

3-6/9/2019

GENERAL INFORMATION

CPM

International Fashion Trade Show
Moscow

... TO THE 33rd CPM COLLECTION PREMIÈRE MOSCOW

Dear Exhibitor,

Thank you for your participation at CPM – Collection Première Moscow. The whole Service Manual has been designed to ensure that you gain maximum benefit from your participation.

Please read through these GENERAL INFORMATION carefully.

We look forward to welcoming you to CPM – Collection Première Moscow and wish you a successful exhibition. Please remember that the organising team is here to help you with any aspect of participation.

Should you have any queries, please do not hesitate to contact us.

CONTACTS



Chief-Organizer contact:
Messe Duesseldorf Moscow OOO

Nikolay Yarzev
Project Director

T +7 (495) 955 91 99 ext.614, F +7 (499) 246 92 77
E-mail: YarzewN@messe-duesseldorf.ru

Messe Duesseldorf Moscow OOO Timura Frunze st., 3, bld. 1 119021 Moscow, Russia
T +7 (495) 955 91 99, F +7 (499) 246 92 77, www.messe-duesseldorf.ru



Your exhibition organising contacts:
Igedo Company GmbH & Co. KG

Christian Kasch

T +49 211 4396-444, F +49 211 / 43 96 345
E-mail: kasch@igedo.com

Olga Laser

T +49 211 / 43 96 367, F +49 211 / 43 96 345
E-mail: laser@igedo.com



On behalf of Messe Düsseldorf Moscow OOO
Your contacts in terms of questions for technical matters
and individual stand offers:
Messe Düsseldorf GmbH

Detlef Richter

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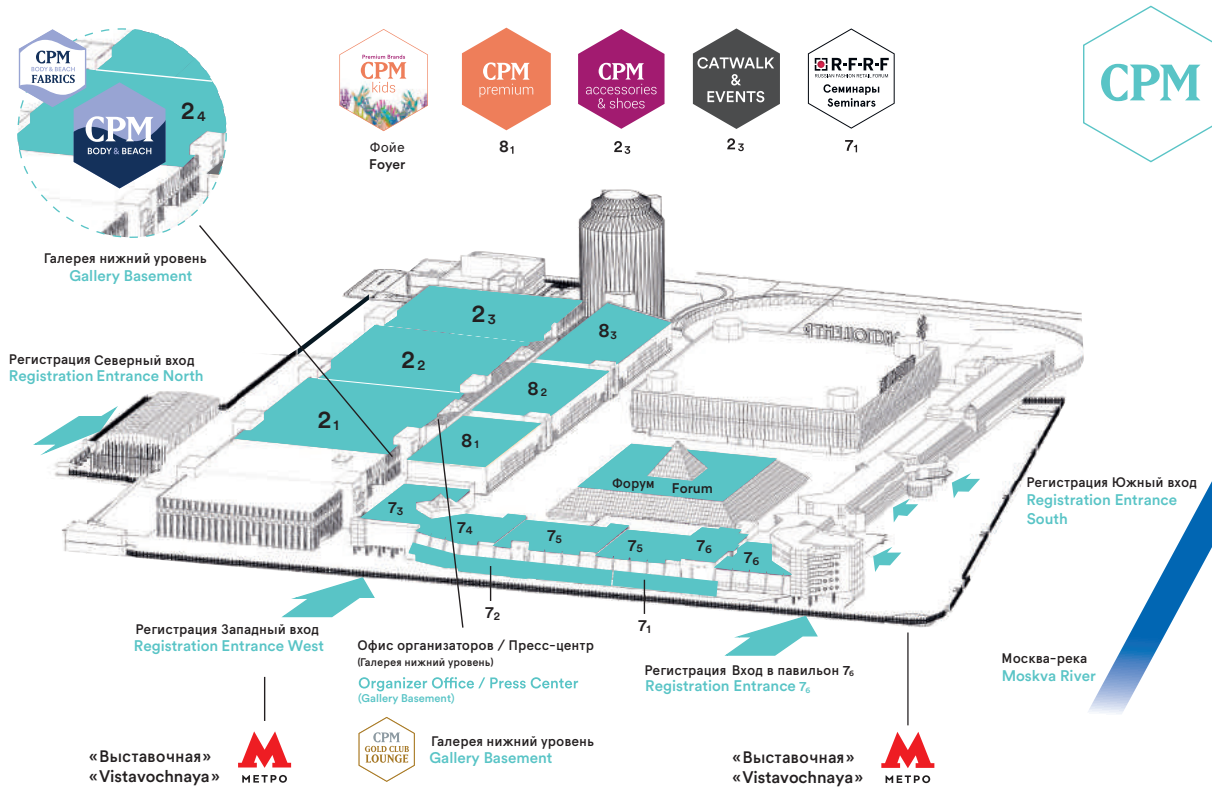
Messe Düsseldorf GmbH, Messeplatz, Stockumer Kirchstr. 61, 40474 Düsseldorf, Germany
T +49.(0)211.4560.01, F +49.(0)211.4560.668, E-mail: info@messe-duesseldorf.de, www.messe-duesseldorf.de

