



April 11-14, 2017
Sochi, the Main Media Centre

The Organiser



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MINISTRY OF LABOUR AND
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EXHIBITOR MANUAL

SAPE Exhibitions 2017 Industrial Safety and Health

April 11-14, 2017
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1. INFORMATION ABOUT THE EXHIBITION AND EXHIBITION COMPLEX

1.1 Contacts



Organising Committee

Mailing address: 119, Mira Ave., bldg. 506, 129223, Moscow, Russian Federation

Employee	In charge of	Position	Telephone:	E-mail:
Abdulkhadirova Ekaterina Rushanovna		Deputy Director General for Exhibitions	8 (499) 181-52-02 ext. 133	ekaterina@expo-elektra.ru
Pfaf Elena Petrovna	Relations with sponsors and partners. Solution of any organisational issues	Head of the Exhibition Activity Department	8 (499) 181-52-02 ext. 134 8 (906) 048-25-20	pfaf@expo-elektra.ru
Efremenko Olga Rostislavovna	Relations with exhibitors. Contract execution, receipt of closing documents. Addressing current issues Construction of booths, additional equipment and services	Project Manager	8 (499) 181-52-02 ext. 131 8 (926) 594-12-41	eor@expo-elektra.ru
Shalamova Yuliya Vladimirovna	Relations with exhibitors. Contract execution, receipt of closing documents. Addressing current issues Construction of booths, additional equipment and services	Project Manager	8 (499) 181-52-02 ext. 145 8 (977) 284-12-42	syv@expo-elektra.ru
Sergienko Andrey Yevgenyevich	Construction of booths, additional equipment and services	Technical Director	8 (499) 181-52-02, ext. 137 8-916-162-44-41	teh@expo-elektra.ru
Rychkova Irina Pavlovna	Relations with the media. Contract execution, receipt of closing documents. Addressing current issues	PR Department Manager	8 (499) 181-52-02 ext. 160	pr@expo-elektra.ru
Knyazeva Vera Sergeevna	Relations with the media. Contracts execution, receipt of closing documents. Addressing current issues	Advertising Manager	8 (499) 181-52-02 ext. 132	pr_expo@expo-elektra.ru



1, Olimpiyskiy Ave., Imereti Lowland, Adler District, Sochi,
Krasnodar Territory, Russia

1.2

Location





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1. INFORMATION ABOUT THE EXHIBITION AND EXHIBITION COMPLEX

1.3 Dates and Times of the Exhibition Specifications of the Exhibition Space

Exhibition Working Hours				
INSTALLATION	Saturday	April 08	08.00 am – 11.59 pm	Delivery of equipment and installation of booths
	Sunday	April 09	12.05 am – 11.59 pm	Delivery of equipment and installation of booths
	Monday	April 10	08.00 am – 8.00 pm	Delivery of equipment and installation of booths
4.00 pm – 8.00 pm			Arrival and registration of exhibitors	
EXHIBITION	Tuesday	April 11	10.00 am – 6.00 pm	The exhibition is open for the visitors
			6.10 pm – 8.00 pm	Security system activation in the pavilion
	Wednesday	April 12	10.00 am – 6.00 pm	The exhibition is open for the visitors
			6.10 pm – 8.00 pm	Security system activation in the pavilion
	Thursday	April 13	10.00 am – 6.00 pm	The exhibition is open for the visitors
			6.10 pm – 8.00 pm	Security system activation in the pavilion
	Friday	April 14	10.00 am – 4.00 pm	The exhibition is open for the visitors
			5.00 pm – 8.00 pm	Packaging and removal of exhibits
DISASSEMBLY	Friday	April 14	5.00 pm – 11.59 pm	Packaging and removal of exhibits Removal and dismantling of equipment
	Saturday	April 15	12.10 am – 8.00 pm	Booths disassembly

* Exhibits shall be packed and removed only after the exhibition closing on April 14 from 05.00 pm. In the case of extending the exhibition hours, the organiser is entitled to postpone the time of packaging and removal of exhibits.



Specifications of the exhibition space

Atrium, hall	Exhibition space	Booth height*	Maximum height of the booth*	Permissible floor load
Specifications	4,560 sq. m	4.5-metre structure, up to 6 m booth decoration	6 metres	1,500 kg per m ² *

* Above your booth area, suspended trays with communications can be located. In these places, booth height should not exceed 3.5 m.



INFORMATION ABOUT THE EXHIBITION AND EXHIBITION COMPLEX

1. INFORMATION ABOUT THE EXHIBITION AND EXHIBITION COMPLEX

1.4 General information

Security arrangement

Overall pavilion security is ensured at the exhibition. Recently, cases of theft at the exhibition centre have become more frequent,



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so the security service ensures access control arrangements and exhibits protection. On the day of arrival during installation, as well as on the day of departure after the end of the exhibition, in order to avoid loss of property, please ensure the constant presence of the authorised representative at the booth of the exhibitor from the opening until the closing of the pavilion by the security officers.

