



INTERNATIONAL FORUM

Marine Industry of Russia

19 - 21 May, 2010

Moscow, Gostiny Dvor

EXHIBITOR MANUAL

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Dates, Day and Times. Contacts

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel/ Fax: +7 (495)-624-52-72

Working Hours

Monday	17 May, 2010	00.10 – 24.00	Stand set-up
Tuesday	18 May, 2010	00.00 – 15.00	Stand set-up
	18 May, 2010	15.00 – 22.00	Exhibitor move-in
Wednesday	19 May, 2010	0.00 – 8.00	Display preparation
Wednesday - Thursday	19-20 May, 2010	9.00 – 19.00	Exhibition open for exhibitors
		10.00 – 18.00	Exhibition open for visitors
		18.00 – 19.00	Exhibition hall inspection by protection agency
Friday	21 May, 2010	10.00 – 18.00	Exhibition open for visitors
		18.00 – 24.00	Stand dismantling
Saturday	22 May, 2010	00.00 – 12.00	Stand dismantling

Event Organiser: OOO Mega Expo

Show Management

Tel / Fax: +7(495)-624-52-72

Deputy Director General: Mrs. Julia Koroleva

Mobile: +7(965)-101-58-70

forum@mir-forum.ru

Project Manager: Ms. Anna Zinkevich

mir.forum@mir-forum.ru

Mobile: +7(915)-123-50-91

Technical Department

Technical Director: Stanislav Astashevskiy

technical@mir-forum.ru

Mobile: +7(926)208-02-48

Advertising: Prolog Company

Tel:+7(495)649-69-46

Alexei Spiridonov

alex@prologsn.ru

Mobile: +7(916)692-42-97

IT Consultant (Exhibitor's Personal Office)

Tel:+7(916)457-57-02

Irina Kushnereva

it@mir-forum.ru

Gostiny Dvor – 4, Ilyinka str. - Moscow



The Gostiny Dvor Business Centre is located in the very heart of Moscow, only 150 m. away from the Red Square. The venue is within 5 to 10 minutes walking distance from any of the nearest metro stations: Kitai-Gorod, Ploschad Revolutsikji.

Hall Specifications

Name	Specifications
Hall area, sq.m.	10,000
Floor covering	Grey poured concrete
Load in hall, kg/ sq.m.	7000
Max. height to ceiling framework, m	10
Lighting level, lux/ sq.m.	280
Air conditioning	Air conditioner ventilation and heating
Fire fighting system	Automatic sprinkler system



Lease of EQUIPPED space

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

Standard Stands

A **standard stand** is a modular stand with white walls built on carpeted floor. The colour of the walls can be changed **at an extra cost** by applying Oracal 641 self-adhesive film.

The height of a standard stand is 2.5 m. It can be increased by adding additional components **at an extra cost**. The walls of the stand are made of light aluminium sections, supports and laminated plastic panels. Each wall panel is approximately 2.5 m high and 1 m wide (to find out the exact dimensions, please contact the Technical Department of MegaExpo).

To order a standard stand, please fill in and submit the following forms to MegaExpo's Technical Department:

- Form 5: Stand Construction. Schell Scheme
- Form 6: Fascia, Graphics
- Form 7: Stand Layout
- Form 7.1: Additional Equipment (Optional)

Please send the abovementioned forms to:

Tel / Fax: +7 (495) 628-36-98

or

E-mail: technical@mir-forum.ru

Before you fill in the forms, please be sure to see the standard stand package (Page 8). To order additional options **at an extra cost**, please use Form 7.1.

General Provisions

Additional fastening elements **not shown** on your stand plan may be included in the stand structure to stabilise it. If you need to temporarily dismantle them (e.g., to place a large-sized show-piece), you are requested to coordinate this with the Technical Department of MegaExpo.

Upon completion of the exhibition, all stand structure components and additional equipment are to be returned **clean** of adhesive tape and undamaged.

The Exhibitor is liable for any damage to the stand structure or additional equipment. The compensation amount payable for the damaged equipment equals three times the equipment lease rate.

If you would like to install a mobile stand or items requiring power supply (e.g., spotlights), the relevant technical documentation must be verified for compliance with the existing norms and regulations by Master Constructor *OOO Sokrovischa v Gostinom*.

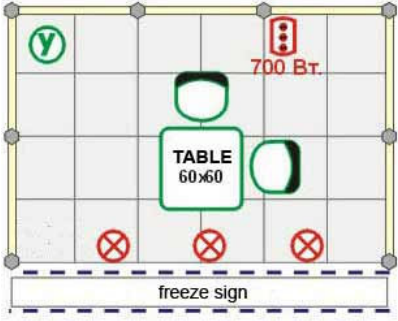
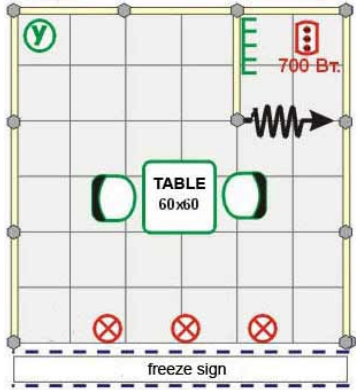
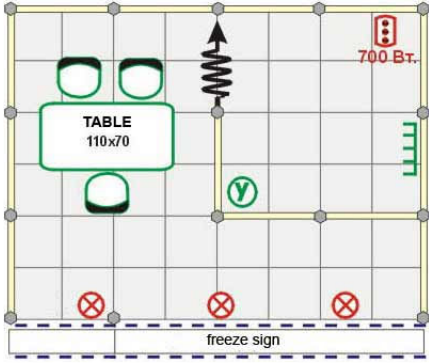
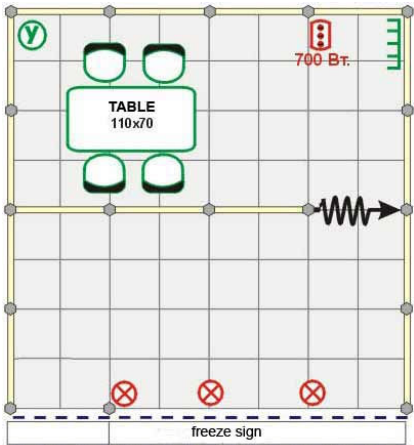
It is not allowed to fix equipment to stand structures, bore holes, or tack advertising materials with pins, needles etc.

