspended construction should not exceed the limits of the given exhibition area;
- works on suspension and removal of structures are carried out only during the official installation/dismantling of the Event. On the day of the official opening of the exhibition, as well as during its operation, work on suspension and removal of structures shall not be performed;
- the Customer shall be responsible for the strength and assembly of the suspended structure;
- before starting suspension, it is necessary to inspect the suspended structure. If, during examination of the assembled structure, its inconsistency with the declared technical parameters is revealed, and also if the strength and quality of assembly of this structure are doubtful, the Organiser has the right to refuse to the Customer in carrying out work on suspension of structures;
- suspension of additional equipment (including advertising media, lighting equipment) is prohibited;
- if the banner or suspension structure contains information about the company (logo, slogans,, etc.), an additional service is charged for placing the advertisement on the ceiling structures of the pavilion;
- suspensions based on the Tritix design are prohibited.

06.001	Arrangement of a direct suspension point and lifting of an advertising banner up to 10 kg	unit	450,00
06.002	Arrangement of a direct suspension point and lifting of load (banner) from 10 kg to 50 kg	unit	550,00



06.003	Arrangement of a direct suspension point and lifting of load (structure) from 50 kg to 100 kg	unit	650,00
06.004	Arrangement of the suspension point and lifting of load by means of a hoist (winch)	unit	700,00
06.005	Additional height adjustment of the suspended structure	unit	200,00
06.006	Securing parts of the floor-mounted stand structure by means of a rope	unit	350,00
06.007	Cable laying along the pavilion structures (10 linear metres)	linear meter	150,00
06.008	Preparation of banner for suspension (each linear meter, rent and assembly of a metal structure to the banner for suspension)	unit	44,00
06.009	Provision of advertising suspension points (without mounting, 1 point)	unit	170,00
06.010	Back stay for precise orientation of the suspended structure, or when lifting (lowering) the structure with its transfer through the constructed stand, unit	unit	350,00

## 9. Cleaning, garbage removal

### Stand cleaning per 1 sq. m (per day)

One-time cleaning is done once a day and involves cleaning the floor carpeting with a vacuum cleaner and cleaning the baskets from debris. One-time wet cleaning is done once a day and involves wet cleaning of hard flooring and cleaning of baskets from debris. “Call of a cleaner for one-time cleaning” is understood as the call of the cleaner for urgent cleaning of rubbish and pollution caused as a result of holding advertising actions, entertainments, similar events or due to malfunctions of exhibits and stand equipment.

07.001	One-time cleaning of the stand (dry)	m <sup>2</sup>	2,50
07.002	One-time cleaning of the stand (wet)	m <sup>2</sup>	3,00
07.003	Call of a cleaner for one-time cleaning, 1 call	unit	30,00

07.004	Cleaning of glass in showcases, per 1 sq. m of surface	m <sup>2</sup>	4,60
07.005	Wet cleaning of furniture, per 1 sq. m	m <sup>2</sup>	6,90

### Removal of garbage per 1 container

Provision of a container for removal of bulky waste, building materials, constructions of exhibition stands, packaging materials. The container will be delivered to the mounting gates of the pavilion.

07.100	8.0 m <sup>3</sup>	pc	400,00
07.101	20.0 m <sup>3</sup>	pc	700,00

## 10. Security

If necessary, this service can be ordered from the accredited contractor OOO Alfa-Legion private security firm, or from other contractors (upon prior approval by the Organizer).

## 11. Warehousing

Warehouse area is provided for temporary storage of structures and equipment of the stand before installation or after dismantling. Provision of warehouse area may be denied for technical reasons. The day is understood as the period from 08:00 am until 07:59 am of the next day. Incomplete day shall be paid as a full day.

09.001	up to 30 sq. m (closed), per 1 sq. m per day	m <sup>2</sup>	35,00
09.002	more than 30 sq. m (closed), per 1 sq. m per day	m <sup>2</sup>	25,00
09.003	up to 30 sq. m (open), per 1 sq. m per day	m <sup>2</sup>	25,00
09.004	more than 30 sq. m (open), per 1 sq. m per day	m <sup>2</sup>	15,00

## 12. Extension of the installation/dismantling period

### Extension of the installation/dismantling period

The deadline for filing an application for the extension of the working time of the pavilion is no less than 7 calendar days prior to the day of the anticipated commencement of work.

- Should the application be submitted after this deadline, the application may be denied.
- The working hours of the pavilions during the installation and dismantling period are from 08:00 am until 08:00 pm.
- The terms of installation and dismantling are determined by the schedule of the exhibition event.

