

DEADLINE
For return of Technical Services Forms

FORM 1

Connections: Utilities and Telecom

Form status: **Optional** **Return to:** ExpoSystem
 Applicability: To be completed by all **Shell Scheme & Raw Space** Exhibitors
 Contact: Podolskaya Tatyana
 Tel.: +7 (929) 630-7877
 E-mail: tatyana.podolskaya@expo-system.ru

Company name: _____

Client name: _____

Stand No. _____

Please specify the total cost under this form in **order confirmation** invoice. The order will not be fulfilled without the order confirmation invoice. (page #38)

- Please note:
- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. **When placing orders less than 7 days before the start of mounting of Exhibition, the cost increases by 100%.** On-site orders and modifications will incur 100% surcharge.
 - Late cancellation of ordered services (less than 14 calendar days before the mounting of the Exhibition) brings the imposition of a fine of 50% of the cost of the canceled service.
 - No work is allowed to be carried out unless full payment is received before the show build-up commences.
 - VAT if any applicable, is included in any of the quoted prices.

Description	Price per unit, EUR	Number of units required	Subtotal, EUR
Electricity for Standard Shell Scheme			
Supply and Consumption – 2 kW	300		
Supply and Consumption – 5 kW	430		
Supply and Consumption – 10 kW	520		
Supply and Consumption – 20 kW	845		
Electricity for Raw Space (Your stand builder should provide cable to electricity control unit in pavilion and electricity control unit on stand)			
Electricity Supply – 5 kW*	415		
Electricity Supply – 10 kW*	495		
Electricity Supply – 20 kW*	825		
Electricity Supply – 40 kW*	1330		
Water			
Connection, Supply, Consumption and Drainage	652		
Connection, Supply, Consumption and Drainage – Hot water	309		
Single fill/removal into a container, per 1m3	220		
Internet			
Internet Connection (includes cable with a standard RJ-45 socket, speed up to 5 Mbps , Ethernet)	498		
Internet Connection (includes cable with a standard RJ-45 socket, speed up to 20 Mbps , Ethernet)	1135		
Internet Connection (includes cable with a standard RJ-45 socket, speed up to 100 Mbps , Ethernet)	2018		
Organization of a computer network at the Participant's stand , per 1 port	110		
Wi-fi access point	280		
One Wi-Fi access point is to be leased assuming twenty at a time on-line units. While ordering a WI-FI access point, please additionally order a wire connection to the Internet with speed ratio at your choice. Operating capability at equipment operation on a frequency of 2,4GHz is not guaranteed.			

*Cost of connection to electricity source in pavilion.

Form 1 Total, EUR:

10 December 2018

DEADLINE
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FORM 2

Name Board Details/ Graphic Works

Form status: **Obligatory**
Applicability: To be completed by all **Shell Scheme** Exhibitors

Return to: ExpoSystem
Contact: Podolskaya Tatyana
Tel.: +7 (929) 630-7877
E-mail: tatyana.podolskaya@expo-system.ru

Company name: _____

Client name: _____

Stand No. _____

Please specify the total cost under this form in **order confirmation** invoice. The order will not be fulfilled without the order confirmation invoice. (page #38)

Please note:

- If your Name Board details are not received, the name that appears in the Contract to Exhibit will be used
- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. **When placing orders less than 7 days before the start of mounting of Exhibition, the cost increases by 100%.** On-site orders and modifications will incur 100% surcharge.
- No work is allowed to be carried out unless full payment is received before the show build-up commences.
- Name Board size is standard, therefore font size will be decreased as amount of lettering.
- Your company name will be included on one side of the stand. If your stand has more than 1 open side you should order additional fascia names on this form.

Order Details: : (First 9 characters include in standard shell scheme, if you will have more than 9 characters you should make order on this form)

Name Board / Fascia Panel:

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Additional fascia name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Printing of company logo (approx. size 200 x 200 mm, to be placed on the Fascia Panel) can also be ordered using this Form.

Description	Unit	Price per unit, EUR	Number of units	Subtotal, EUR
Additional fascia name (up to 9 characters)	pcs.	82		
Additional character on fascia name	pcs.	2		
Logo on Fascia Panel, one color, up to 1 m long	pcs.	109		
Logo on Fascia Panel, multicolor, up to 1 m long	pcs.	142		
Logo, size: 1x1 m, one color*	pcs.	164		
Logo, size: 1x1 m, multicolor*	pcs.	196		
Additional color of the logo (for Advanced Shell Scheme N#3 only)	pcs.	13		
Film covering (please mark film color) # _____	sq.m.	44		
Covering of stand parts with film provided by exhibitor	sq.m.	39		
Color film covering with printing	sq.m.	87		
Banner Printing 360 dpi (with eyelets/pockets/without treatment) without installation of the banner**, 1 sq.m.	sq.m.	32		

* We may put these logos on advertising cubes, wall panels, info counters, cupboards and other surfaces.