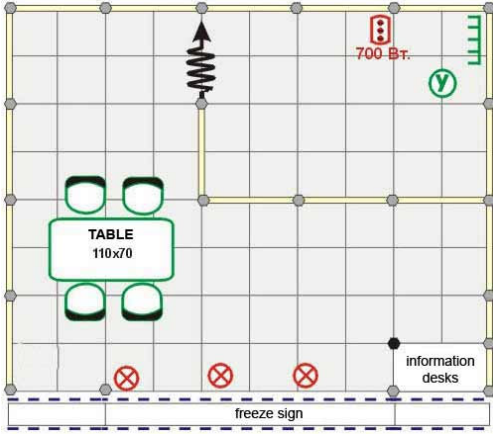
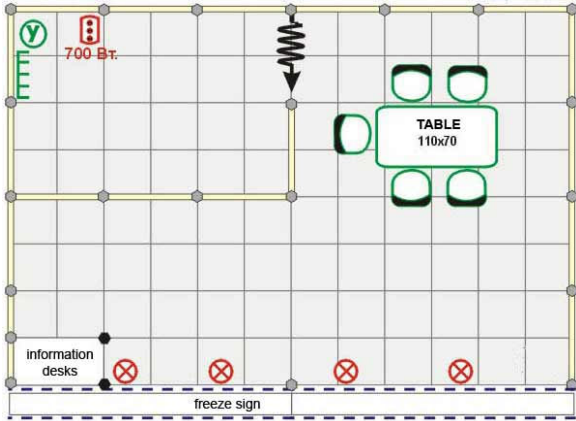
Equipment included in the standard package is **not subject to exchange**.

The cost of stand elements or additional items that the Exhibitor ordered but failed to collect is not subject to refund.

Keys to lockers and display cabinets, and locks can be collected at the Show Management office against a refundable security deposit of RUB 500.

Configuration of the walls and the number of the fascia boards may vary depending on your stand type and location (line, corner, peninsula, or island)

<p style="text-align: center;">6 - 8 sq.m.</p> <ol style="list-style-type: none"> 1. Perimeter walls 2. Carpet 3. Fascia, company name (10 characters) 4. Two chairs 5. One square table 6. Three spotlights 7. One socket 0.7 kW 8. Trash bin 	
<p style="text-align: center;">9 - 11 sq.m.</p> <ol style="list-style-type: none"> 1. Perimeter walls 2. Carpet 3. Fascia, company name (10 characters) 4. Two chairs 5. One wall-mounted coat rack 6. Three spotlights 7. One socket 0.7 kW 8. One door 9. One wall panel (office area) 10. Trash bin 11. One square table 	
<p style="text-align: center;">12 - 15 sq.m.</p> <ol style="list-style-type: none"> 1. Perimeter walls 2. Carpet 3. Fascia, company name (10 characters) 4. Three chairs 5. One wall-mounted coat rack 6. Three spotlights 7. One socket 0.7 kW 8. One door 9. Three wall panels (office area) 10. Trash bin 11. One rectangle table 	
<p style="text-align: center;">16-19 sq.m.</p> <ol style="list-style-type: none"> 1. Perimeter walls 2. Carpet 3. Fascia, company name (10 characters) 4. Four chairs 5. One wall-mounted coat rack 6. Three spotlights 7. One socket 0.7 kW 8. One door 9. Three wall panels (office area) 10. Trash bin 11. One rectangle table 	

<p style="text-align: center;">20-23 sq.m.</p> <ol style="list-style-type: none"> 1. Perimeter walls 2. Carpet 3. Fascia, company name (10 characters) 4. Four chairs 5. One wall-mounted coat rack 6. Three spotlights 7. One socket 0.7 kW 8. One door 9. Four wall panels (office area) 10. 1 Trash bin 11. One rectangle table 12. One information stand 	
<p style="text-align: center;">24-32 sq.m.</p> <ol style="list-style-type: none"> 1. Perimeter walls 2. Carpet 3. Fascia, company name (10 characters) 4. Five chairs 5. One wall-mounted coat rack 6. Four spotlights 7. One socket 0.7 kW 8. One door 9. Four wall panels (office area) 10. One trash bin 11. One rectangle table 12. One information stand 	

Minimum area of a standard stand is 6 sq. m.

If the area of a stand is less than 6 sq.m., the equipment is to be agreed upon separately.

Each stand has a name fascia board; the entire stand area is carpeted.

You can order equipment and furniture in addition to the standard package at an extra cost (see Form 7.1 of this Manual).

The standard package includes the following services:

- All the services included in the cost of leasing space only.
- Hire of furniture and electrical appliances depending on the stand area for the duration of the exhibition, including set-up / breakdown period.
- Standard number of electrical power sockets and spotlights with a total output of **no more than 2 kW**. If you require more than 2 kW, please make an order for additional power supply (Form No. 9).

Fascia

Each stand bears the name of the Exhibitor and a number. In case of a standard package stand, the sign and stand number are printed on the fascia board all along the open front part of the stand / exhibit space.