The above periods may be extended. Extension of the period of installation or dismantling entails extra charge. Payment is made for each day of the extension of the period of installation and dismantling, depending on the size of the area used. Payment is collected from each organization working during the extension of the installation/dismantling period.

11.100	Extension of the installation/dismantling period in the pavilion (for every 12 hours), 1 sq. m	m <sup>2</sup>	35,00
11.101	Extension of the installation/dismantling period in the open area (for every 12 hours), 1 sq. m	m <sup>2</sup>	15,00

## 12.1 Car passes

### **Multi-pass for participants of their own exhibition, fair, congress and other events.**

The pass gives the right to repeatedly enter the VDNH territory in the EXPO area. The total time spent (parking) on the VDNH territory in the EXPO area shall not exceed 12 hours per day (from 08:00 to 20:00). Parking is allowed in designated places only. The pass validity is regulated by the rate tariff.

11.211	A multi-pass for the vehicles with permitted max. weight up to 3.5 tons* for the period of the Event**	pcs	66,00
11.212	A multi-pass for vehicles with permitted max. weight up to 3.5 tons* for the period of the installation, dismantling and holding of the Event**	pcs	99,00

\* - the maximum permitted mass of the vehicle is reflected in the vehicle registration certificate;

\*\* - the order of this service is possible only at a non-cash form of payment.

## 13. Accredited partners and subcontractors

### **1. Official partner for freight forwarding and customs services**

#### **LLC DMW-EXPO**

Set of services for freight forwarding and customs services.

### **2. Official partners for provision of office, audio-video presentation and stage equipment**

#### **LLC Energiya Zvuka (Spin Music Service)**

Full range of services for the technical support of events with sound, light, stage, conference and power equipment.

**LLC SynchroTel**

Full range of services for technical support of events with sound, light, stage, conference, office and power equipment.

**LLC Tekhnologiya Kontserta (Euroshow)**

Full range of services for the technical support of events with sound, light, video and projection, stage, conference and power equipment.

**3. Official catering services providers****LLC Capital Service (catering restaurant PARAD catering)**

Organization of catering services for corporate, business and sports events in the format of a banquet, a buffet table, a buffet, a coffee break, a cocktail and a barbecue.

**4. Official provider of translation and event maintenance services****LLC Russian Translation Company (RPK LLC)**

Complex linguistic support and provision of equipment for conferences

To order services from the above accredited partners and contractors, participants/exhibitors in the in-house exhibition, fair, congress and other events of VDNH JSC should apply to the following contacts:

**Shemyakin Alexey:** +7 (495) 974-35-35 доб. 3185, ashemyakin@vdnh.ru

**Sarkisyants Mikhail:** +7 (495) 974-33-66 доб. 3182, msarkisyants@vdnh.ru

**Appendix No. 1 – Universal order form\*****Order of additional services at organizing and holding of the event**

Description of event	
Contract No.	
Name of participant (exhibitor)	
Unique number	
Juridical address	
Stand number	
Full name of the responsible person	
Contact phone	
E-mail	

Code No.	Name	Meas. unit	Price, euros (VAT inclusive)	Quantity	Total, euro (VAT inclusive)
<b>Electrical Connection, rent of equipment</b>					
<b>Water supply, rent of equipment</b>					
<b>Compressed air, rent of equipment</b>					
<b>Internet</b>					
<b>Additional equipment for stands with standard construction</b>					
<b>Artwork</b>					

<b>Arrangement of the suspension point</b>					
<b>Cleaning, garbage removal</b>					
<b>Warehousing</b>					
<b>Additional time of the pavilion operation</b>					
<b>Provision of halls</b>					
<b>Advertising capabilities, sponsorship</b>					
<b>Total price, Euro (VAT inclusive)</b>					

This form shall be sent to the Organizer in electronic form and duplicated to the e-mail address (responsible technical specialist) with signature of the authorized person and seal of the organization.

The Event participant (exhibitor) shall pay for the ordered services envisaged by this Tariff Catalogue, including the provision of equipment/furniture for temporary use, within 7 days from the invoicing date, but no later than the start date of installation. The services shall only be provided by the Organizer subject to full payment.

The Organizer and the participant of the Event (the exhibitor) recognize that it is possible to consider this Order for additional services when organizing and carrying out an event signed in due course upon receipt by means of facsimile, e-mail or in other ways of its scanned copy containing signature of the authorized person and the seal of

the relevant Event participant (exhibitor) (if any). The original of the order is subject to transfer by the representatives of the participant of the Event (exhibitor) at the place of rendering the services.

