

Dear Exhibitors!

Just a little time is left before **TransRussia 2019**. We hope that preparation of your Company has been performed as planned and the Exhibition will be successful for you. On behalf of the Organizers we would like to remind you several important issues being relevant at final stage of preparation to the Exhibition.

1. EXHIBITION TIME SCHEDULE

THURSDAY	08:00 – 12:00	Pavillions' chalking by General builder ¹
April 11	12:00 – 19:45	Stands set-up (Indoor space only stands) ^{2,3}
FRIDAY	08:00 – 19:45	Stands set-up (Indoor space only) ^{2,3}
April 12		
SATURDAY	08:00 – 19:45	Stands set-up (Indoor space only) ^{2,3}
April 13		
SUNDAY	08:00 – 19:45	Stands set-up (incl. equipped area) ^{2,3}
April 14	14:00	Latest Time when exhibitors can arrive at their stands
	16:00	All exhibition goods must have been delivered and unpacked
	16:00	All stands shall be assembled and cleaned (including equipped area)
MONDAY	08:00 – 19:00	Working hours of pavilions ⁴
April 15	10:00 – 18:00	Exhibition is open for Visitors
TUESDAY	09:00 - 19:00	Working hours of pavilions ⁴
April 16	10:00 - 18:00	Exhibition is open for Visitors
WEDNESDAY	09:00 – 19:45	Working hours of pavilions ⁴
April 17	10:00 – 16:00	Exhibition is open for Visitors
	16:00 – 19:45	Exhibitors` vehicle entry for dismantling
	18:00 – 19:45	Developers` vehicle entry for dismantling
	19:45	Equipped stands must be vacated ⁵
THURSDAY	08:00 – 16:00	Dismantling. Working hours of pavilions ⁶
April 18	16:00 – 20:00	Final cleaning. Pavilion must be vacated, equipment and stand must be disassembled and removed ⁵

¹ The latest time the chalking of the pavilion is to be finished is 12.00. Exhibitors and stand builders are not allowed to enter the pavilion before the end of the chalking.

² Please contact ITE EXPO INTERNATIONAL Technical Service Dept. for availability and prices for extra set-up/dismantling hours. Extension of working hours is ordered in Service Centre of the pavilion before 18.00. Extension of working hours on the last day of the set-up period is **PROHIBITED**.

³ The deadlines for setting up large and heavy equipment must be agreed in advance with ITE EXPO INTERNATIONAL Technical Service Dept. **The Organiser reserves the right to suspend the construction works at certain stands to organize the delivery of large-scale exhibits according to the Schedule.**

⁴ Only exhibitors with exhibitor badges will be permitted entry to the pavilions. Set-up at stands is not permitted and work passes are not valid. From 8:00 - 19:45 responsibility for the exhibits lies with the exhibitor. At 10.00 the exhibition is open for visitors. Please make sure that you stand is ready.

⁵ All exhibitor materials and structures must be removed from the venue (except those to be delivered in accordance with the schedule on the next day). Otherwise, the exhibitor will bear responsibility for their safety (or fully recycle disposable structures).

⁶ All building materials, construction and bulky waste must be removed from the exhibition centre by the exhibitor or builder. If necessary, stand builders / exhibitors must pre-order containers for disposal. In case of violation of this rule the exhibitor or builder will be fined. See the appendix General terms of participating in exhibitions at IEC Crocus Expo.

2. ORGANIZERS' OFFICE AT THE EXHIBITION

The Exhibition Organizers' (ITE Group) Office will work for you in **Pavilion 1, Hall 4, stand D795** for the whole period of set up, holding and dismantling of the Exhibition.

Please contact us on all matters relating to your participation in the Exhibition.

Tel/Fax: +7 (499) 750-08-21; +7 (499) 750 08 22
(it will work from April 13 till April 17, 2019 only)

3. SALES OFFICE TRANSRUSSIA 2020

During the exhibition in the **Pavilion 1, Hall 4, stand D5101** Sales Office of TransRussia 2020 will be opened for you. At the Sales Office you can meet with your personal Manager and arrange participation in the exhibition TransRussia 2020.

You can also use the following free services:

- Tea, coffee
- Wi-Fi free
- Laptops and printer
- Mobile phone charging station
- Meeting room reservation

4. PASSES, BADGES

You can get **Permanent Exhibitors ID cards (Badges)** at the Registration Desk in the lobby of your Pavilion from **09:00 of April 12**. Exhibitors shall carry Exhibitor's badges with them all the time.

set up **Passes** (invalid during the Exhibition operation) for your personnel engaged in set up /dismantling will be given in the Service Center in your Pavilion from 08:00 to 20:00 during set up and dismantling days. To get set up Passes please present a letter with specification of the exhibiting company, full name and passport data of employees engaged in the set up (page 6, Letter form A) to the Service Center in your Pavilion.