** Installation of the banner should be ordered in Order Form 4.

Form 2 Total, EUR.:

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FORM 3

Lighting & Electrical Equipment

Form status: **Optional**
 Applicability: To be completed by all **Shell Scheme** Exhibitors

Return to: ExpoSystem
 Contact: Podolskaya Tatyana
 Tel.: +7 (929) 630-7877
 E-mail: tatyana.podolskaya@expo-system.ru

Company name: _____

Client name: _____

Stand No. _____

Please specify the total cost under this form in **order confirmation** invoice. The order will not be fulfilled without the order confirmation invoice. (page #38)

- Please note:
- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. **When placing orders less than 7 days before the start of mounting of Exhibition, the cost increases by 100%.** On-site orders and modifications will incur 100% surcharge.
 - Hire of some items like coffee machines, kettles, remote controls for electronic equipment, keys for doors and showcases, is subject of a returnable deposit in addition to rental fee.
 - No work is allowed to be carried out unless full payment is received before the show build-up commences.
 - VAT if any applicable, is included in any of the quoted prices.

Description	Code	Price per unit, EUR	Number of units required	Subtotal, EUR
Spot Light 75W	510	32		
Spot Light, metal-halide 70W	511	65		
Spot Light, halogen 75W	515	49		
Flood Light, metal-halogen 150W	514	138		
Flood Light, halogen 300W	513	82		
Halogen Light on arm 150W	516	82		
Fluorescent Light 40W	520	44		
Spot Light mini (showcase shelves lightening)	510a	49		
Plug Socket 220V, single, up to 1kW	504a	39		
Plug Socket 220V, single, from 1kW up to 2.5kW	504b	69		
Plug Socket 380V, single, from 1kW up to 10kW	506a	97		
Plug Socket 220V, triple, up to 1kW	505a	53		
Plug Socket 220V, triple, up to 2.5kW	505b	108		
Plug Socket 220V 24hrs, single, up to 1kW	508a	69		
Plug Socket 220V 24hrs, triple, up to 1kW	509a	109		
Refrigerator 200l, 150W (24hrs plug socket not included)	350	192		
Refrigerator 280l, 150W (24hrs plug socket not included)	351	231		
Drinking water dispenser + 1 water bottle (19L)	338	199		
Coffee machine	339	372		
Kitchen Unit (sink) (water supply not included)	600	327		

Form 3 Total, EUR.:



FORM 4

Shell Scheme/Additional Stand Elements

Form status:	Optional	Return to:	ExpoSystem
Applicability:	To be completed by all Shell Scheme Exhibitors	Contact:	Podolskaya Tatyana
		Tel.:	+7 (929) 630-7877
		E-mail:	tatyana.podolskaya@expo-system.ru
Company name:	_____		
Client name:	_____		
Stand No.	_____		

Please specify the total cost under this form in **order confirmation** invoice. The order will not be fulfilled without the order confirmation invoice. (page #38)

- Please note:
- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. **When placing orders less than 7 days before the start of mounting of Exhibition, the cost increases by 100%.** On-site orders and modifications will incur 100% surcharge.
 - No work is allowed to be carried out unless full payment is received before the show build-up commences.
 - Keys for doors and/or locks for cupboards and/or showcases can be collected against a returnable deposit.
 - Please do not re-order the items which are already included in your shell scheme package.
 - VAT if any applicable, is included in any of the quoted prices.

ORDER DETAILS: Additional Structural Elements for Shell Scheme Stands

Standard shell scheme, per 1 sq.m., euro	80	x		Total, euro, VAT inc.	
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Please do not re-order standard shell scheme, if you have already ordered it via Exhibit application form. For more details please see page #19.