Chief-Organizer: Messe Düsseldorf Moscow OOO, Ulitsa Timura Frunze 3-1, 119021 Moscow, Russia
Co-Organizer (named as Organizer): Igedo Company GmbH & Co. KG, Emanuel-Leutze-Straße 8, 40547 Düsseldorf, Germany T +49 (0)211 4396-01, F +49 (0)211 4396-585, cpm@igedo.com

CPM

International Fashion Trade Show
Moscow

EXPOCENTRE FAIRGROUNDS MOSCOW / RUSSIA



SUBJECT

Stand construction Hall 2₁, 2₂, 2₃, 2₄, 2₅, 7₃, 7₄, 7₅, 7₆, 8₁, 8₂, 8₃, Forum, Gallery Basement (8₄), Foyer (8₅)

31.08. - 02.09.2019 08:00 a.m. - 12:00 a.m. (midnight)

Stand decoration in every hall02.09.2019 from 01:00 p.m. - 08:00 p.m.
Aisles have to be free as we are going to lay
carpet in the aisles from 04:00 p.m. onwards.**Duration of event****Opening hours for visitors:**

03.09. - 05.09.2019 10:00 a.m. - 06:00 p.m.

06.09.2019 10:00 a.m. - 04:00 p.m.

Opening hours for exhibitors:

03.09. - 06.09.2019 08:00 a.m. - 07:00 p.m.

Stand dismantling**Hall 2₁, 2₂, 2₃, 2₄, 2₅, 7₃, 7₄, 7₅, 7₆, 8₁, 8₂, 8₃, Gallery Basement (8₄), Foyer (8₅)**

06.09.2019 04:00 p.m. - 08:00 p.m.

07.09.2019 08:00 a.m. - 08:00 p.m.

Forum

06.09.2019 04:00 p.m. - 12:00 a.m. (midnight)

07.09.2019 12:00 a.m. (midnight) - 08:00 p.m.

OFFICIAL EXHIBITION FORWARDING AGENT (FORM 10)

For this exhibition the following Official Exhibition Forwarding Agent for all participating companies has been determined by tender:

Schenker Deutschland AG

Messe Europa
Großenbaumer Weg 8
40472 Düsseldorf
Germany

Martin Wagner
T +49.(0)211.650459.23
F +49.(0)211.4542410
E-mail: martin.wagner@dbschenker.com

www.schenker.de

Schenker Deutschland AG

1. Krasnogvardejskij proyezd, House 12, Geb. 3
opposite to EXPOCENTRE entrance North
123100 Moskau
Russia

Lena Schewtschuk
T +7.495.605.1030
F +7.499.795.2842

Olga Mischina
T +7.495.605.7155
F +7.499.795.2842

ADDRESS OF THE FAIRGROUND

Expocentre Fairgrounds

Krasnopresenskaya nab., 14
123100, Moscow

DELIVERY ADDRESS OF THE FAIRGROUND

Expocentre Fairgrounds

CPM
c/o ***Company Name, hall, booth No.***
1st Krasnogvardeysky proyezd 12
123100 Moscow
Russian Federation

TRAVEL AGENCY (FORM 11a)

For your bookings in connection with your trip to Moscow we recommend our partners:

Travel agency

travex Business Travel GmbH
Mr. Holger Fleischfresser
Schleidenstraße 3
D-22083 Hamburg
Telefon +49/40/23524-344
Telefax +49/40/23524-405
fleischfresser@travex-business.de

VISA PROCESSING FOR RUSSIA

Please note that you will need a visa for your trip to Russia. It is very important to apply for a visa early. You will receive further information about the visa proceeding

- at a local embassy of Russia or the responsible Russian consulate in your home country
- from any travel agency with Russia-experience of your trust or the a.m. travel agency.