Responsibility for the safety of exhibits and personal belongings at the booth from the halls opening (08.00 am) till their closure (07.00 pm) by the security officers shall be borne by the exhibition participants.

Access to the exhibition territory

Access of the participants and staff working in the booth to the exhibition halls is carried out upon the presentation of the access authorisation card (badge).

To prepare the badges, **by April 1, 2017** you should register employees who will work at the booth at the web-site www.vssot.aetalon.ru.

You can get ready the badges on the day of arrival on April 10 from 4.00 pm to 6.00 pm at the check-in desk.

Cargo handling operations. Cargo shipment

Cargo shipment

ADEFA Company is the official forwarder of the exhibition. ADEFA staff will be at the exhibition area during the assembly and disassembly of the exhibition to control the process, and to provide any necessary information and assistance to ensure the successful co-operation.

Contacts:

Vladimir Bormatov

Tel.: +7 (495) 223-40-28

Fax: +7 (495) 223-40-29

Handy: +7 (985) 763-93-62

E-mail: vladimir@pfs.de

www.pfs.de

Cargo handling operations performed with the use of lifting devices are possible upon sending the request (form No. 6) to the Exhibition Organisers no later than April 1, 2017

IMPORTANT!

Maximum cargo dimensions – 1 m*1 m 20 cm

Maximum weight 800 kg

If your cargo does not fit the dimensions, you must complete Form No. 6 and send it to the organiser by March 25, 2017

Delivery/removal of exhibits to/from the exhibition

Delivery/removal of exhibits on the days of assembly/disassembly to/from the territory of the Main Media Centre shall be performed on the presentation of an **equipment delivery letter (Form No. 7)** bearing the seal and signature of the head of the company indicating the number of items and names of imported cargo.

- The letter must be certified on the day of arrival by the Exhibition Manager
- The letters are to be presented in the respective security posts.
- All equipment should be delivered **by 8.00 pm on April 10, 2017**

ATTENTION! Delivery/removal of exhibits during the exhibition is strictly prohibited.

Exhibitor accompanying any cargo (exhibits, materials) shall have:

1. Exhibits delivery/removal letter (3 copies, all of them originals).
2. The full package of documents in two copies bearing the original stamp and signature of the official of the exhibitor company;
3. Report of completed works (signed by the parties on the last day of exhibition);
4. **Duly executed power of attorney for the right to sign financial and other documents (the original shall be kept by the organiser) - Form No. 1**

Arrival time

April 10, 2017. 3:00 pm to 8:00 pm

Important! Presence in the exhibition area after 8:00 pm is strictly prohibited!



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Suspensions from the ceiling of the pavilion

Any suspensions and climbing work in the territory of the Main Media Centre shall be performed by the exhibition complex services and shall be strictly coordinated with the Organising Committee of the Exhibition by April 1, 2017.

For more information on cost and possibility of suspension arrangement, please contact:

Vitaly Shmatkov:

vitaly.shmatkov@roscongress.org

8-911-797-19-93

Please note that suspensions from the ceiling are not possible throughout the whole area of the Main Media Centre.

Booth dimensions

Dimensions of your booth taking into account any protruding elements shall not exceed the size of the exhibition space ordered by you on the lengthwise and widthwise. Maximum height of the booth shall not exceed **6 m***.

* Above your booth area, suspended trays with communications can be located. In these places, booth height should not exceed 3.5 m.

Information in the exhibition catalogue and advertising

Exhibitors are allowed to post information about the company in the official exhibition catalogue of no more than 600 characters including spaces in Russian.

To publish information about the company in the official catalogue, please send the necessary information in Russian to the Organiser by March 10, 2017 (Form 4 - Information in the official catalogue of the exhibition).

You can order additional advertising services and the information translation by March 10, 2017, Form 4A - Additional advertising.

Printed and advertising materials may only be distributed at the exhibition booth of the company. Advertising materials promotion at the exhibition shall be agreed upon with the Organiser and shall be paid for as an additional service under Form 4A.

Exchange of accounting documents

On arrival, each participating company shall provide 2 copies of the contract and additional forms to the Exhibition Management (**originals!**). Your copy of the contract, form and its annexes, invoices, reports of completed works are issued on the 3rd day of the exhibition at the check-in desk.

Payment for the exhibition space and additional services

Check-in is only allowed to companies that have paid for their participation in the exhibition in full, or in accordance with the terms of the signed contract.

Exhibitors with any outstanding amounts on the ordered exhibition space or additional equipment and services will not be admitted to the exhibition.

On-site orders

Orders for additional equipment during installation will be accepted only if the equipment is available on site and only after submitting the pre-paid applications. Without 100% payment of invoices for the technical service and / or services issued before the exhibition assembly, installation orders shall not be accepted.