Description	Code	Price per unit, EUR	Number of Units required	Subtotal, EUR
Wall panel 1000 x 2500 mm.	220	56		
Wall panel 500 x 2500 mm.	221	45		
Wall panel Radial R=1000 H=2500 mm.	222	173		
Wall panel Radial R=500 H=2500 mm.	223	87		
Wall panel Diagonal 700 x 2500 mm.	224	56		
Wall panel 1000 x 2500 mm. with glass insert 1000 x 1270 mm.	401	111		
Wall panel 500 x 2500 mm. with glass insert 500 x 1270 mm.	402	87		
Laminated chipboard panel 600x1000 mm.	239	82		
Door – Folding, lockable 1000 x 2500 mm.	240	148		
Door – Hinged, lockable 1000 x 2500 mm.	241	267		
Curtain 1000 x 2500 mm.	242	45		
Ceiling Lattice 1000 x 1000 (beams H=175)	250	24		
Ceiling Grid 1000 x 1000 (without ceiling lattice)	260	24		
Mounting of the banner by eyelets (at the height of 5m), 1 sq.m. of a banner	-	15		
Mounting of the banner by chipboard rails (at the height of 5m), 1 sq.m. of a banner	-	28		
Chipboard rails, PVC, 1 run.m.	-	4		
Banner Frame Edging with plastic corners, 1 run.m.	-	5		
Form 4 Total, EUR.:				

FORM 5 (1)

Standard Furniture

Form status: **Optional**
 Applicability: To be completed by all **Shell Scheme** Exhibitors

Return to: ExpoSystem
 Contact: Podolskaya Tatyana
 Tel.: +7 (929) 630-7877
 E-mail: tatyana.podolskaya@expo-system.ru

Company name: _____

Client name: _____

Stand No. _____

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Description	Code	Price per unit, EUR	Number of units required	Subtotal, EUR
Carpet – per sq.m.	281	26		
Barrier H=1100 mm. – each unit	267	19		
Chain decorative – each running meter	280	10		
Chair	300	22		
Conference Chair	303	32		
Bar stool	306	37		
Table 800x800 mm.	310	56		
Round table D=800 mm.	314	56		
Table 800 x 1200 mm.	315	68		
Podium 500 x 1000 x 800 mm.	382	46		
Podium 1000 x 1000 x 800 mm.	384	75		
Information Counter 500 x 1000 x 1100 mm.	318	82		
Information Counter Radial (small)	709	124		
Information Counter Radial (large)	708	175		
5 Shelf Unit 300 x 1040 x 2000 mm.	340	56		
5 Shelf Unit 500 x 1000 x 2000 mm.	701	82		
5 Shelf Unit 1000 x 1000 x 2000 mm.	702	108		
Literature Rack/ Brochure Holder (free standing)	324	43		
Advertising cube(1000x1000x1000) without logo (500 W)	707a	219		
Advertising ellipse (H=1000, R=1000) without logo (500 W)	707b	219		
Filing-Cabinet 500 x 1000 x 800 mm. (doors 645 x 492)	320	82		
Filing-Cabinet 500 x 1000 x 1100 mm. (doors 645 x 492)	317	97		
Filing-Cabinet 500 x 1000 x 1100 mm. (doors 952 x 492)	321	97		
Showcase, glass – 500 x 1000 x 1100 mm.	394	138		
Showcase, glass – 500 x 500 x 1100 mm.	394a	111		

Form 5, Page 1, Total, EUR.:



FORM 5 (2)

Standard Furniture - continued

Form status: **Optional**
 Applicability: To be completed by all **Shell Scheme** Exhibitors

Return to: ExpoSystem
 Contact: Podolskaya Tatyana
 Tel.: +7 (929) 630-7877
 E-mail: tatyana.podolskaya@expo-system.ru

Company name: _____

Client name: _____

Stand No. _____

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Description	Code	Price per unit, EUR	Number of units required	Subtotal, EUR
Showcase, glass, radial H=1100, Rint.=500 mm, Rext.=1000 mm	394r	164		
Showcase, glass, radial H=1100, 500 x 500, R=500 mm	394ar	138		
Showcase, glass – 500 x 1000 x 2500 mm., with lighting 100W and two glass shelves	398	180		
Showcase, glass – 500 x 500 x 2500 mm., with lighting 100W and two glass shelves	398a	153		
Showcase, glass, radial H=2500, Rint.=500 mm, Rext.=1000 mm with lighting	399	372		
Showcase, glass, radial H=2500, 500 x 500, Rexternal=1000 mm with lighting	398ar	180		
Additional Glass Shelf 500 x 1000 mm.	111a	26		
Additional Wooden Shelf 500 x 1000 mm.	112a	26		
Doors for showcase 398, 398a (bottom part)	113	26		
Wall Shelf 1000 x 300, H=1200	380	26		
Wall Shelf, angled – 1000 x 300, H=1200	381	44		
Coat Rack, Hanging	331	17		
Coat Rack, floor standing	332	70		
Mirror 1500 x 600	330a	44		
Rubbish Bin	377	4		
Advanced Shell Scheme Type № 1 per 1 sq.m	-	110		
Advanced Shell Scheme Type № 2 per 1 sq.m	-	110		
Advanced Shell Scheme Type № 3 per 1 sq.m	-	110		
Advanced Shell Scheme "PLUS"	-	130		
<i>Additional equipment for Advantec stands</i>				
Wall panel (3000x1000(960) mm.)	920	143		
Wall panel (3000x500(460) mm.)	921	130		
Light beam (per 1 r/m.)	900	50		
Door – folding, lockable	921a	256		