Important: the Organizer is not entitled to give invitations for visa processing or any support for obtaining a visa.

The travel agency can assist you in processing your visa.

1. ADDRESS OF THE FAIRGROUND

Hall 2₁₋₂₄, 7₃₋₇₆, 8₁₋₈₃, Forum, Foyer 8₅,
Gallery Basement 8₄
Expocentre Fairgrounds
14, Krasnopresnenskaya nab.
123100 Moscow
Russian Federation

2. ADMISSION

a) Exhibitors – Please make sure that you register at the Organizer Office by Messe Düsseldorf Moscow/Igedo in order to collect your exhibitor badges and gate passes prior to the opening of the exhibition. Passes allowing exhibitors and their staff to enter the exhibition halls throughout the exhibition will be issued to exhibitors based on their entitlements as stipulated in Form No. 12 in the marketing section. The badge must be worn at all times whilst on the exhibition premises.

b) Parking in the streets around the exhibition centre is limited. Car passes allow parking only within the allocated parking areas inside or adjacent to the exhibition site. They do not permit vehicle access direct to the cargo gates or entrances of the halls during the exhibition for either loading or passenger drop-off.

c) Visitors – The Exhibition is open to all registered and preregistered visitors.

3. RESTAURANTS/CAFÈS

There are small bars, cafeterias and coffee shops in most halls. For more information please have a look into the Fair Guide on site.

4. CASHIER SERVICE

You can get cash using VISA, Mastercard, Mir, Union and other credit cards at ATMs / cash mashines at the upper Gallery close by pavilion 8₁.

5. FIRST AID

In case of a medical emergency you need to dial 03 from any telephone. There is also a small medical cabinet for minor problems (cuts, headache, etc.). Please note:

European Medical Center
Medical care
Spiridonyevsky pereulok
House 5, Building 1
Moscow
T +7.495.9336655
24-hour emergency

Dental care
1st Nikolo-Shepovsky pereulok
House 6, Building 1
Moscow
T +7.495.9330002

Medical Service at the Embassy
of the Federal Republic of Germany
Mosfilmovskaya ul. 56
119285 Moscow
T +7.495.9379500

6. SERVICE BUREAU

For photocopying, secretarial and telecommunication services please inform yourself at the Organizer Office.

7. INSURANCE & LIABILITY

a) Insurance cover for Public Liability only has been arranged by the organizers.

b) Exhibitors are required to arrange other insurances, such as cover for loss of expenses caused by cancellation/abandonment and theft, loss or damage to exhibits and other goods as well as personal liability.

c) If the organizers are compelled to temporarily vacate or permanently close the exhibition and/or parts thereof, to postpone the event, shorten or extend it due to a "Force Majeure", or any other reasons beyond its control, the exhibitor is not entitled to any rights, in particular, to claim for damages against the organizers.

8. COMPLIANCE WITH LOCAL LEGISLATION

a) Any exhibitor who takes part in CPM-Collection Première Moscow must comply with the legislation rules and regulations of the country.

b) The exhibitors shall likewise be solely responsible for observing and complying with the same for obtaining all consents, approval, authorities, licenses and the like as may be required in relation to their participation in the exhibition.

9. PLACE OF DELIVERY / JURISDICTION / APPLICABLE LAW

Provided the exhibitor is a businessman / businesswoman, a legal entity under public law or a special fund under public law - unless the contract or, where relevant, the Terms and Conditions of Participation specify otherwise - the place of fulfillment for any obligations arising from and in connection with the contract shall be deemed to be Moscow, Russia.