Orders for additional equipment and services during the installation and exhibition are subject to a 100% surcharge.



INFORMATION ABOUT THE CONSTRUCTION OF BOOTHS



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2. INFORMATION ABOUT THE CONSTRUCTION OF BOOTHS

2.1 Standard booths

Standard booth is a booth built of exhibition structures standing on the carpeted floor. Change in the carpet color and painting of the wall panels is not possible.



IMPORTANT!

All elements of the booth structure and additional equipment shall be returned after the exhibition free of any residues of adhesive tape and intact.

The exhibitor shall be liable for any damage caused to the booth structures and additional equipment.

It is not allowed to mount the equipment on the booth structures, drill holes, fix advertising material with safety pins, drawing pins, the use of application film, etc. The cost of the structural elements of the booth or optional equipment ordered but not used for whatever reason by the exhibitor will not be reimbursed.

The keys to the doors of cabinets and showcases, as well as locks are available on the day of arrival, and shall be returned to the Organiser after the event on the day of disassembly.

You can order additional equipment and services in accordance with **Form 2**. The booth layout shall be depicted in the as-built drawing in accordance with Form 2. Using the drawing grid, position standard and optional equipment ordered on the booth scheme.

ATTENTION! In the event that the Exhibitor fails to provide the booth plan by the specified deadline, the Organiser reserves the right to carry out booth construction at its own discretion. Reconfiguration shall be carried out at the expense of the Exhibitor in the amount of 100% of the cost of equipment on the day of payment.

Please note that the technically necessary elements not indicated on your layout can be incorporated into the booth structure.

To order additional services, complete **Form 5**.

2.2 Exclusive booths

If you rent raw space, you are responsible for constructing and equipping your booth. The booth design must be in accordance with the regulations of the exhibition and be approved by the General Contractor of the Exhibition, Vest Stroy LLC (www.expoprom.ru). In case of failure to comply with the existing requirements, the booth installation will be banned.

To comply with the terms of preparing, constructing and equipping booths at the exhibition, the contractor should check the accreditation documents of the General Contractor, Vest Stroy LLC. The contractor will be allowed to perform work only after the conclusion of the corresponding contract with the General Contractor, Vest Stroy LLC.

VestStroy Ekspo LLC
31, Iskry Street, building 1, office 232
tel. (495) 937-40-23 (multichannel)
web-site:

www.expoprom.ru

company e-mail:

info@expoprom.ru

Marichev Roman Robertovich

8-916-203-18-45

m71m@yandex.ru

**List of documents provided to Vest Stroy Ekspo LLC
for the registration and coordination of independent construction of booth at the exhibition SAPE 2017**



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1. Certificate of compliance with the requirements of GOST R ISO 9001 with respect to the design, construction of exhibition booth, works on the arrangement of power supply up to 1,000 volts.
2. Photocopy of the electrician knowledge assessment log certified by the director and bearing the seal.
3. Letter to the Exhibition Management for the delivery/removal of equipment for the booth and exhibits construction (on company letterhead, bearing the signature and the seal of the head of the organisation).
4. Booth project with technical description signed and stamped by the head, drawings with dimensions (plans, side views, **isometrics**).
5. Executive order on the appointment of person in charge of carrying out electrical works at the booth at the exhibition (on company letterhead, bearing the signature and the seal of the director).
6. Executive order on the appointment of person in charge of compliance with safety regulations at the booth at the exhibition (on company letterhead, bearing the signature and the seal of the head of the organisation).
7. Detailed wiring diagram of the exhibition (booth) with the power supply voltage, maximum load power of each piece of equipment, electrical connection points with the full explanation of the legend certified by the director of the company
8. **Form 3A** with the signature of the person in charge of electrical works or the head of the company.
9. Certificates of compliance for materials and equipment.
10. Calculation of static loads on the load carrying structures of the 2-storey booth, suspended structures with the attached layout of the elements.
11. List of electricians with at least III safety group under rules and regulations applicable in the Russian Federation involved in electrical work at the exhibition (booth), certified by the director of the company.
12. Copies of certificates of the electricians from the list certified by the director of the company.
13. List of installers involved in the assembly / disassembly at the exhibition (booth), certified by the director of the company (installers on the list shall have a work permit and registration in the Russian Federation).
14. Letter of guarantee for garbage removal.
15. Power of attorney from the participating company for the booth construction.

2.3 Layout and placement

Final layout and placement of participants at the exhibition is carried out not earlier than 2 weeks before the start of installation. Planning of the participants' spaces in the pavilion prior to this date shall be preliminary. The organisers reserve the right to change the location of the participants in the pavilion according to the technical necessity for any reason. Exhibit space paid for and not occupied by the participant 24 hours before the opening of the exhibition shall be deemed free. The organisers shall have the right to dispose of them at their discretion.