The cost of name fascia boards (**10 characters**) is included in the lease of a standard package / exhibit space. Additional fascias can be printed on your request (**Form 6**)

If a stand is open on two, three or four sides, the number of name fascia boards increases respectively.

This service provides an area of floor in the exhibition hall. The stand boundaries will be marked in accordance with the build plan and the size of the exhibit area.

Services Included in the Lease of Space Only

- Lease of a selected area of floor in the exhibition hall for the duration of the exhibition (including set-up / dismantling period). If there are technical devices or building structure elements (manholes, hatches etc.) on the area provided to the Exhibitor, the area of such devices and / or elements is not subtracted from the area leased.
- General security of the exhibition hall
- General lighting and electric power supply within the established limits
- Ventilation and air conditioning;
- Support staff (hall administrator, electricians, plumbers) during the exhibition working hours
- Cleaning of common exhibition centre area and aisles between stands.
- Cost of garbage and minor construction debris removal from designated points in the period of set-up, operation and breakdown.
- Badges for stand personnel

Exhibitors leasing space only so as to build a customized stand will have to arrange for design and build of their stands themselves or employ a constructor.

Rules for Stand Design, Construction and Decoration

1. Please, timely advise the Organizer's Technical Director about the constructor company indicating its name, address, telephone and full name of the contact person.

2. The design of your stand is to meet the following requirements:

- The stand is to have a rear and side walls; the entire stand area is carpeted.
- Your company logos and advertising signs can be displayed only on the internal sides of your stand.
- The external sides of your stand structures
- Exterior surfaces of your stand structure visible from the side of the aisles from adjacent stands should have proper finish (white colour, no logos)
- Stand structures may not protrude over the boundaries of the exhibit space. If the Exhibitor fails to comply, the Organizer retains the right to suspend construction of the stand.
- **A two-storey stand** is to be equipped with a fire extinguisher or a fire extinguishing system and fire alarm sensors.

2. Immediately before commencement of the set-up, please coordinate the exact location of your stand with the Organizer's Technical Director. Otherwise, any work related to stand breakdown and subsequent set-up structures will be at the expense of the Exhibitor.

3. Coordination of the stand design:

To coordinate the stand design, please send in the following documents before 16 April, 2010:

To MegaExpo:

- A technical drawing of the stand indicating the name of the company, stand number and dimensions; whether there is the second floor; if yes, the area thereof; floor plan of the first and second floors;
- Completed Forms No. 8 and No.9 of this Manual.

To Master Constructor:

OOO Sokrovischa v Gostinom. **Department of Exhibition Technical Support: +7 (495) 698-4042**

(Contact person: Andrei Sheptak)

- License for building operations.

- License for electrical work.
 - Stand layout (for a standard version) or a draft design (for a customized version) with explanation of the legend.
 - Letter, signed by the Constructor's general manager, with a list of equipment items required for stand construction, with indication of the name of the company for whom the stand is to be constructed, in four copies.
 - Certificate of conformity for the used materials, structures and electrical equipment.
 - Certificate for the 2-storey stand load-bearing structure
 - Copy of the order for appointment of the authorized person responsible for set-up / breakdown operations and maintenance of the stand during its operation, and of the person responsible for safety arrangements during set-up / breakdown operations on the stand.
 - Two copies of the draft design of the electrical power supply connections layout with indication of the voltage, maximum loads and connection points for each equipment item.
- A copy of the order for appointment of the authorized person responsible for the electrical power supply facilities. Such a person is to have at least a Grade 4 certificate of clearance for electrical works.
- Copy of electricians' skills assessment report, stamped by Goselectronadzor (Electrical works supervisory authority).
 - List of electricians with at least Grade 3 clearance certificate for electrical installations.
 - Copies of IDs of the electricians on the list.
 - Three copies of the list of assemblers engaged in set-up / breakdown operations on the stand
 - Completed Letter of Information
 - Protocol of Approval

A Contract must be concluded with the Master Constructor for review/validation of technical documentation and for execution of electrical measurements.

After review/validation of the technical documentation, an appropriate note will be made on the letter with the list of the equipment brought to the exhibition venue to acknowledge permission to perform the set-up / breakdown operations.

To the fire safety department:

- Report of fire protection works performed.
- Certificates of fire safety for the materials used.

Rules of Set-up and Dismounting

In the set-up period (prior to the exhibition opening date) the exhibitor and its constructor are urged to:

1. Keep the aisles between the walls clean of containers or building materials.
2. Remove all containers, packing and debris from the venue.
3. Remove minor debris and garbage before 19:00 of the last day of the set-up operations.
4. On the exhibition opening day, any construction operations and access for the setters to the exhibition hall are prohibited.
5. Clean tape residue from the floor after removal of the carpet.
6. The Exhibitor is to cover all and any losses resulting from damage to any structures or parts of the hall through the fault of the exhibitor or its constructor.

IT IS PROHIBITED TO:

1. Assemble stand structures near stationary electrical board, access holes, fire boards and other engineering equipment.
2. Saw, perform woodwork and other similar operations related to fabrication of the exhibition stand.
3. Spray paint or varnish
4. Apply paints, varnish, adhesive etc. to the floor, walls and columns of the hall.
5. Make holes in the floor, walls and columns of the hall.



Move-in / Move-out

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

Ingress of exhibitors and move-in of exhibits, decorative and printed materials is allowed **on 18 May, 2010, from 15.00 to 22.00 only.**

The Exhibitor's representative accompanying any load (exhibits, materials) is to provide **three copies of the letter of authorization to move in / move out the exhibits.**

Copy 1 for the gate security.

Copy 2 for the Show Management.

Copy 3 for the Exhibitor.