Set up Passes for Builders under the lists handed over by Build Expo will be also given in the Service Center of your Pavilion from 08:00 till 20:00 on set up and dismantling days.

You can get V.I.P. Parking Passes and HDLG Zone Passes (preordered and prepaid) in the Organizers' Office from the first day of set up.

V.I.P. Parking Passes are **invalid** for trucks, minibuses and advertising vehicles.

5. ENTRY AND REMOVAL OF EQUIPMENT AND EXHIBITS

Entry of load-carrying vehicles to the territory of Crocus Expo IEC is carried out via Entry No.1 only (the first turn from Moscow Ring Road). **Entry to the territory of Crocus Expo IEC via the arch is prohibited.**

For the organization of the Entry and removal of exhibits and equipment around the perimeter of the pavilions, a loading and unloading area has been allocated. Motor vehicle entry into the PRR zone is carried out using paid PRR passes ordered in advance from the Organizers or purchased in the Service Center of the pavilion on the basis of a letter for import and export.

Paid pass to the zone of handling operations zone is valid for 1 car without limiting the number of races during set up and dismantling. In the case of a replacement car, you can exchange a pass at the Pavilion Service Center without additional charge the next day. Type of pass to the handling operations zone (passenger, passenger with a trailer, cargo) is determined by the type of vehicle specified in the certificate of registration of the vehicle.

Entry of vehicles to the handling operations zone (HDLG) will be carried out **under paid Passes** preordered from the Organizers or to be acquired in the Service Center of your Pavilion under a Letter for entry/removal.



IMPORTANT! Transport shall be removed outside the HDLG zone immediately after unloading:

Standing time at the HDLG zone is limited: ▪ load-carrying vehicle - 2 hours; ▪ light vehicle - 1 hour.

A **FINE** in the amount of 1000 RUB will be charged for every 30 minutes of standing exceeding the limit.

A fine is paid in the Service Center of the pavilion until 20:00. Please take these restrictions into account while planning the delivery and loading/unloading at the exhibition!

A paid Pass to the HDLG zone is valid for 1 vehicle only without restricting the number of entries to the HDLG zone during set up and dismantling. In case of replacing a vehicle, you can change the Pass by contacting the Transportation and Logistics Department Manager at the Service Center of your Pavilion **without extra charge**. Type of the pass to the HDLG zone (passenger, passenger with trailer, cargo) is defined according to the type of vehicle specified in the vehicle registration certificate.

Loading/unloading and set up /dismantling operations to be conducted with the use of lifting equipment shall be performed by experts and using tools of Crocus Expo IEC Transportation and Logistics Department only.

Loading/unloading operations shall be conducted from 08:00 till 19:45 (break time from 13:00 till 14:00) in the zones of loading/unloading operations (LUO) only.

Unassisted loading, unloading and transportation of a load using lifting devices, all types of lifting and transportation equipment (cranes, articulated crane, electric and hydraulic stackers and other lifting mechanisms of any type) are prohibited.

Entry of personnel/import of trolleys into the HDLG zone for unloading is allowed only from the set up gates.

A fine will be charged by Crocus Expo IEC Management in case of failure to comply with this requirement.

Crocus Expo IEC Transportation and Logistics Department:

You can get the Request Form through the link: <http://crocus-expo.ru/services/pograzgr.php>

Tel: +7 (495) 727 25 87 (Mon – Fri 09:30 - 18:30)

E-mail: trans@crocus-off.ru

It should be recalled that Applications for loading/unloading operations will be accepted not later than 2 weeks prior to set up. Applications submitted after this period of time will be processed at a surcharge rate.

The Arrival Schedule obligatory for all exhibitors shall be formed subject to your applications. Delivery to a Stand is not guaranteed in case of cargo arrival out of schedule.