Form 5, Page 2, Total, EUR

DEADLINE
For return of Technical Services Forms

FORM 6
Stand Layout

Form status: **Obligatory**
Applicability: To be completed by all **Shell Scheme** Exhibitors

Return to: ExpoSystem
Contact: Podolskaya Tatyana
Tel.: +7 (929) 630-7877
E-mail: tatyana.podolskaya@expo-system.ru

Company name: _____

Client name: _____

Stand No. _____

Please mark on the layout the open sides (according to the stand location on the general floorplan) and the positions of all ordered items (walls, furniture, sockets, lights, water connection etc.). To mark the items, you can use the three-digit code which is located next to the item description on each form.

If the Exhibitor does not provide a stand scheme till the indicated date, the Organizer reserves the right to construct stand at own discretion.

For standard shell scheme only

Comments:

Units:

Scale 1 square = 1 sq.m.

	300	CHAIR		709	INFOCOUNTER CURVED (small) R1=500, R2=1000, H=1100		394	SHOWCASE 500x1000, H=1100		504 a	PLUG SOCKET SINGLE 220 V (up to 1,0 kW)
	306	BAR STOOL		321	CUPBOARD 500x1000, H=1100 (with doors 952x492)		398	SHOWCASE 500x1000, H=2500 (with lighting, 2 glass shelves, 0,1 kW)		508	PLUG SOCKET 24 hrs SINGLE 220 V (up to 1,0 kW)
	310	TABLE 800x800 H=800		701	5 SHELF UNIT 500x1000, H=2070		398 a	SHOWCASE 500x500, H=2500 (with lighting, 2 glass shelves, 0,1 kW)		510	SPOT LIGHT (75 W)
	314	ROUND TABLE D=800 H=800		382	PODIUM 500x1000, H=800		240	DOOR, FOLDING lockable 1000x2500		516	HALOGEN LIGHT ON ARM (150 W)
	315	TABLE 800x1200 H=800		380	WALL SHELF 1000x300, H=1200		331	WALL COAT RACK		377	RUBBISH BIN
	318	INFOCOUNTER 500x1000, H=1100		324	BROCHURE HOLDER		350	REFRIGERATOR - 600x600, H=1200 200L (150 W)		LOGO	LOGO

DEADLINE
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FORM 7

Personnel, Cleaning, Vehicle Passes, Technical Suspensions

Form status: **Optional**
 Applicability: To be completed by all **Shell Scheme & Raw Space** Exhibitors

Return to: ExpoSystem
 Contact: Podolskaya Tatyana
 Tel.: +7 (929) 630-7877
 E-mail: tatyana.podolskaya@expo-system.ru

Company name: _____

Client name: _____

Stand No. _____

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 - Late cancellation of ordered services (less than 14 calendar days before the mounting of the Exhibition) brings the imposition of a fine of 50% of the cost of the canceled service.
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Description	Price, EUR	Dates (from-to)	Subtotal, EUR
Stand Cleaning*, one-time, per sq.m. (from 08.00 to 10.00 hrs, order only for all exhibitor space)	4 x ___ days x ___ sq.m		
Stand Attendant, per person per day	264 x ___ pers. x ___ days		
Stand Attendant, per person per day (English speaking)	325 x ___ pers. x ___ days		
Security Guard, daytime, (from 08.00 to 20.00)	175 x ___ days		
Security Guard, overnight, (from 20.00 to 08.00)	225 x ___ nights		
Interpreter Russian – European language, per person per day (8 hours)**	297 x ___ pers. x ___ days		
Interpreter Russian – Oriental language, per person per day (8 hours)**	352 x ___ pers. x ___ days		

* One-time stand cleaning includes: vacuum-cleaning or wiping down the stand floor, emptying out the waste basket (please put it at the open part of the stand, when you leave in the evening).