The letter is to be written on the Exhibitor's letterhead, signed and stamped. This letter will be regarded as a permit to move in exhibits to the Gostiny Dvor venue only if **stamped by the Exhibition Management.** You will be able to have your letter stamped by a representative of the Exhibition Management who **will be present in Gostiny Dvor on 18 May, 2010.**

Below is a sample letter.

To the Management of the Forum Marine Industry of Russia – 2010	
_____ (put name of company here) participating in the Forum (Stand	
No. _____) hereby requests to permit delivery, with subsequent removal, of the items	
specified in the attachment.	
Person in Charge _____	Signed _____
Stamp here _____	Date _____

Exhibit items are brought in the exhibition venue from **Varvarka Street** upon presentation of the letter.

Dear Exhibitors, please be advised that due Moscow Government Decree No. 717-PP “On Changes in the Freight Transport Operating Conditions for Purposes of Increasing of the Street Network Capacity”, dated 19 October, 2004, use of freight transportation with capacity exceeding 1 ton in the Moscow centre is LIMITED.

All exhibitors moving in exhibits and equipment on transportation with capacity exceeding one ton (including GAZel minivans) are urged to obtain from the Traffic Police a special permit to enter the Third Transportation Ring. Please note that such a permit may be issued only to the vehicle owner.

To receive any clarifications on this Decree and to obtain a permit, please contact the Control Department of Moscow Traffic Police (KRO UGIBDD) at: **Bolshaya Kosinskaya Ulitsa, dom 1B, telephones: +7 (495) 700-52-11 / 700-52-28 / 700-52-05**

IMPORTANT!!!

Regulations on the operation of freight transportation in the centre of Moscow are may be changed without notice, therefore you are urged to contact the Traffic Police Control Department one week before the move-in day for updates.



Exhibitor Information In the Exhibition Catalogue

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Fax: +7(495)-628-36-98

E-mail: it@mir-forum.ru

- Dear Exhibitor, information for the forum catalogue can be uploaded in electronic form at <http://www.mir-forum.ru>
- **WARNING! 10 April, 2010** is the deadline for making any changes or modifications in the information for the catalogue of Marine Industry of Russia Forum - 2010 via your personal office.

Personal Office www.mir-forum.ru

User Manual

1. Log in

To log in to your personal office, go to <http://www.mir-forum.ru/personal/>. The system will display the following log on window:

Авторизация

Логин Login	-	<input type="text"/>
Пароль Password	-	<input type="password"/>
Запомнить - Remember		<input type="checkbox"/>
<input type="button" value="Войти - Enter"/>		

In the respective fields, enter the login ID and password that you received upon registration in the Forum, then press “Enter”. Then follow the system prompts.

- If you have any questions relating to completion and upload of information for the catalogue, please contact your IT consultant Irina Kushnereva at: Tel:+7(916)457-57-02 or e-mail: it@mir-forum.ru



General Information

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

Rules of Participation

- If the Exhibitor fails to get its Form completed, signed or stamped by the person in charge, such a Form is **invalid**.
- During move-in and exhibit days, each Exhibitor must have a representative authorized to sign financial documents so as to resolve any organizational and technical issues (Power of Attorney, Form No.1).
- During exhibit days, the Exhibitor's authorised representative is to come to the stand by 09:00 A.M. and stay at the stand after exhibition closing at until 18:00 PM until representatives of the protection agency reach the stand in the course of the routine hall check.
- All exhibits are to be moved out from 18:00 to 24:00, May 21.
- The exhibition area is under video surveillance.
- **To enter or leave the exhibition area, exhibitor's representatives show exhibitor badges, which will be given to the Exhibitor's authorised person at the Exhibitor's stand on May 18.**
Entry permits for personnel engaged in stand set-up / breakdown are valid during the set-up / breakdown period only. To obtain such permits, submit to the General Constructor two copies of a list of the personnel engaged (passport details must be included) on your company letterhead.
- You are requested to put the garbage bins on the aisles in the end of the working day. During the exhibit hours, there will be cleaners on duty in the Management office. If necessary, please call the Management office to arrange for your area cleaning.
- **NOTE:** Invoices and Acts of Work Performed will be delivered to each stand on May 20-21, 2010.

Suspending Fixtures from the Hall Ceiling Framework

Suspending any promotional materials or technical fixtures from the ceiling framework must be coordinated with MegaExpo Technical Department.

All suspension service will be provided until 04:00 PM, May 21.

For more information please contact Technical Director Stanislav Astashevskiy at: Tel. +7(926)208-02-48

Stand Dimensions

The dimensions of your stand (including any protruding elements) must no exceed your exhibit space lengthwise or edgewise.



POWER OF ATTORNEY

Form

1

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Fax: +7(495)-628-36-98

ATTENTION: *Company representative is to present the original of this form to receive financial documents at the exhibition. **DO NOT** send this form to the Exhibition Management.*

POWER OF ATTORNEY

The company management authorizes the below designated representative of the company to sign accounting documents (contract, act of work performed):

(company name)

(full name of the representative)

(signature sample)

Company Chief Executive

(title, full name of the chief executive)

(Signature and seal affixed)

ATTENTION: The Exhibition Management will only accept Form No. 1 bearing the seal original and signature of the authorized person.



Loading / Unloading Operations

Form

2

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045 Moscow RF	Tel: +7(926)208-02-48	Fax: +7(495)-628-36-98	E-mail: technical@mir-forum.ru
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Only exhibits of standard size (up to 2 x 3 m, H=5 m) weighing up to 2 tons can be move in to Gostiny Dvor. In case of non-standard size exhibits, decisions on the possibility of bringing such exhibits in the venue will be made on a case-by-case basis.