Entry and removal of exhibits and equipment shall be carried out according to letters executed under the following procedure:

1. Draw up a Letter in accordance with the example attached on your Company's form signed by the Director in 3 copies (page 6, Letter B example). Contractors, transport agents must provide power of attorney or letters for entry and removal of equipment/exhibits issued by Your company;
2. Countersign the Letter in the Organizers' Office (**Pavilion 1, Hall 4, stand D795**) and then in the Service Center at the Pavilion Lobby;
3. Get Passes for vehicles entry to LUO zone in the Organizers' Office or in the Service Center (if they are ordered and paid in advance) or purchase them at the Desk of the Service Center of your Pavilion;
One copy of the Letter shall be kept by the Service Center and another copy shall be transferred to a security officer at set up gates during entry of exhibits. The remaining copy of the Letter shall be used for removal of exhibits upon completion of the Exhibition.

Entry of additional exhibits during the Exhibition can be performed **from 09:00 till 9:30 and from 18:00 till 18:30 only**. In this case please draw up two Letters for entry of additional products to your Stand in advance. Entry of additional cargo when the Exhibition is open for visitors is not allowed.

In order to remove equipment and exhibits after completion of the Exhibition you shall put a stamp in the Service Center for removal on your copy of the Letter and exchange the HDLG zone Passes for load-carrying vehicles if required.

All advertising materials and exhibits shall be located within the limits of your Stand only. Storage of containers at a Stand is not allowed under the Fire Safety Regulations. You can order storage of your consumables, containers and exhibits at Crocus Expo IEC Transportation and Logistics Department.

Please inform your contractors that on the last day of the exhibition the contractor's cars will be allowed in the HDLG area after 18:00.

6. STAND BUILDING AND DECORATION RULES

You are kindly requested to study ITE Group Requirements provided in the Exhibitor Guide thoughtfully when building and decorating Stands.

In case of failure to follow these requirements the Organizers reserve the right to suspend construction of your Stand.

7. INFORMATION FOR EXHIBITORS WHO ORDERED EQUIPPED AREA

Exhibitors who ordered equipped area through ITE Group shall arrive to their Stand not later than at **14.00 on April 14**. Keys to doors and/or locks for file cabinets and show-cases can be received at the stand of the General Builder's (BuildExpo, near the Organizers' Office) after making a refundable deposit in the amount equal to 1000 RUR per each key/lock starting from 12.00 on the last day of set up.

Coolers, water bottles and coffeemakers ordered by you will be also delivered to the Stand after making a deposit in the amount of 8000, 1000 и 3000 RUR respectively. The deposits will be returned from 12:00 till 18:00 on the Exhibition closing date after back transfer of equipment.

Wall panels and other additional construction members shall remain undamaged after the Exhibition and shall be cleaned from residues of a scotch tape etc.

Attaching your equipment to a Stand structures, individual panel covering, drilling holes, attaching advertising and other materials by pins or stubborn scotch tape etc. are prohibited. The cost of damaged elements of a Stand structure and additional equipment will be recovered from the Exhibitor.

set up of exhibition equipment and connection of electric equipment (except exhibits) within a standard Stand shall be considered as individual installation and shall be subject to paid Technical examination. These requirements cover among other things mobile Stands featuring lighting equipment as well as showcases.

You Stand shall be completely ready and cleaned **by 16.00 on set up closing date**. Containers and boxes from exhibits shall be removed to waste containers placed near assembly gates of the Pavilion.

The equipped area should be vacated **at 19:45** on the last day of the exhibition. All exhibits, materials and internal design of the Exhibitor must be removed, otherwise, further responsibility for their safety are the responsibility of the company-participant of the exhibition (with the exception of goods, which export was scheduled to another day).

8. INFORMATION FOR EXHIBITORS WHO ORDERED UNEQUIPPED AREA

Companies that organize construction of their Stands individually and/or Builders shall do the following **in advance**:

1. **Agree the Stand design with the Organizers (ITE Group)**: send design project of Your stand to Organizers.

E-mail: Nikolay.Surnenkov@ite-exhibitions.com

For Organizers' approval. Design review time: 3 business days.

2. **Undergo a paid technical examination** by BuildExpo being the General Builder at Crocus Expo IEC.

Tel: +7 (495) 727 26 71,

E-mail: ingener@buildexpo.ru

Companies failed to pass the technical examination and failed to receive a permit from BuildExpo will not be allowed to carry out Stand set up. set up Passes for Builders will be given in the Service Center of your Pavilion during the exhibition assembly.

All materials and structures not provided with the Fire Safety Certificates (i.e. timber structures, carpeting, inflammable decorations, hangings etc.) shall be treated with respective fire retardant. For more detailed information and a list of documents required for technical examination please refer to www.buildexpo.ru

Before commencement of the Stand set up assure yourself of its correct location in regard to common marking; request assistance at the Organizers' office at the Exhibition if required.