If the exhibitor is a businessman / businesswoman, juristic person under public law or a public-law special fund, Moscow, Russia shall apply as agreed as place of jurisdiction for all disputes arising from or in connection with the contract – as well as for cheque and bill of exchange litigation. The organizer shall, however, have the right to take legal action against the exhibitor at another place of jurisdiction applicable for him. If the exhibitor is not a businessman / businesswoman, a juristic person under public law or a public-law special fund, Moscow, Russia shall apply as agreed as place of jurisdiction in the event of the exhibitor – not having had any general place of jurisdiction in the Russian Federation at the time of conclusion of the contract, or – moving his / her legal domicile or place of habitual abode out of the Russian Federation subsequent to conclusion of the contract, or – in the event of his / her legal domicile or place of habitual abode not being known at the time of taking legal action.

The reciprocal rights and obligations from the contractual relation between the parties shall be governed by the laws of the Russian Federation.

10. VISA PROCESSING

Since the visa procedure has changed considerably as of January 1, 1997 and our partners Expocentre Fairgrounds are no longer entitled to give invitations (only the Russian Ministry of Foreign Affairs can issue them now), we have given the visa processing into our travel agent's hands.

Travel agency
travex Business Travel GmbH
Mr. Holger Fleischfresser
Schleidenstraße 3
D-22083 Hamburg
Telefon +49/40/23524-344
Telefax +49/40/23524-405
fleischfresser@travex-business.de

They have been doing this for us for many years and are very experienced in that field.

We recommend that you contact them in case you should need a visa for the exhibition.

We would explicitly point out, that using travex Business Travel GmbH services in order to obtain a visa DOES NOT MEAN YOU WILL HAVE TO BOOK YOUR COMPLETE TRIP WITH THEM.

You don't need to order a business visa, a tourist visa which you'll get within your hotel voucher is enough in order to visit the fair.

Our experiences with visa procedures have clearly shown that it is very important that you apply for your visa VERY early. If you apply too late for your visa you not only risk not receiving your visa in time also incurring considerable additional costs.

You will get more information on this from travex Business Travel GmbH

11. BRING-IN & BRING-OUT OF GOODS

You will get more information on processing administrative documents, delivering exhibits and equipment in the following text. We enclosed a form (only for hand luggage) for this purpose. You will get it in the Organizer Office during setup-, show- and dismantling time.

Delivering Exhibits and Equipment not Subject to Customs Clearance

ATTENTION! Starting from September 2009 Expocentre has introduced a fast-track procedure for delivery and removal of exhibits and equipment to/from Expocentre Fairgrounds.

Registration is held and Delivery/Removal Passes are issued at the Advanced Dispatcher's Office (PDP) located near Entrance Gates No. 1 and 2.

One-entry vehicle passes are issued only after all the payments have been made.

Attention! If there are any questions during the delivery/removal (e. g. your absence in the Exhibitor List, etc.), please contact the Exhibition Team.

Delivery of exhibits and equipment is carried out through the following gates (please see the layout):

- Pavilion No. 2 (halls 1, 2, 3) – Entrance Gate No. 2 (from 1st Krasnogvardeisky proyezd)
- Pavilion No. 8 (hall 4) – Entrance Gate No. 8 (from 1st Krasnogvardeisky proyezd)
- Pavilion No. 8 (halls 1, 2, 3) – Entrance Gate No. 9 (from 1st Krasnogvardeisky proyezd).
- Pavilion No. 2 (halls 1, 2, 3) – Entrance Gate No. 5 (from 1st Krasnogvardeisky proyezd)
- Pavilion No. 8 (halls 1, 2, 3) – Entrance Gate No. 5 (from 1st Krasnogvardeisky proyezd)
- Pavilion No. 8 (hall 4) – Entrance Gate No. 9 (from 1st Krasnogvardeisky proyezd).

You will be informed of the final Entrance Gate number at the Advanced Dispatcher's Office (PDP) on the delivery/removal day.