In this case, the money paid by the participant will not be reimbursed. Exhibits placement in the booth and its decoration shall be carried out by the participant.



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2.4 LIST OF FORMS AND SUBMISSION DEADLINES		
Form number	Application form title	Deadline for the form submission
1	Power of attorney to represent the interests	on arrival at the exhibition
2	Additional equipment and furniture	March 10, 2017
2	Price list for additional equipment, furniture and design works	March 10, 2017
3	Technical connections	March 20, 2017
4	Information to be included in the official exhibition catalogue	March 10, 2017
4A	Additional advertising	March 10, 2017
5	Additional service	March 10, 2017
6	Application for lifting work	March 10, 2017
7	Letter on the equipment delivery/removal	on arrival at the exhibition



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POWER OF ATTORNEY TO REPRESENT THE INTERESTS

The power of attorney shall be issued on the letterhead of the company.
Attn.: Exhibition Hall Elektrifikatsiya, OJSC
119, Mira Ave., bldg. 55, 129344, Moscow

POWER OF ATTORNEY

Place____ Date of execution____

(power of attorney date in the angular stamp and date of the power of attorney execution must be the same)

Specify the full name of the organisation _____ (hereinafter - the "Grantor") represented by – specify the title and full name of the person acting under _____, this power of attorney hereby authorises full name _____ (specify passport data _____)

To represent the interests of the Grantor in the course of the event (specify) including the right to submit and receive any documents (including financial ones) and materials, sign any documents incl. rendered services acceptance certificates, contracts, etc.

The power of attorney is issued for the period (specify the term), without the right of substitution.

I hereby certify the genuineness of the signature of Ivanov I.I._____

Signature of the head of the organisation

L.S. Date of application filling _____	L.S. Date of application receipt _____
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Form No. 2

**BASIC CONFIGURATION OF THE
 EQUIPPED EXHIBITION BOOTH**

BASIC CONFIGURATION

1. Carpet – gray (optional)
2. Wall panels – along the closed perimeter of the booth
3. Table-podium – 1 pc. (h 0.75 x 0.5 x 1.0)
4. Padded chair – 2 pcs.
5. Booth lighting – according to the booth equipment layout (1 spotlight per 2.5 square metres)
6. Fascia for the open sides of the booth
7. Fascia sign up to 20 characters (for all open sides of the booth)
8. 2 sockets block, 220 V, total load capacity of up to 1.5 kW – 1 pc.
9. Wall coat hanger – 1 pc.
10. Waste basket 20 L – 1 pc.

BOOTH CONFIGURATION DEPENDING ON THE AREA*

<p>Booth 6 – 11 sq. m: <i>Basic configuration</i></p>
<p>Booth 12 – 24 sq. m: <i>Basic configuration</i></p> <ul style="list-style-type: none"> + Folding doors with lock – 1 pc. + Wall element 1.0x2.5 m – 1 pc. + Table (h = 0.75 m) – 1 pcs. + Padded chair – 2 pcs.
<p>Booth over 25 sq. m: <i>Basic configuration</i></p> <ul style="list-style-type: none"> + Folding doors with lock – 1 pc. + Wall element 1.0x2.5 m – 4 pcs. + Table-podium – 2 pcs. + Table – 2 pcs. + Padded chair – 5 pcs. + 2 sockets block, 220 V, total load capacity of up to 1.5 kW – 1 pc.

Note: Various additions and changes in the exhibition booth configuration are possible upon agreement with the exhibition Organiser



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Form No. 2

ADDITIONAL EQUIPMENT

FOR THE STANDARD EXHIBITION BOOTH

EXHIBITOR CONTACT DETAILS

Booth number*: _____

Participating company: _____

Contact person: _____

Tel./Fax: _____

E-mail: _____

Note: * - if available

LIST OF ADDITIONAL EQUIPMENT

No.	Equipment unit (service)	Price per unit, RUR, incl. VAT	Quantity	Cost, RUR, incl. VAT
1	Light fascia	13,000.00	running metres	
2	Fitted carpet	1,100.00	sq. m	
3	Structural stand	600.00	linear metre	
4	Structural run	1,100.00	linear metres	
5	Fascia board	2,100.00	linear metres	
6	Fascia board (arc) R 0.5	1,800.00	pcs.	
7	Fascia board (arc) R 1.0	2,300.00	pcs.	
8	Wall panel (standard) 0.5x2.5	2,390.00	pcs.	
9	Wall panel (standard) 1.0x2.0	2,420.00	pcs.	
10	Wall panel (standard) 1.0x2.5	2,725.00	pcs.	
11	Fascia board (arc) R 0.5x2.5	2,750.00	pcs.	