Please **NOTE** and bring this information to the notice of your Builders that all Stands shall be prepared for examination **not later than 16:00 on set up closing date**. All construction works shall be completed; equipment and boxes shall be removed. Extension of set up works on the last day is **PROHIBITED**.

During set up Builders shall pack small construction debris in their own garbage plastic bags and throw it to the containers located in passages. Containers and waste of construction materials that does not fit the garbage plastic bags shall be removed by Builders individually from the territory of the Exhibition Center.

Please inform companies carrying out construction of your Stand about these requirements.

9. UTILITY CONNECTIONS

Every morning, before the exposition opening, the aisles between the stands will be cleaned. The garbage left by you on the eve in front of the stand in a plastic bag or box will also be removed.

Any cleaning work at the Exhibition Center is carried out exclusively by Crocus Expo, with the exception of cleaning, wiping, and polishing of exhibits. Attraction of third-party companies for cleaning the space on the territory of the Exhibition Center is not allowed. Independent work with the use of technical means of cleaning (vacuum cleaners, karchers and others) of the areas on the territory of the Exhibition Center is prohibited.

10. UTILITY CONNECTIONS

Water supply connection shall be carried out using ½" (15 mm) hoses; water drainage shall be provided via 32 mm sewage hoses. Compressed air connection shall be provided using ½" (15 mm) armored hoses. Hoses of another diameter and/or adapters shall be provided by an Exhibitor or ordered from BuildExpo (if available).

IMPORTANT! The Organizers shall provide sanitary engineering connections for standard equipment ordered by the Exhibitor's management only. **Connection of hoses to Exhibitor's equipment and maintenance of the connections during the Exhibition shall be carried out by your Company's experts or the Builder of your Stand.**

Power supply and other connections to Stands shall be performed for the exhibiting hours only. If you need water or compressed air **for adjustment of equipment** at an early date, please agree this issue with the Organizers 5 business days prior to set up.

Technical communications (cables, hoses) to connect Your stand should be closed by ladders. Arrangement of communications is carried out by the Exhibitor's specialists or by Builder of your stand. You can rent ladders from the General developer of IEC "Crocus Expo" – BuildExpo company.

During set up and dismantling Exhibitors (or their Builders) shall use battery-powered tools or shall bring a professional extension cable and connect it to any receptacle available in the Pavilion. In addition, you shall provide the extension cable protection against mechanical damage.

11. ADVERTISING, BANNERS AND TECHNICAL HANGERS

No advertising structures (street banners, flags etc.) can be placed on the floor, Pavilion structures, walls and on other Pavilion parts as well as at the open area without ITE Group permission. On issues relating to placement and distribution of advertisement please contact Anastasia Kirichenko, Marketing Manager

E-mail: Anastasia.Kirichenko@ite-exhibitions.com

Any order for placement of banners / technical hangers on ceiling structures of Pavilions shall be accepted only via the Organizers after approval of complete documentation package for the hanger with Crocus Expo IEC Engineering and Technical Services.

On issues relating to placement of banners/technical hangers on the Pavilion ceiling structures please contact Technical Manager

Dmitry Shishanov

E-mail: Dmitry.Shishanov@ite-exhibitions.com

12. SECURITY

The cost of **overall pavilion security** is included in the space rental rate. An employee of your Company shall be present at the Stand **from opening till complete removal and closing of halls by security personnel** to provide safety of exhibits and personal effects during exhibiting hours (refer to the Exhibition Time Schedule on page 1 of this Letter).

When the Exhibition is open for Visitors your Stand (valuable exhibits as well as notebooks, mobile phones, personnel effects etc.) **must be under the care of your personnel**. The Organizers and Crocus Expo IEC Management shall not be liable for any loss occurred during the specified period. **ATTENTION!** Equipped stands should be vacated on the last day of the exhibition.

13. DEMONSTRATION OF EXHIBITS

If demonstration of equipment is accompanied by noise, characteristic odors or light effects that can cause complaints of Exhibitors and/or Visitors the demonstration schedule shall be agreed with the Organizers in advance.

All parts of equipment including extended ones at demonstration of equipment shall be located within the limits of the exhibition area rented by you. During demonstration of exhibits you shall provide installation of protective guards, screens etc. to ensure safety of Exhibitors and Visitors.

IMPORTANT! In case of formation of solid waste and debris during demonstration of equipment you should order tanks and waste containers for utilization through the Service Center.

In case of failure to follow the above mentioned requirements, the Organizers shall be entitled to deny demonstration of exhibits.