Telephone numbers of the PDPs and Pavilion Managers:

	Landline number	Internal extension number
Entrance 1A	+7 (499) 7953959	39-59
Entrance 2	+7 (499) 7952729	27-29
Pavilion No. 2 (halls 1, 2, 3, 4, 5)	+7 (499) 7952737	
Pavilion No. 3 (halls 1,2)	+7 (499) 7952737	
Pavilion No. 8 (halls 1, 2, 3)	+7 (499) 7952556	

Vehicles delivering/removing exhibits enter the Fairgrounds on presentation of valid one-entry delivery/removal passes. The one-entry passes are issued at the Dispatcher's Office near the appropriate Entrance Gate on the date of entry.

Delivery/removal procedure:

Step 1

Submit the Power of Attorney for Delivery Driver or Person Accompanying the Exhibits to obtain one-entry passes and 2 (two) copies of Delivery/Removal Permit Application/Consignment Note.

The Application/Consignment Note shall be issued on a company letterhead, and duly stamped and signed by the Company's CEO.

Besides the names of exhibits and equipment the list is to contain maintenance accessories and household appliances if delivered.

Attention: If required, before delivering the above items to Expocentre Fairgrounds, get the delivery approved with (please see the Enclosure):

1. Fire Station No 160: approval is mandatory in relation to stand structures, fittings and construction materials (see the Enclosure); ONLY FOR SELF CONTRACTOR.
2. Expoconsta OOO: approval is mandatory in relation to the stand layout and number of stand levels, stand

fittings, structures and materials, carrying out of electrical and plumbing works, rigging and suspension of decoration items to the pavilion structures; ONLY FOR SELF CONTRACTOR.

3. Telecommunication Division: approval is mandatory in relation to delivery of radio electronic and high-frequency devices, as well as projection equipment owned by a third party;
4. Capital Construction Department: approval is mandatory in relation to delivery of heavy-weight and bulky exhibits.

Step 2

Show the Power of Attorney and one copy of the Delivery/Removal Permit Application/Consignment Note, tell the registration number of the vehicle entering the venue to the Dispatcher of PDP.

Step 3

Get a one-entry pass from the Dispatcher of PDP. Receive the information from the Dispatcher on the availability of empty parking lots near the Pavilion and the time of your entrance to the venue and proceed to the Entrance Gate.

Step 4

Show the one-entry pass, one copy of the Delivery/Removal Application/Consignment Note to the Security Officer at the Entrance Gate, and submit the vehicle for a security inspection. The Security Officer will indicate the time of entrance in the pass.

Step 5

Proceed to the load/unload site and show one copy of the Delivery/Removal Application/Consignment Note to the Manager of the Pavilion where your stand is located. The place to park your vehicle at the assembly gate will be indicated by a security officer.

One copy of the delivery/removal application shall be retained by the exhibitor; the other copy shall be submitted to the Administration of the Pavilion or of the Open Air Site.

Hand carried exhibits, office equipment and appliances are to be delivered to the venue against a one-entry pass. One-entry passes shall be obtained with the Manager of the Pavilion where the Exhibitor's stand is located. One-entry passes shall be issued against the completed Delivery/Removal Application/Consignment Note (2 copies: one copy shall be kept by the Exhibitor, the other copy shall be submitted to the Pavilion Manager). Hand carried exhibits, office equipment and appliances are to be collected against an inventory pass that shall be obtained with the Manager of the Pavilion where your stand is located. Inventory passes shall be issued the completed Delivery/Removal Application/ Consignment Note.

Step 6

To remove the exhibits and equipment, show the Power of Attorney to the PDP Dispatcher and apply for a one-entry pass.

Step 7

Once the one-entry pass is received, submit one copy of the approved delivery/removal application to the Pavilion Manager and have the time of removal indicated there. If the time of removal has not been indicated on the copy by the Pavilion Manager, your vehicle will not be allowed to leave the fairgrounds.

Attention: Vehicles should leave the Fairgrounds immediately after the exhibits and equipment have been unloaded/collected.

Delivery of equipment and exhibits that do not require clearance at Expocentre's Customs Office is carried out through the appropriate gate during the build-up period from 8.00 am to 7.30 pm.

- All exhibits shall be delivered to the exhibition site by 5.00 pm of last construction day.
- Delivery of small items by hand is permitted on the opening day of the exhibition from 8.00 am to 9.30 am ONLY.