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12	Fascia board (arc) R 1.0x2.5	3,050.00	pcs.	
13	Door curtain	860.00	pcs.	
14	Sliding door	4,300.00	pcs.	
15	Swing door	7,500.00	pcs.	
16	Table-podium H 0.75 x 0.5 x 0.5	2,600.00	pcs.	
17	Table-podium H 1.0 x 0.5 x 0.5	2,660.00	pcs.	
18	Table-podium H 0.75 x 0.5 x 1.0	3,000.00	pcs.	
19	Table-podium H 1.0 x 0.5 x 1.0	3,500.00	pcs.	
20	Table-podium H 0.75 x 1.0 x 1.0	2,700.00	pcs.	
21	Table-podium H 1.0 x 1.0 x 1.0	4,000.00	pcs.	
22	Table-podium, fan-shaped H 0.75 x 0.5 x 0.5	3,660.00	pcs.	
23	Table-podium, fan-shaped H 1.0 x 0.5 x 0.5	3,720.00	pcs.	
24	Table-podium, fan-shaped H 0.75 x 1.0 x 1.0	3,960.00	pcs.	
25	Table-podium, fan-shaped H 1.0 x 1.0 x 1.0	4,080.00	pcs.	
26	Information counter H 1.0 x 0.5 x 0.5	3,500.00	pcs.	
27	Information counter H 1.0 x 0.5 x 1.0	4,280.00	pcs.	
28	Wall element with glass 2.5x1.0	3,540.00	pcs.	
29	Wall element with glass 2.5x0.5	3,090.00	pcs.	
30	Information counter (arc) H 1.0 x R 1.0	3,500.00	pcs.	
31	Archive cabinet H 1.0x0.5x1.0	4,485.00	pcs.	
32	Assembled rack H 2.0x1.0x0.5	3,500.00	pcs.	
33	Assembled rack	3,500.00	pcs.	



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	H 2.5x1.0x0.5			
34	Assembled rack H 2.0x0.5x0.5	3,700.00	pcs.	
35	Assembled rack H 2.5x0.5x0.5	3,700.00	pcs.	
36	Showcase H 1.0 x 0.5 x 0.5	3,840.00	pcs.	
37	Showcase H 1.0 x 0.5 x 1.0	4,980.00	pcs.	
38	Showcase H 1.0 x 1.0 x 1.0	5,655.00	pcs.	
39	Showcase, fan-shaped H x 1.0 R 0.5	4,020.00	pcs.	
40	Showcase, fan-shaped H x 1.0 R 1.0	6,162.00	pcs.	
41	Showcase, made of segments H x 1.0 R 1.0	4,800.00	pcs.	
42	Showcase H 2.5x0.5x0.5 with lock and backlight	5,300.00	pcs.	
43	Showcase H 2.5x0.5x0.5	4,800.00	pcs.	
44	Showcase H 2.5x0.5x1.0	6,270.00	pcs.	
45	Showcase H 2.5x0.5x1.0 with lock and backlight	7,360.00	pcs.	
46	Showcase H 2.5 x 1.0 x 1.0	7,488.00	pcs.	
47	Showcase, fan-shaped H 2.5 x R 0.5	6,942.00	pcs.	
48	Showcase, fan-shaped H x 2.5 R 1.0	7,865.00	pcs.	
49	Showcase, made of segments H x 2.5 R 1.0	6,860.00	pcs.	
50	Cube H 1.0x1.0x1.0 illuminated (non- rotating)	7,500.00	pcs.	
51	Cube H 1.0x1.0x1.0 non-illuminated	5,820.00	pcs.	
52	Light cube H 1.0x1.0x1.0 (rotating)	10,500.00	pcs.	
53	Ellipse H 1.0 x R 1.0 without backlight	5,220.00	pcs.	
54	Light ellipse H x 1.0 R 1.0 (rotating)	11,000.00	pcs.	
55	Roof raster	2,540.00	sq. m	



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56	Wall build-up, from 2.5 m		linear metres	
57	Suspended ceiling	3,750.00	sq. m	
58	Floor raising	3,000.00	sq. m	
59	Wall shelf	2,000.00	pcs	
60	Stage	4,500.00	sq. m	
61	Budget panels 950x2400		pcs.	
Additional equipment				
62	Mirror	3,172.00	pcs.	
63	Coat rack bar	550.00	pcs.	
64	Shutter lock	550.00	pcs.	
65	Waste-paper basket (15 litres)	520.00	pcs.	
66	Waste-paper basket (25 litres)	520.00	pcs.	
68	Rack	2,200.00	pcs.	
69	Decorative screen	1,800.00	pcs.	
70	Joker pipe	1,500.00	linear metres	
Office furniture				
72	Plastic table	1,300.00	pcs.	
73	Plastic chair	850.00	pcs.	
74	Exhibition chair	1,000.00	pcs.	
76	Bar chair	2,000.00	pcs.	
80	Office table (round) D 0.75	2,600.00	pcs.	
	Office table 80x80 (square)	1,800.00	pcs.	
83	Books stand	2,000.00	pcs.	
84	Blinds H 1.5x1.0	1,500.00	pcs.	
85	Mounted hanger	800.00	pcs.	
86	Office floor hanger	1,360.00	pcs.	