If you are planning on demonstration of equipment at the booth in action - we ask you to inform the Organizer in advance by mail Mr.Oleg Ilin, Oleg.Ilin@ite-exhibitions.com

14. FIRE REGULATIONS

Exhibitors are asked to pay careful attention to the Fire Regulations within the Exhibitor Technical Services Manual and to provide their stand builders with a copy of those regulations. If the necessary fire certificates are not in the Russian language, exhibitors also need to provide a translation of the document/s into Russian.

All advertising materials and exhibits should be located only within your stand. Storage of containers on the stand is not allowed according to the rules of fire safety. You can order the storage of your supplies, containers and exhibits in the Transport and Logistics Department of Crocus Expo IEC.

Smoking in the pavilions is prohibited. The smoking areas are located on the street space of the Exhibition Center. The use of open fire, pyrotechnic and smoke effects at the exhibition, storage and use of flammable substances and combustible compressed gases is prohibited. If these substances (paints, oils, emulsions, etc.) are your products exhibited at the exhibition, they should be presented in empty containers (in the form of casts).

When decorating your stand and placing exhibits on it, it should be noted that:

- for all elements of the stand design and exhibition samples / exhibits, the participants are required to provide documents (certificates, conclusions, etc.) on the compliance of the materials used with the requirements of the fire protection regulations of the Russian Federation.
- It is not allowed to apply materials for finishing walls, ceilings with a higher fire hazard than class KMO (NG - non-combustible); materials for flooring with a higher fire hazard than the class KM2 (G1 - slightly combustible, B1 - flammable, D1-D2 - with a small and moderate smoke-forming ability, T1-T2 - low-risk and moderately hazardous for the toxicity group, RP1-RP2 - on the speed of flame propagation over the surface - non-propagating and weakly propagating).

When placing exhibits with fire and technical characteristics that do not meet the requirements of fire safety regulations (wooden houses, arbours, etc.) at the stand, fireproof processing should be carried out and carry with them the following documents when delivering to the Exhibition Center territory: a copy of the license (MES) of the organization carrying out fire retardant treatment; a copy of the fire safety certificate for fire retardant composition; Acts of fireproof treatment of combustible materials in the composition of the exhibit. Any derogations from these Rules are allowed with the written permission of the Ministry of Emergency Situations officers.

Crocus Expo Fire Safety Department

Mr. Borisov Oleg Sergeevich Tel.: +7 (916) 547 0623

15. ENTRY OF AUDIO AND VIDEO EQUIPMENT

Paid approval shall be obtained from the General Builder (BuildExpo Ltd.) for entry of LCD and plasma-panel displays, projectors, loudspeaker, lighting and concert equipment to the territory of Crocus Expo IEC.

The company details and a letter of attorney shall be provided for payment. **Companies that have not received the approval can be penalized.**

If the abovementioned equipment is owned by your Company and if you provide a Warranty Card for the equipment or TORG-12 Unified Consignment Note the approval will be FREE-OF CHARGE. BuildExpo Ltd.

You can send documents for approval IN ADVANCE and make payment by bank transfer or submit documents for approval to the cashier of BuildExpo and make the payment on the spot.

The cash desk of Buildexpo Ltd is located in the Service Centre of the 1st pavilion
Working hours during set-up: from 09:00 till 18:00 (13:00 – 14:00 – lunch break)

E-mail: ingener@buildexpo.ru

Mr. Semyon Ryzhov Tel.: + 7 (495) 727-2671

16. ADDITIONAL APPLICATIONS

Applications filed by Exhibitors during set up and the Exhibition operation will be accepted to the extent technically feasible after execution of orders sent within the terms specified by the Organizers and shall suffer **100% extra charge**. Payment for additional services ordered at the Exhibition shall be made immediately at the Organizers Office by cash in RUR or by a credit card. In case of refusal from services ordered and paid in advance money shall not be refunded.

17. COFFEE-BREAKS, CATERING

The exclusive right to provide commercial catering services at the Crocus Expo IEC has been provided by Backstage CateringService. This applies to all types of services from coffee breaks to gala dinners. The commercial work of other catering establishments on the territory of the Crocus Expo IEC should be previously coordinated with Backstage.

Tel.: +7 (916) 585 59 55

E-mail: info@backstagecatering.ru

Web-site: <http://backstagecatering.ru/>

18. NOISE LEVEL

DURING CONDUCT OF SHOW-PROGRAMS AND AUDIO/VIDEO PRESENTATIONS AT STAND

NOISE LEVEL EXCEEDING 75 DB IS NOT ALLOWED.