Additional delivery of exhibits to the Fairgrounds during the open period is permitted only between 8.00 am and 9.30 am and between 6.00 pm and 7.30 pm.

By 9.30 am of first running day all cargos (exhibits) shall be unpacked and the empty package, stand fittings and materials remained after stand installation shall be removed from the Pavilions and the Fairgrounds. Otherwise Expocentre or Messe Düsseldorf reserves the right to dispatch the remaining unpacked exhibits to the warehouse of

ExpoWesTrans, OOO
1st Krasnogvardeisky proyezd 14,

Tel.: +7 (495) 6 05 03 27, 6 05 74 21
Fax: +7 (495) 6 05 79 35

The exhibits will be transferred to the warehouse and stored there at the Exhibitor's expense. Transfer and warehousing of the exhibits will be charged according to ExpoWesTrans tariffs. Attention: If there are any questions during the delivery/removal (e. g. your absence in the Exhibitor List, etc.), please contact the Exhibition Team.

Admission of Freight Vehicles and Non-Resident Vehicles to the Area within the Third Transport Ring

The information on how to get passes for freight vehicles to the area within the Third Transport Ring of Moscow (to get to Expocentre Fairgrounds).

1. The passes are issued by the Authorization Control Unit of STSI (The State Traffic Safety Inspectorate).
Address: Moscow, Bolshaya Kosinskaya, 18,
Tel.: +7 (495) 700-52-28, Fax: +7 (495) 700-52-27).
2. To receive the passes, submit the following documents to the Authorization Control Unit of STSI:
 - Contract for participation showing the venue and dates of the exhibition;
 - Comprehensive information about the Company-

Applicant (the card of the enterprise);

- If the vehicle is rented by the Company-Applicant, the Car Rental Contract is required;
- Transport documents showing weight and volume of the cargo;
- The original and a copy of the vehicle registration documents or the certificate of conformity showing Euro 2 or a higher emissions standard.



FOR DELIVERY DRIVER OR PERSON ACCOMPANYING THE EXHIBITS D.01A

On a letterhead of the Company's contract party. To be issued in 2 copies.

Power of Attorney No. _____ .20 _____

Issued Date (dd-mm-yyyy) _____ Expiry Date (dd-mm-yyyy) _____

Company name and address _____ Payer name and address _____

Bank Account No. _____ in (Bank name) _____

hereby authorizes(Full name, job title) _____ Passport No. _____

Issued by _____ Issued Date _____

To receive from Expocentre the listed below documents for participation in the _____ International Exhibition.

Signature of Recipient _____

CEO (Full name) _____ CEO (Signature) _____

Chief Accountant (Full name) _____ Chief Accountant (Signature) _____

Company Stamp

DELIVERY/REMOVAL/PERMIT APPLICATION/CONSIGNMENT NOTE

Exhibition equipment, exhibits, stand materials and structures

To be made on your company's letterhead. To be submitted in 2 original copies.

AO EXPOCENTRE. To the _____ 2019 Exhibition Management Team.

Herewith we apply for a permit to deliver/remove the following exhibition equipment and materials to be showcased

or used on stand No. _____ in Pavilion No. ____ during the _____ International Exhibition.

No.	Item	Quantity
1		
2		
3		
4		
5		

* Add rows if necessary.

We guarantee timely removal of equipment, exhibits, bulky packaging and stand structures from the venue.

Head of the company (Full name)

Head of the company (Signature)

Company Stamp

IMPORTANT!

If in addition to exhibits the vehicle delivers structural elements of the stand (wall panels, carpet, decorative structures and elements etc.), the delivery shall be authorized by Expoconsta, OOO and Fire Station No. 160.