**When the eight-hour working day is exceeded, the service is provided with an increase in the tariff by 50%.

Passes to handling zone for exhibition period, build-up and dismantling:	Price, EUR	Quantity required	Subtotal, EUR
Passenger Car Pass, per car	61		
Truck Pass, per truck	125		
Car with a trailer, per unit	125		

Car and truck passes to the handling zone are required to gain access to the cargo gates for loading and unloading of exhibits and equipment. During exhibition days you can access the cargo gates with the pass from 08.00 to 10.00 hrs and from 18.00 to 20.00 hrs (please specify the procedure with the Organizer). Trucks equipped with manipulators are not allowed in the handling zone.

Car Pass for VIP parking, each car (exhibition days)	180		
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Technical Suspensions	Price, EUR	Quantity required	Subtotal, EUR
Suspension Point up to 10 kg, per point	281		
Suspension Point up to 50 kg, per point	410		
Guying (for more correct positioning), per point	209		
Hanging of chain motor hoist (including hoist rental), per hoist	469		
Securing with rope of stand structures standing on the floor, per point	290		

Suspended structures with 4 or more suspension points should be mounted from the hall ceiling using motor hoists only. In case of lifting a structure over an erected stand, a 100% surcharge will apply to each suspension point.

Form 7, Total, EUR.:

FORM 8

Presentation Equipment

Form status: **Optional**
 Applicability: To be completed by all **Shell Scheme**
 Exhibitors

Return to: ExpoSystem
 Contact: Podolskaya Tatyana
 Tel.: +7 (929) 630-7877
 E-mail: tatyana.podolskaya@expo-system.ru

Company name: _____

Client name: _____

Stand No. _____

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 - Equipment is provided on a rental basis only, for the whole exhibition period. Rental price includes delivery, consent to bring into the venue, installation, all show opening days rental and dismantling. Risk of loss of presentation equipment during rental period lies upon Exhibitor.
 - Hire of some items like coffee percolators, kettles, remote controls for electronic equipment, keys for doors and showcases, is subject of a returnable deposit in addition to rental fee.
 - No work is allowed to be carried out unless full payment is received before the show build-up commences.
 - VAT if any applicable, - is included in any of the quoted prices.

<i>Description</i>	<i>Price per unit, EUR</i>	<i>Quantity required</i>	<i>Subtotal, EUR</i>
<i>Presentation equipment for all exhibition days (2 days)</i>			
42" Plasma screen*	305		
50" Plasma screen*	380		
60" Plasma screen*	470		
Plasma screen wall mount (including chipboard panel 600×1000 mm for wall mounted equipment), H=200 cm MAX	153		
Plasma screen floor stand H=200 cm**	56		

* Cable and remote control are not included in the package. Technical support is not included. Playback of information from USB-flash drives is not guaranteed.

** Only with plasma screen order on this form

Form 8, Total, EUR.:



DEADLINE
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Order confirmation

Form status:	Obligatory	Return to:	ExpoSystem
Applicability:	To be completed by all Shell Scheme & Raw Space Exhibitors	Contact:	Podolskaya Tatyana
		Tel.:	+7 (929) 630-7877
		E-mail:	tatyana.podolskaya@expo-system.ru
Company name:	_____		
Client name:	_____		
Email address	_____		

Please make sure that email address is right, organizers will send you the invoice to this address

Description	Option	Applicable for	Returned Yes/no	Amount, EUR
Form 1. Connections: Utilities & Telecom	optional	All exhibitors		
Form 2. Name Board Details/ Graphic works	obligatory	Shell scheme		
Form 3. Lighting & Electrical Equipment	optional	Shell scheme		
Form 4. Standard Shell scheme/ Additional stand elements	optional	Shell scheme		
Form 5(1). Standard Furniture	optional	Shell scheme		
Form 5(2). Standard Furniture (continued)	optional	Shell scheme		
Form 6. Stand Layout	obligatory	Shell scheme		
Form 7. Personnel, Cleaning, Car Passes, Technical Suspension	optional	All exhibitors		
Form 8. Presentation Equipment	optional	All exhibitors		
Surcharge for later order (50 /100 %)	-	-	-	
TOTAL order, EUR.				

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Please provide your company details for issuing of an invoice.

International payments:	
Company Name (full)	
Registered Address	
General Director	
Phone	
Fax	

I hereby confirm the order for services as indicated above and consent to the issue of an invoice for payment of the fees.

Authorised Signatory _____ Date: _____