In case of any claims presented by other Exhibitors the Organizers shall be entitled to switch off the noise source or if it is impossible they shall be entitled to switch off power supply at your Stand on the basis of a Certificate to be drawn-up in duplicates and signed by ITE responsible person. Then such Certificate shall be given to the Exhibitor.

IN CASE OF REPEATED VIOLATION THE POWER SUPPLY WILL BE SWITCHED OFF WITHOUT FURTHER NOTICE!
Please respect other Exhibitors and Guests.

19. MEDICAL ASSISTANCE

In the days of the exhibition, an ambulance is on duty in front of each exhibition pavilion. In case of minor injuries, headaches, etc. You can contact the medical center in the 2nd pavilion Crocus Expo.

Tel. +7 985 410 8789

20. ACCOUNTING DOCUMENTS

Closing accounting documents (DFD - universal transfer document, original contract, etc.) you can receive at the Organizer's office starting at 12:00 on April 16.

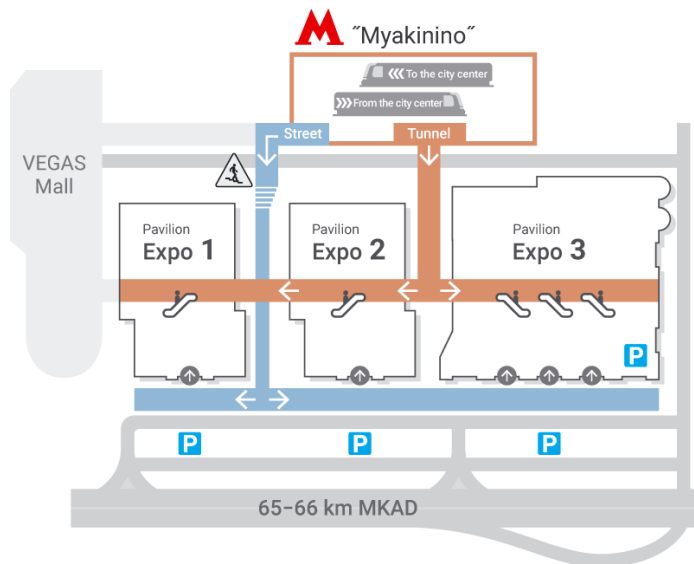
21. HOW TO GET TO CROCUS EXPO IEC

Public transport: "Myakinino" Metro Station, the last metro car from center. Then follow guide signs to EXPO-1 Exhibition Center.

By car: 65-66 km of outer side of the Moscow Ring Road, Crocus Expo IEC, Pavilion 1 (EXPO-1)

When planning visit by car, please look at the scheme at Crocus Expo web-site

<http://www.crocus-expo.ru/contacts/findus.php>



22. LETTER FORMS

A) For access of personnel (assemblers)

B) For entry and removal of equipment/exhibits

ON EXHIBITING COMPANY FORM

in a single copy

To Crocus Expo IEC Service Center
TransRussia 2019

_____ (Company name)

_____ (address, telephone, e-mail)

For decoration of exhibition Stands _____ (Number of Pavilion, Hall and Stand)

at TransRussia 2019 you are kindly requested to allow access to the following personnel:

No	Full name	Passport information

Stand safety person:

_____ (Full name, contact phone number)

Stand fire safety person:

_____ (Full name, contact phone number)

Manager _____ / _____ /

(Signature) (Full name)

Stamp here

ON EXHIBITING COMPANY FORM

in three copies

To Crocus Expo IEC Service Center
TransRussia 2019

_____ (Company name)

_____ (address, telephone, e-mail)

For decoration of exhibition Stands _____ (Number of Pavilion, Hall and Stand)

at TransRussia 2019 you are kindly requested to allow entry (with subsequent removal) of the following equipment and exhibits*:

No.	Description of equipment*	Q-ty	Notice**

Stand safety person: _____

(Full name, contact phone number)

Stand fire safety person: _____

(Full name, contact phone number)

Director _____ / _____ /

(Signature)

(Full name)

Stamp here

* Total number of items (boxes) shall be specified in case of entry of consumables, advertising products, food etc. For example: "Advertising booklets; 5 packages; ___".

** **Weight and overall dimensions** shall be specified in case of entry of large-sized equipment and exhibits. Terms of set up of large-sized and heavy equipment as well as exhibits shall be agreed with ITE Group Technical Service Department **in advance**.

We wish you successful work at the Exhibition!



TransRussia 2019 Organizers