Signature of the authorized

person (exhibitor) \_\_\_\_\_ 20\_\_

Seal here

\* This order form may be changed by the Organizer when holding an individual Event. Order of additional units of equipment, works and services is carried out by adding cells in Microsoft Office Word software, Adobe or an equivalent.

## Appendix No. 3 – PROJECT: RUSSIAN ELEVATOR WEEK International exhibition of elevators and elevator equipment

### Provision of halls

The working hours for holding the events are set from 10:00 am until 06:00 pm (provision of premises for this period is set per rate of “1 day”).

The minimum time for providing premises for holding events is 1 hour. Part hour shall be paid as a full hour.

### Equipment included in the cost of an order for conference halls

Conference hall No. 1	Fixed chair – 360 pcs. Presidium table – 3 pcs. Presidium armchair – 6 pcs. Microphone – 2 pcs. Sound amplifying equipment – 1 pc. Work of sound engineer – 1 pc. Projector screen – 1 pc. Multimedia video projector – 1 pc. Speaker’s stand (without microphones) – 1 pc.
Conference hall No 101, 103	Fixed chair – 50 pcs. Presidium table – 2 pcs. Wireless Microphone – 2 pcs. Sound amplifying equipment – 1 pc. Projector screen – 1 pc. Multimedia projector – 1 pc. Speaker’s stand (without microphones) – 1 pc. Notebook – 1 pc. Presenter (clicker) – 1 pc.
Conference hall No. 102	Fixed chair – 100 pcs. Presidium table – 2 pcs. Wireless Microphone – 2 pcs. Sound amplifying equipment – 1 pc.



	<p>Projector screen – 1 pc.</p> <p>Multimedia projector – 1 pc.</p> <p>Speaker’s stand (without microphones) – 1 pc.</p> <p>Notebook – 1 pc.</p> <p>Presenter (clicker) – 1 pc.</p>
Conference hall No. 215	<p>Fixed chair – 150 pcs.</p> <p>Presidium table – 2 pcs.</p> <p>Wireless Microphone – 2 pcs.</p> <p>Sound amplifying equipment – 1 pc.</p> <p>Projector screen – 1 pc.</p> <p>Multimedia projector – 1 pc.</p> <p>Speaker’s stand (without microphones) – 1 pc.</p> <p>Notebook – 1 pc.</p> <p>Presenter (clicker) – 1 pc.</p>

### Cost of rent of conference halls

20.011	Conference hall No. 1 (1 day)	unit	3 380,00
20.012	Conference hall No. 1 (1 hour)	unit	680,00
20.021	Conference hall No. 2 (1 day)	unit	3 380,00
20.022	Conference hall No. 2 (1 hour)	unit	680,00
20.031	Conference hall No. 101 (1 day)	unit	1 400,00
20.032	Conference hall No. 101 (1 hour, exhibitor company)	unit	500,00
20.033	Conference hall No. 101 (1 hour, non-exhibitor company)	unit	1 000,00
20.041	Conference hall No. 102 (1 day)	unit	1 900,00
20.042	Conference hall No. 102 (1 hour, exhibitor company)	unit	500,00
20.043	Conference hall No. 102 (1 hour, non-exhibitor company)	unit	1 000,00
20.051	Conference hall No. 103 (1 day)	unit	1 400,00

20.052	Conference hall No. 103 (1 hour, exhibitor company)	unit	500,00
20.053	Conference hall No. 103 (1 hour, non-exhibitor company)	unit	1 000,00
20.061	Conference hall No. 215 (1 day)	unit	1 900,00
20.062	Conference hall No. 215 (1 hour, exhibitor company)	unit	500,00
20.063	Conference hall No. 215 (1 hour, non-exhibitor company)	unit	1 000,00

## Equipment

### Rental of equipment for specialized premises (1 day)

20.200	Wireless microphone – buttonhole	pc	53,00
20.201	Microphone on a stand or a pillar, wired	pc	22,00
20.202	Microphone on a stand or a pillar, wireless microphone	pc	40,00
20.203	Conference system (up to 15 microphones)	set	810,00
20.204	Set of sound amplification equipment	set	220,00
20.205	Equipment for simultaneous interpretation (basic + 1 foreign language)	set	990,00
20.206	Equipment for simultaneous interpretation (basic + 2 foreign languages)	set	1 276,00
20.207	IR receiver with headphones (per 1 set)	set	4,00
20.208	Multimedia video projector	pc	220,00
20.209	Screen (2*1,5 m)	pc	58,00
20.210	Notebook 15”	pc	66,00
20.211	Wireless device for managing presentations	pc	26,00
20.212	Plasma monitor 50” on the floor stand (per event), per day	pc	198,00
20.213	Workplace in the registration area of a business event (table + chair)	set	48,00