Exhibitors will be notified of unloading cost and timing before 3 May, 2010, based on the data provided,

ATTENTION! The deadline for the order is 16 April, 2010

Exhibitor company:			
Authorized person:			
ZIP code:	Country:	City:	
Mailing address:		E-mail:	
Country code:	City code:	Telephone:	Fax:

Loading / unloading operations, delivery of exhibits

Exhibit	Linear dimensions (cm)			Net weight (kg)	Gross weight (kg)	Note: special conditions
	Length	Width	Height			

Additional Services

Service	
Set-up (Breakdown) of equipment by fork-lifthours
Set-up (Breakdown) of equipment by truck cranehours
Removal of exhibits from palletshours
Unpacking (packing) of containershours
Container storagem3

Your Address and Banking Details

Registered office address:	
INN:	KPP:
Acc No.:	Bank
Correspondent account:	BIC
Full name, position:	

Signed _____ Stamp here _____ Date _____

**Additional Services****Form****3**Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

WARNING! The order deadline is 16 April, 2010

Company		Stand No.
Tel.:	Fax:	
Authorised person	E-mail:	

Name	Rate	Amount	Total
Suspending structures / banners from ceiling framework			
Suspending structures weighing up to 50 kg (one suspension point)	268		
Suspending banner above stand (two suspension points)	365		
Fixing banner to frame and hanging on wall structures (per 1 sq.m.)	19		
Staffing Service			
Interpreter (per day)	157		
Stand assistant (per day)	115		

All prices are stated in Euro and include VAT.

Date _____ 2010

Signed _____

/ /

Stamp here



Additional Advertising and Information Services

Form

4

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Fax: +7(495)-628-36-98

alex@prologsn.ru

WARNING! The order deadline is 16 April, 2010

Exhibitor company:			
Authorized person:			
Postal code:	Country:	City:	
Mailing address:			E-mail:
Country code:	City code:	Telephone:	Fax:

Your Address and Banking Details

Registered office address:	
INN:	KPP:
Acc No.:	Bank
Correspondent account:	BIC
Full name, position:	

I. Advertising placement cost (including 18% VAT)

	Name	Format and size	Number of copies	Price, RUB.
CATALOGUE	↑ Company logo beside company information	15x15 mm	5000	3 500
	↑ Advertising module in official Exhibition Catalogue (in one of the topic sections)	Inside front, inside back 1/1; 148*210 (+5)mm Outside back cover 1/1; 148*210 (+5)mm	5000	30,500 + free logo in the catalogue table of contents 35 500 + free logo in the catalogue table of contents
	↑	1/1;148*210 (+5)mm	5000	20,500 + free logo in the catalogue table of contents
	↑	1/1; 148*210 (+5)mm	5000	18 500
	↑	2/1; 148*420 (+5)mm	5000	30,500
	↑	1/2; 148*105 (+5)mm	5000	14,500
	↑ Company name highlighted in catalogue subject heading list and table of contents			5000
GUIDEBOOK	↑ Company name highlighted in alphabetical index of the guidebook		15000	5 000
	↑ Logo placed in guidebook (on floor plan and in table of contents)	15*15	15000	7 500
	↑ Advert in guidebook	1/1; 200*234 (+10)mm	15000	15,000
		1/2; 200*117, 100*234 (+10)mm	15000	10,500
		Inside front, inside back cover 1/1; 200*240 (+5)mm	15000	25,000 + free logo in table of contents
↑ Outside back cover 1/1; 200*240 (+5)mm	15000	35,000 + free logo in table of contents		
WEBSITE	↑ Company logo, information, banners, links etc. on Forum website	Banner 100*100 Banner 200*100	30 days	4 000 / 7 000 + free news feature (200 chars)
		Banner 600*90	30 days	10,500 + free news feature (400 chars)
TOTAL				

Signed _____ Stamp here

Date _____



**Stand Construction.
Shell Scheme**

Form

5

Dom 22 Str. 5 - Kolokolnikov Pereulok -
107045 Moscow RF

Tel: +7(926)208-02-
48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

WARNING! The order deadline is 16 April, 2010

Company		Stand No.
Tel.:	Fax:	
Authorised person	E-mail:	

In accordance with the terms of the contract for the participation, the Exhibitor is provided with a standard exhibition stand pursuant to the exhibit space paid. The contents of standard stand packages and additional equipment are listed on page 6. In the event of any changes (variations) in the standard layout, addition of / refusal from equipment, a stand is considered non-standard (customized).

Please select the stand option:

- **Modular stand**

We hereby request to build a _____ sq.m. stand
We have read and understood the standard stand packages.

Signed by authorised person

Stamp here

- **Customised stand**

Please prepare a floor plan of your customised stand on Form No. 7 (Page 19) using the symbol legend for the equipment (Page 21).

If the Exhibitor fails to submit order or make payment on time, the stand will be build according to shell scheme. Any changes in stand floor plan or additional equipment after **16 April, 2010, increase the cost of equipment (if available in stock) and set-up operations by **50%**, if requested before commencement of set-up, and by **100%**, if requested during set-up or exhibiting days.**

We hereby request to build a _____sq.m. stand according to our individual plan
(Plan attached on Form No 7)