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Appliances				
89	Refrigerator, 300 L, pcs.	6,500.00	pcs.	
91	Cooler, pcs.	1,500.00	pcs.	
92	Water bottle (19 litres), pcs.	750.00	pcs.	
Electric equipment				
94	Sockets block	1,450.00	pcs.	
95	Spotlight	1,365.00	pcs.	
96	LDS lamp	1,730.00	pcs.	
97	FISH-EYE lamp	1,240.00	pcs.	
99	Lamp, met. hal. 150 W	3,200.00	pcs.	
100	Lamp, halogen, 100 W	1,750.00	pcs.	
103	Showcase backlight	2,350.00	pcs.	
104	Socket, 380 V	2,450.00	pcs.	
105	Round-the-clock socket 220 V	1,880.00	pcs.	
107	Cable up to 6 linear metres	2,800.00	pcs.	
108	Lamps on a pole	3,300.00	pcs.	
Painting and decorating, plotting				
112	Background lining (without film)	1,200.00	sq. m	
113	Background lining (with film)	1,600.00	sq. m	
114	Printing on self-adhesive sticker (with application to the plane)	2,200.00	sq. m	
115	Banner production (with eyelets or pockets)	1,700.00	sq. m	
116	Logo (one color, up to 0.3 m, vector image in curves)	2,100.00	pcs.	
117	Multicolor logo	3,800.00	pcs.	
118	Fascia sign	320.00	1 character	
119	Logo construction	7,000.00	pcs.	



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120	Production of advertising poster	3,700.00	sq. m	
121	Poster sketch	1,100.00	pcs.	
TOTAL, VAT inclusive				

Note*: Prices are valid until April 1, 2017. From April 01 to April 15, 2017 extra charge is 50%. The extra charge on the assembly days is 100%.

ADDITIONAL SERVICES SHALL BE PAID BY THE EXHIBITOR WITHIN 5 DAYS AFTER INVOICING

EXHIBITOR _____ _____ (full name)	ORGANISER <u>Exhibition Hall Elektrifikatsiya, OJSC</u> _____ /
L.S. Date of application filling _____	L.S. Date of application receipt _____

Contact details: Andrey Sergienko - Technical Director: tel./fax: (499) 181-52-02, ext. 137, teh@expo-elektra.ru,
 Efremenko Olga - Project Manager: tel./fax: (499) 181-52-02, ext. 131, eor@expo-elektra.ru



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Form No. 3

PLAN OF THE EXHIBITION BOOTH

Fascia sign (up to 20 characters)

LAYOUT PLAN OF THE EXHIBITION BOOTH

(scale: 1 square = 1m²)

1 2 3 4 5 6 7 8

1								
2								
3								
4								
5								
6								
7								
8								

Legend*

TS	- Tall showcase	h=1.0m	- Element height
LS	- Low showcase		
Inf	- Information counter	⊗	- Spotlight
P	- Table-podium		




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Arch	- Archive cabinet		- Socket, 220 V
Rck	- Rack		- Folding doors

Note*: Elements of the exhibition booth not mentioned in the legend shall be indicated on the plan

EXHIBITOR _____ _____ (full name)	ORGANISER <u>Exhibition Hall Elektrifikatsiya, OJSC</u> _____ /
L.S. Date of application filling _____	L.S. Date of application receipt _____



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INFORMATION TO BE INCLUDED IN THE OFFICIAL EXHIBITION CATALOGUE

FORM 4

To Contract No. _____ dd _____ Booth _____

Company _____ Contact person _____

Telephone _____ Fax _____

E-mail _____ Internet _____

To publish information about the company in the official catalogue, please send the necessary information in Russian and English to the Organiser by **March 06, 2017**. If the information exceeds 600 characters in Russian and 600 characters in English, the Exhibitor shall pay additional 150 rubles for each additional line (1 line - 60 characters with spaces). Placement of the company's logo (colorful) next to the information, with the mandatory submission of the original layout, shall be ordered in accordance with Form 5 (additional advertising). You can also order translation of the company's information in accordance with Form 5.

Catalogue information shall be sent in **electronic form** to: eor@expo-elektra.ru, in the **word** format – mandatory: **(.doc or .docx)**, indicating exhibition name in the subject line; additionally: scanned form with signature and seal affixed by **MARCH 06, 2017**. **Handwritten texts shall be deemed invalid. Applications sent scanned only as well as files in formats other than word (.doc or .docx), shall be deemed invalid.** In case of incomplete or untimely submission of information for the catalogue, the Organiser **shall not be responsible** for missing or incorrect display of information (Eng. or Rus. texts) about Exhibitor in the catalogue.