**Services**

20.300	Technical support of the event, per hour	unit	34,00
20.301	Playback of presentations, per hour	unit	30,00
20.302	Changing configuration of furniture arrangement after the initial arrangement of furniture according to the agreed scheme (if there is a technical feasibility)	unit	220,00

**Advertising capabilities****1. Rent of advertising space in the pavilion (for the duration of the event)**

40.001	Placement of the banner 1.1x2.4 m on Tritix mobile construction (1 side) in the registration zone (rent of place, production and installation of media)	unit	220,00
40.002	Placement of the banner 3.0x2.4 m on Tritix mobile construction (1 side) in the registration zone (rent of place, production and installation of media)	unit	400,00
40.003	Placement of the banner 6.0x2.4 m on Tritix mobile construction (1 side)	unit	700,00

**2. Permission for advertising activity (for the duration of the event)**

41.001	Accreditation of the exhibitor promoter for 1 day of work of the exhibition (1 person per 3 days of work of the exhibition)	unit	150,00
41.002	Placement of the booklet holder with exhibits provided by the exhibitor at the entrance to the exhibition hall	unit	220,00
41.003	Placing one type of printed advertising material (leaflets, booklets, catalogues) and/or souvenir products (pens, bags, calendars) on the	unit	1 500,00

	registration counter for the entire period of the exhibition. To be provided by the exhibitor.		
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### 3. Outdoor advertising (for the duration of the event)

42.001	Panel picture on the facade of pavilion No. 75 (4x7.5 m)	unit	2 800,00
42.002	Advertising construction 1.5x3 m in front of pavilion No. 75	unit	1 780,00
42.003	Mobile advertising construction 6x3 m in front of the main entrance to pavilion No. 75	unit	1 900,00

### 4. Print advertising in the Catalogue

43.001	Placing an advertising layout on the 2 <sup>nd</sup> cover of the official catalogue	unit	1 050,00
43.002	Placing an advertising layout on the 3 <sup>rd</sup> cover of the official catalogue	unit	1 050,00
43.003	Placing an advertising layout on the 4 <sup>th</sup> cover of the official catalogue	unit	1 680,00
43.004	Placing a 1/1 page advertising layout in the internal block of the official catalogue	unit	500,00
43.005	Placing a 1/2 page advertising layout in the internal block of the official catalogue	unit	320,00
43.006	Logo	unit	160,00
43.007	Ribbon bookmark advertising (40 x 150mm, 4+4)	unit	1 480,00
43.008	Highlighting text in the section “Information about exhibitors” and highlighting title in the contents	unit	100,00

### 5. Guidebook

44.001	Placing an advertising layout on the 2 <sup>nd</sup> cover of the official guidebook	unit	1 680,00
44.002	Placing an advertising layout on the 3 <sup>rd</sup> cover of the official guidebook	unit	1 480,00
44.003	Placing an advertising layout on the 4 <sup>th</sup> cover of the official guidebook	unit	2 100,00
44.004	Placing an advertising layout on the 2 <sup>nd</sup> cover of the official guidebook	unit	840,00
44.005	Exhibition stand logo on the pavilion floor plan and on banners with pavilion plans	unit	300,00

## 6. Badge

45.001	Placing an advertising module on the back side of a badge	unit	3 400,00
45.002	Placing a logo on visitor badge ribbons. To be provided by the Exhibitor. The layout to be agreed to with the exhibition administration.	unit	4 400,00

## 7. Online advertising

46.001	Site-wide banner, 200 x 200, 6 months* (in rotation)	unit	600,00
46.002	Sending email newsletters to a mailing list of exhibition visitors with <b>10,000</b> email accounts (except in June)	unit	300,00
46.003	Sending email newsletters to a mailing list of exhibition visitors with <b>10,000</b> email accounts (in January)	unit	600,00
46.004	Placing a banner (on top) in the exhibition newsletters once to a mailing list of exhibition visitors with 10,000 email accounts.	unit	700,00

46.005	Placing a banner (at the bottom) in the exhibition newsletter once to a mailing list of exhibition visitors with 10, 000 email accounts.	unit	600,00
46.006	Placing a company news in the exhibition newsletters to a mailing list of visitors with 10,000 email accounts.	unit	160,00