Signed by authorised person

Stamp here



Stand Layout

Form

7

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

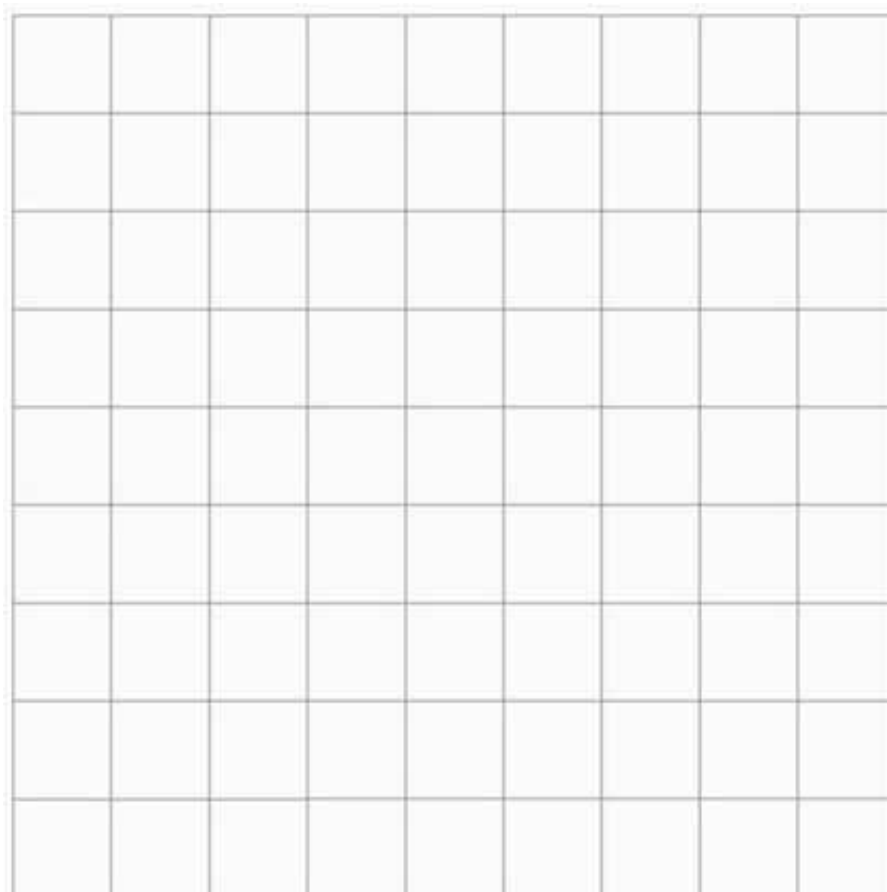
E-mail: technical@mir-forum.ru

WARNING! The order deadline is 16 April, 2010

Company		Stand No.
Tel.:	Fax:	
Authorised person	E-mail:	

The plan that you draw on this grid will be used to construct your stand (without reference to the standard), **and solely the equipment specified on this plan will be installed.** Please be informed that a standard stand electric power supply does not exceed 2 kW. If you need more than that, please fill in Form No. 9. If you intend to use a refrigerator, please specify the electric socket that needs a 24-hour connection. Otherwise, electric power in all sockets will be switched off at 18:30. If case you have a **logo or several signs** on your stand, please specify the points where such signs are to be made and the procedure for their placement.

**ATTENTION: EQUIPMENT NOT SHOWN ON THE SCHEME
WILL NOT BE INSTALLED ON THE STAND**



1 square of the grid = 1 m²

Please, use the legend and symbols listed in Appendix 1 (Page 21)

Date _____ 20

Signed _____ /

Stamp here



Additional Equipment

Form

7.1

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

WARNING! The order deadline is 16 April, 2010

Company	Stand No.
Tel.:	Fax:
Authorised person	E-mail:

NOTE! For standard stands only.

Stand Structure Elements

Art.	Item	Price	Q-ty	Total	Art.	Item	Price	Q-ty	Total
15	Wall element 2.5x1.0 m	35			151	Ceiling grid 1.0x1.0 m	45		
21	Wall element 2.5x0.5 m	31			62	Sliding door w/ lock 2.5x1.0 m	87		
38	Wall element w/ glass 2.5x1.0 m	67			61	Swing door w/ lock 2.5x1.0 m	149		
39	Wall element w/ glass 2.5x0.5 m	60			155	Rotating cube (1x1x1 m), back-lit, no logo	263		
24	Rounded wall element R=1.0m	77			70	Barrier chain, linear m	6		
27	Rounded wall element R=0.5m	65			9	Carpet, m ²	23		
63	Wall element w/ curtain	18			57	Shutters	24		

Furniture

136	Chair	16			85	Document cabinet 1.0 x 0.5x 1.0 m	87		
137	Bar stool	34			104	Rack H=2.5 m, 1.0 x 0.5	65		
131	Rectangular table 1x0.7 m	38			105	Rack H=2.5 m, 0.5 x 0.5	60		
133	Round table d= 0.7 m	24			72	Podium table 1.0x 1.0 x 0.75 m	51		
132	Information stand 1.0x1.0x0.5 m	77			74	Podium table 1.0x 0.5x 0.75 m	45		
80	Rounded information stand	99			96	Low showcase H=1m	85		
79	Wall-mounted shelf 1.0x0.3 m	12			101	High showcase H=2.5m, backlit	189		
106	Wall-mounted coat hanger	12			150	Literature rack standard)	34		
146	Sliding doors to podium	12			387	Plasma panel floor-stand	145		
148	Waste-paper basket	5			389	Plasma panel wall mount	145		

Kitchen Appliances

128	Refrigerator 80 l (24-hr socket	119			126	Water dispenser + water bottle (19 l)	90		
190	Sink (with water supply)	320			127	1 bottle for dispenser (19 l)	30		

Electric Accessories

159	Spotlight 100 W	25				Socket 380 V (32A)	38		
161	Halogen floodlight 300 W	60			129	TV + DVD player	149		
158	Fluorescent lamp 40 W	30			152	Plasma panel 42"	320		
164	Socket connection unit 220 V to 1 kW	45			153	DVD player	148		
167	24-hour connection 220 V	62							


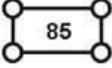


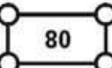

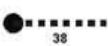
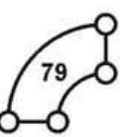




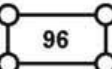


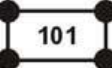


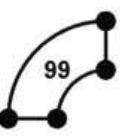







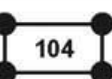












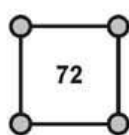

All prices are in euro, VAT inclusive.