Important: when the information about the company is transferred from the applications to the catalogue, author's spelling and punctuation is strictly preserved.

Please note: first write the name of the company without the quotation marks, then put a comma and organisational and legal form.

Company information should be given as follows (see sample) in Russian and in English (Please observe the rules for writing the contact block, as shown in the sample!)

COMPANY NAME (CAPITAL LETTERS, WITHOUT THE QUOTATION MARKS)	ВЫСТАВОЧНЫЙ ПАВИЛЬОН ЭЛЕКТРИФИКАЦИЯ, ОАО	EXPOSITION HALL ELEKTRIFIKATSIYA, OJSC
PLACE UNDER THE LETTER (alphabetical order of companies in the catalogue)	В	Е
ADDRESS	Российская Федерация 129223, г. Москва, Проспект Мира, д. 119, стр. 55 Тел.: +7 (499) 181-52-02 Факс: +7 (499) 760-27-30 E-mail: info@expo-elektra.ru Интернет: www.expo-elektra.ru	Russian Federation Prospekt Mira, d. 119, str. 55 129223, Moscow Tel.: +7 (499) 181-52-02 Fax: +7 (499) 760-27-30 E-mail: info@expo-elektra.ru Internet: www.expo-elektra.ru
COMPANY PROFILE	Выставочный павильон «Электрификация», расположенный в самом сердце Всероссийского Выставочного Центра, на протяжении многих лет является	Exposition Hall "Elektrifikatsiya", Pavilion No. 55, situated in the heart of the All-Russia Exhibition Centre, for many years is common information,



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	<p>общепринятым информационным, коммуникационным, выставочным и образовательным ядром всей электроэнергетической отрасли.</p>	<p>communication, museum, exhibition and educational nucleus of the entire power industry.</p>
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<p>EXHIBITOR _____ _____ (full name)</p>	<p>ORGANISER <u>Exhibition Hall Elektrifikatsiya, OJSC</u> _____ /</p>
<p>L.S. Date of application filling _____</p>	<p>L.S. Date of application receipt _____</p>

PLEASE, SEND THE COMPLETED FORM IN THE WORD FORMAT, AS WELL AS SCANNED COPY WITH THE SEAL BY MARCH 06 TO THE ORGANISER BY E-MAIL OR FAX



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ADDITIONAL ADVERTISING

FORM 5

INFORMATION ABOUT THE EXHIBITOR

To Contract No. _____ dd _____ Booth _____

Company _____ Contact person _____

Telephone _____ Fax _____

E-mail _____ Internet _____

When ordering graphic advertising in the printed materials of the exhibition, please provide the required layouts to the Organiser by **March 01, 2017** in the following formats: Illustrator (.ai, .eps), CorelDraw (.cdr) – logo; Illustrator (.ai, .eps), CorelDraw (.cdr), Photoshop (.psd) – advertising module layout. Resolution of bitmap images 300 dpi at the scale 1:1. Bitmap format .TIFF, CMYK.

	Name	Format	Data	Size W x H	Price Rub.	Quantity
1	Placement of additional information in the exhibition catalogue	Text, no more than 600 characters			5,000	
2	Translation of information in the exhibition catalogue	Up to 600 characters			3,000	
3	Advertising in the exhibition catalogue	2nd, 3rd cover (colorful)	module	148.5 x 210 mm	25 000	
		4th cover (colorful)	module	148.5 x 210 mm	30,000	
		1/1 col. page	module	148.5 x 210 mm	15,000	
		1/2 col. page	module	148.5 x 105 mm	8,000	
		1/4 col. page	module	74.25 x 105 mm	4,000	
	Logo placement in the catalogue (colorful)	logo			5,000	
4	Logo placement on the exhibition plan or the plan page (depending on the size and shape of the logo) in the exhibition catalogue, on the exhibition plan at the entrance to the exposition	Spread in the catalogue, exhibition plan at the entrance to the exposition			12,000	
5	Logo placement next to the company name in the list of exhibitors	Catalogue content in alphabetical order, 1-2 pages			3,000	
6	Company name highlighting in the alphabetical list of exhibitors in the catalogue and on the exhibition plan at the entrance to the exposition	Catalogue content in alphabetical order, 1-2 pages, on the exhibition plan at the entrance to the exposition			7,500	
7	Advertising on the SAPE web-site (priority place to be agreed with the customer)	banner	by the end of the event	100 x 100 pics.	10,000	
		information	by the end of the event	400 characters	7,000	
8	Distribution of advertising and souvenir products of the exhibitor	at the exhibitors information and registration desk throughout the exhibition			9,000	
9	Distribution of promotional products by the exhibitor in the exhibition hall with the help of promoters (promotional staff shall not be provided by the Organiser)	In the territory of the exhibition, on all the days of the exhibition			10,000 / pers.	
10	Logo placement in the Exhibition Guide				8,000	