Date _____ 20

Signed _____ / _____ /

Stamp here

Please use the below symbols when drawing your stand plan according to Form No. 7

LEGEND	CODE	ITEM	LEGEND	CODE	ITEM	LEGEND	CODE	ITEM
	15	WALL ELEMENT 1000x2500		85	ARCHIVAL CABINET 500x1000x1000		128	REFRIGERATOR 80 L. (150 W)
	21	WALL ELEMENT 500x2500		80	INFORMATION STAND 500x1000x1100		126	COOLER
	38	WALL ELEMENT W/GLASS 1000x2500		79	ROUND INFORMATION STAND R1=500, R2=1000, H=1000		190	KITCHEN UNIT (sink, boiler 2,0 kW)
	39	WALL ELEMENT W/GLASS 500x2500					159	SPOTLIGHT (100 W)
	62	SLIDING DOOR 1000x2500		96	GLASS SHOWCASE (low) 500x1000x1000		161	HALOGEN FLOODLIGHT (300 W)
	61	WING DOOR 1000x2500		101	GLASS SHOWCASE 500x 1000x2500 (w/light, 2 glass shelves, 0,1 кВт)		158	FLUORESCENT LAMP (40 W)
	63	CURTIAN WALL 1000x2500		99	ROUNDED GLASS SHOWCASE H=1000 R=1000		164	STANDART SOCKET 220 V
	106	WALL-MOUNTED SHELF 1000x300					167	SOCKET 220 v (24 hour, up to 1 kW)
	136	CHAIR		105	RACK 500x500x2500			SOCKET 380 v (32A)
	137	BAR CHAIR		104	RACK 500x1000x2500		155	ROTATING CUBE w/back lighting (1000x1000x1000) (500 W)
	133	ROUND TABLE d=800 H=750		150	BOOKLET RACK			
	132	TABLE 600x600		146	WALL-MOUNTED COAT RACK		361	TV+DVD
	131	TABLE 700x1100		148	WASTE PAPER BASKET		362	PLAZMA
	74	PODIUM 500x1000 H=700		57	SHUTTERS		153	DVD - плеер
	72	PODIUM 1000x1000 H=700		192	WATER SUPPLY			



Pictures of Additional Equipment

Appendix No. 2 To Form No. 7

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

WALL ELEMENT 1000x2500 code 15	WALL ELEMENT 500x2500 code 21	WALL ELEMENT ROUND code 24	SHUTTERS code 57	CEILING ELEMENT code 64	WALL-MOUNTED COAT RACK code 146	SLIDING DOOR 1000x2500 code 62	CURTIAN WALL 1000x2500 code 63
PODIUM 1000x1000 H=700 code 72	PODIUM 500x1000 H=700 code 74	ROUND INFORMATION STAND code 79	INFORMATION STAND code 80	ARCHIVAL CABINET 500x1000x1000 code 85	RACK 500x500x2500 code 105	RACK 500x1000x2500 code 104	RACK 300x740x1770 code
CHAIR code 136	BAR CHAIR code 137	ROUND TABLE d=800 H=750 code 133	TABLE 600x600 code 132	TABLE 700x1100 code 131	GLASS SHOWCASE code 101	GLASS SHOWCASE (low) code 96	ROUNDED GLASS SHOWCASE code 94
KITCHEN UNIT code 190	WASTE PAPER BASKET code 148	WALL-MOUNTED SHELF 1000x300 code 106	BOOKLET RACK код 150	STANDART SOCKET 220 V code 164	SPOTLIGHT (100 W) code 159	HALOGEN FLOODLIGHT (300 W) code 161	FLUORESCENT LAMP (40 W) code 158
SOCKET 380 v (32A) code	ROTATING CUBE w/back lighting code 155	REFRIGERATOR 80 L. (150 W) code 128	SWITCHBOARD	COOLER код 126	BARRIER CHAIN code 70	PLAZMA code 152	DVD code 153



Registration of Customised Stand Constructor

Form

8

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

WARNING! The order deadline is 16 April, 2010

Company		Stand No.
Tel.:	Fax:	
Authorised person	E-mail:	

Exclusively for exhibitors leasing space only

All customized stand projects must be submitted to Organizer for approval and drawn in line with the guidelines herein. Customized stand owners are requested to contact the official Gostiny Dvor constructor Sokrovishcha v Gostinom to obtain all documentation required (see page 5 of the Exhibitor Manual).

(!) Filling-in these forms and obtaining a permit is MANDATORY!

Exhibitor	Constructor	Stand No.	Stand area, m ²	Power consumption, (kW/V)	Water Supply/Drainage (Yes/No)

Exhibitors leasing space only with the intention to build the stand individually are urged to see the rules for construction and pay for power electrical supply to their stand (Form No. 9)

We are going to construct _____ m² stand by our own means. We hereby acknowledge that we have read these rules and agree to comply with them.

- Single storey stand
 Two-storey stand (Area of second floor _____ sq.m.)

Please, provide electric power supply _____ V _____ kW

Date _____ 20

Signed _____ /

/

Stamp here



Electric Power, Water, Pressurised Air, Telecommunications

Form

9

Dom 22 Str. 5 - Kolokolnikov Pereulok - 107045
Moscow RF

Tel: +7(926)208-02-48

Fax: +7(495)-628-36-98

E-mail: technical@mir-forum.ru

WARNING! The order deadline is 16 April, 2010

Company		Stand No.
Tel.:	Fax:	
Authorised person	E-mail:	

! This form must be completed by Exhibitors leasing space only, exhibiting equipment or leasing a standard stand if the power supply required exceeds 2 kW.

If you intend to display operating exhibits on your stand, please make an order for the necessary technical connections and specify them on the Stand Layout (Form 7).

! All exhibit connections to the local networks are to be handled by the exhibiting company technician.

Stand Power Supply

Stand Power Supply									
Space Only				Shell Scheme					
	Power	Cost (euro)	Quantity	Total		Power	Cost (euro)	Quantity	Total
<input type="checkbox"/>	5 kW 220 V	205			<input type="checkbox"/>	2 kW 220 V		Included into cost of stand	
<input type="checkbox"/>	10 kW 380 V	250			<input type="checkbox"/>	5 kW 220 V	205		
<input type="checkbox"/>	20 kW 380 V	321			<input type="checkbox"/>	10 kW 380 V	250		
<input type="checkbox"/>	40 kW 380 V	369			<input type="checkbox"/>	20 kW 380 V	321		
					<input type="checkbox"/>	40 kW 380 V	369		

Minimum power supply of 2 kW 220V is included in the cost of an equipped stand

Water and Pressurised Air Supply

	Power	Cost (euro)	Quantity	Total
<input type="checkbox"/>	Water supply and drainpipe (per one connection)	310		

Telecommunications

Telecommunications				
	Item	Cost (euro)	Quantity	Total
<input type="checkbox"/>	Telephone	145		
	Includes a phone set and a local telephone network connection for the entire period of the exhibition			
<input type="checkbox"/>	Fax	207		
<input type="checkbox"/>	Internet	225		
	Includes an INTERNET connection via a UTP cable (RJ-45 connector), and 5 Gb of traffic for the entire period of the exhibition			

All services are provided for the entire period of the exhibition

Date _____ 20

Signed _____ /

Stamp here



Hotel Reservations. Visa Support

Form №10

Demlink Travel provides air ticket and hotel reservation, visa support and a wide range of services for your stay in Moscow:

Telephone: +7 (495) 661-05-61 / 797 6400

Fax: +7 (495) 661-04-70

www: www.demlink.ru

See below a sample of application for hotel reservation and transfer:

HOTEL RESERVATION FORM

Exhibition/Conference: «Морская индустрия 2010»/ Marine Industry 2010

Attention of: Отдел въездного туризма / Inbound Tourism Dept

Company: «Демлинк Трэвел» / Demlink Travel

Contact persons
Raisa Dudareva
Svetlana Belova

Svetlana.Belova@demlink.ru

E-mail: Raisa.Dudareva@demlink.ru

Full name of the paying company:

Business profile:

Contact person:

Telephone (area code):

Fax (area code):

E-mail:

Web-site:

Postal address:

HOTEL:			CITY: Moscow	
FULL NAME	CITIZENSHIP	PERIOD OF STAY	ROOM TYPE	PASSPORT NUMBER

Visa Support

TOURIST VISA: BUSINESS VISA:

Transportation Service

TRANSFER	PLACE OF ARRIVAL	TIME OF PICK-UP	FLIGHT No.
Arrival			
Departure			

Форма оплаты: Form of payment:	По счету Invoice	<input type="checkbox"/>	Наличные Cash	<input type="checkbox"/>	Кредитная карта Credit card	<input type="checkbox"/>	Название Card type	<input type="text"/>
№	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Действит.д о Expiry date	<input type="text"/>

FULL NAME OF EMPLOYEE MAKING RESERVATION

RESERVATION CONFIRMED

I hereby confirm the reservation in accordance with your request:

Reservation No.:

Invoice No.:



**"Marine Industry of Russia-2010" in Moscow-Gostiny Dvor
19. - 21.05.2010**

Please get in contact with the nominated **official On-Site-Exhibition Freight Forwarder** for all questions regarding **Customs-Clearance-, On-Site-Handling- & Transport-Services** to and from fairground.

Cost Saving Tools

- transport of oversea consignments by air / vessel to Europe for consolidation of truck transport
- transport of consignments out of Europe to our truck consolidation points through exhibitors
- organising export customs clearance procedures locally through exhibitors
- hand-carry of small quantities of consumer goods / exhibits through delegates travelling to exhibition
- translating documents into Russian language through local providers
- consolidating customs-tariff-codes of identical commodity groups
- following our timetable, i.e. redeem the deadlines
- advising cargo details as early as possible to choose cheapest way of transport
- avoiding handling services at assembly / disassembly in overtime or on official holidays / weekends
- avoiding sending products which are easily able to buy in Moscow, especially kitchenware and products for catering purposes

TIMETABLE

Assembling

17.05. – 18.05.2010

Disassembling

22.05.2010

Advise of Consignment Details

- latest delivery of „**Quotation Request**“ / **Proforma-Invoice**“ by mail to our address

15.03.2010
or **6 weeks before transport**

- latest delivery of copies of „**Proforma-Invoice**“ by mail to our address 10 days before transport

Transport by air

- latest collection of consignment **29.04.2010**
- latest arrival at airport Moscow „**Sheremetevo-II**“ **03.05.2010**

Transport by sea

- latest arrival at seaport Hamburg **14.04.2010**

Transport by truck

- latest collection of consignment within Europe **22.04.2010**
- latest delivery to our consolidation point Germany **27.04.2010**
- latest arrival at final destination Moscow **05.05.2010 – 09.00 h**

Panalpina Welttransport (Deutschland) GmbH / PAN-FAIRService® Hamburg

Nagelsweg 37, D-20097 Hamburg / Germany

Mr. Volker Baumann / volker.baumann@panalpina.com / Tel +49 (0) 40 23771 - 1182

Fax +49 (0) 40 23771 – 1245 / www.pfs.de