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11	Professional photoshoot of the company booth work at the exhibition, publication of the photos on own media resources (photos, digests), publication of news and information materials about the exhibition (published on own media resources and in partner media)	Unique option, the offer is limited		20,000	
12	Exhibitor roll-up installation in the priority zone	Standard roll-up located in the priority zone of the exhibition		20,000	
13	Installation of the Customer's 3*2 m banner in the area of the exhibition in the priority place	Unique option, the offer is limited and subject to availability of surfaces (manufacturing, installation and dismantling are included in the price of placement)		60,000	
14	Placement of the exhibitor suspension banner inside the pavilion	Unique option, the offer is limited		50,000	
15	Promotions by the exhibitor (quiz shows, presentations) during the period of the exhibition	10-20 minutes in the exhibition area (location depends on the size of exhibit)		15,000	
16	Enclosure of advertising and promotional materials in the exhibition visitor bag	Quantity – 500 pcs.	Without materials production	30,000	
17	Information about the company in the press release and post-release			13,000	
18	Information about the company in the information materials about the exhibition: announcing news, exhibition news (on a daily basis on all working days), exhibition results	Package offer for the periods of preparation, holding, summing up the exhibition results. News is posted on the exhibition media resources (web-site, social network). Materials are published in the news on the web-sites of media partners (more than 70 top media in the mailing list), in the print publications of the exhibition partners (without text editing).		25,000	
19	Placement of information provided by the exhibitor on the exhibition web resources (official web-site, groups in the social networks).	Package offer for the periods of preparation, holding, summing up the exhibition results. Information shall be provided by the exhibitor. The information format shall be chosen at the discretion of the exhibitor. Information on developments and products in the exhibitor booth, on the activities carried out by the exhibitor within the framework of the exhibition is published free of charge .		5,000	
20	Welcoming message (with a photo) of the exhibiting company's head on the official web-site of the exhibition			10,500	
21	Welcoming message (with a photo) of the exhibiting company's head in the official catalogue of the exhibition. Page in the catalogue	Exclusive. Only one offer. It is published in the block with the welcoming message of the Minister, the heads of federal executive bodies and state-owned corporations that are the official partners (support) or the co-organisers of the exhibition.		35,000	
22	Logo on the lanyard to the visitor's badge	Exclusive. 1 item		70,000	
23	Logo on the exhibitor's package (paper, 25*38 cm)	Unique offer. 3 items		50,000	
24	Logo on the exhibitor notebook	Unique offer. 3 items		35,000	
25	Logo with an active link in the electronic mailings of the Organiser within the exhibition promotion	During the event preparation, Organisers send monthly e-newsletters to its own base members (more than 25,000 entries). The newsletter contains logo and a link to the company's web-site.		150,000	
TOTAL, VAT inclusive:					
Including VAT:					



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EXHIBITOR _____ _____ _____ (full name)	ORGANISER <u>Exhibition Hall Elektrifikatsiya, OJSC</u> _____ //
L.S. Date of application filling _____	L.S. Date of application receipt _____

PLEASE, SEND THE COMPLETED FORM WITH THE SEAL BY MARCH 17, 2017 TO THE ORGANISERS BY E-MAIL
eor@expo-elektra.ru OR SCANNED

Exhibition Hall Elektrifikatsiya, OJSC 119, Mira Ave., bldg. 55, 129223, Moscow, Russia

Tel. +7 (499) 181-52-02; Fax: +7 (499) 760-27-30; Internet: www.sape-expo.ru

E-mail: eor@expo-elektra.ru

APPLICATION FOR LIFTING WORKS

FORM 6

Applications shall be printed on the letterhead of the customer

Our company _____ will participate
 in the exhibition **SAPE 2017 from April 11 to April 14, 2017**

Booth No. _____

We are hereby asking your company to perform work on unloading from the vehicle, delivery to the booth, and loading of exhibits of our company after the exhibition.

Planned date of the exhibits delivery to the exhibition _____, planned date of removal _____.

Exhibit	Overall dimensions (cm) L x W x H	Net weight (kg)	Gross weight (kg)	Packaging type (wooden boxes, pallets, cardboard, without packaging)

Total: number of items _____, total weight _____



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Service cost – 400 rub./ per 1 item but no more than 50 kg.

Payment for the performance of work is guaranteed.

Director General (full name signature) _____

Chief Accountant (full name signature) _____

L.S.

Contact person (full name): _____

Telephone _____

Fax _____

E-mail _____

Authorised representative at the exhibition _____

Mobile telephone _____

ADDITIONAL SERVICES SHALL BE PAID BY THE EXHIBITOR WITHIN 5 DAYS AFTER INVOICING

EXHIBITOR _____ _____ (full name)	ORGANISER Exhibition Hall Elektrifikatsiya, OJSC _____ /
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