Stamp of Expoconsta, OOO
Division

Stamp of Fire Station No.160

Stamp of Telecommunications

11. ENCLOSURE

Categories of exhibits to be delivered to Expocentre Fairgrounds with approval from:

1. Fire Station No. 160

- 1.1. Radioactive, flammable and highly explosive exhibits and materials
- 1.2. Exhibits and production technology whose demonstration may cause fire: the use of naked flame, welding, gas and plasma cutting, soldering
- 1.3. Fuels and lubricants, inflammable and volatile liquids, solvents
- 1.4. Containers and cylinders with inflammable and high-pressure gas
- 1.5. Structures and materials used in stand construction

2. Capital Construction Department

- 2.1. Exhibits with a weight exceeding 5 tonnes
- 2.2. Floor loadings exceeding 2.5 tonnes per 1 sqm
- 2.3. Exhibits with dimensions exceeding the height and width of the assembly gates of the pavilions

3. Exhibition Team

- 3.1. Chemically, biologically and ecologically dangerous substances
- 3.2. Production technology and equipment potentially dangerous for health and life of exhibitors and visitors
- 3.3. Rigging of banners and exhibits

4. Telecommunication Division

- 4.1. Radio electronic and high-frequency devices

5. Expoconsta OOO

- 5.1. Approval for stand layout from Messe Düsseldorf GmbH acting on behalf of Messe Düsseldorf Moscow OOO.
- 5.2. Stand structures (wall panels, carpets, stand accessories and decorative items, etc.)
- 5.3. Stand layout, number of levels, construction materials and structures, carrying out of electrical and plumbing works, rigging of banners, etc.
- 5.4. Exhibits or banners to be rigged.

1. SETTING UP AND DISMANTLING

1.1 Setting up and delivery

Stand construction

**Hall 2₁, 2₂, 2₃, 2₄, 2₅, 7₃, 7₄, 7₅, 7₆, 8₁, 8₂, 8₃,
Forum, Gallery Basement (8₄), Foyer (8₅)**

31.08. - 02.09.2019

setting up: 8.00 a.m. – 12.00 a.m. (midnight)

Stand decoration in every hall

02.09.2019, from 04:00 p.m. – 08:00 p.m.

Aisles have to be free as we are going to lay carpet in the aisles from 04.00 p.m. onwards.

Any goods that have not been unpacked by 4.00 p.m. on the last day for setting up are to be removed/put into storage at the cost of the exhibitor and may only be delivered again after 6.00 p.m. on the first day of the fair, at the earliest.

Exhibitors can move into their turn-key stands rented from the organizer after 1.00 p.m. on the last day allocated for setting up.

Stand dismantling

**Hall 2₁, 2₂, 2₃, 2₄, 2₅, 7₃, 7₄, 7₅, 7₆, 8₁, 8₂, 8₃,
Gallery Basement (8₄), Foyer (8₅)**

06.09.2019 04:00 p.m. - 08:00 p.m.

07.09.2019 08:00 a.m. - 08:00 p.m.

Forum

06.09.2019 04:00 p.m. - 12:00 a.m. (midnight)

07.09.2019 12:00 a.m. (midnight) - 08:00 p.m.

1.2 Technical data on the halls

Hall dimensions

height	Max. hall height	Max. construction
Hall 2 ₁ , 2 ₂ , 2 ₃	8.20 m	3.00 m
Hall 2 ₄ , 2 ₅	3.60 m	2.50 m

*Exceptions after agreement of the organizer are possible.

Hall 7	5.80 m	4.00 m
First floor		
Hall 8 ₁ , 8 ₂ ,	8.00 m	3.50 m
Forum	3.20 m	3.00 m
	6.70 m	5.00 m
	14.00 m	6.00 m

Foundations, anchor holes and cable ducts

Foundations, anchor holes (drilling of holes, etc.) and the laying of cables under the floor are not permitted.

1.3 Electricity and water

a) Electricity

Electricity for lighting: 220 V

Electricity for power: 3-phase AC 380 V

with limited load mid-point conductor (fourth wire).

The main frequency is 50 Hz. Motors with more than 20 kW must be switched with load-limiting starter devices.

All electrical units and equipment must comply with the regulations of VDE. The supply cabling and the main electrical connection from the hall distributor to the stand may only be made by Messe Düsseldorf GmbH on behalf of Messe Düsseldorf Moscow OOO for reasons of safety in operation. Orders are to be placed using the appropriate form. Electrical installations within the stands are done by Messe Düsseldorf GmbH on behalf of Messe Düsseldorf Moscow OOO on the basis of the orders placed. Electrical installations within the stands can be done by the electricians of the exhibitor or by concessionaire electrical companies working in compliance with VDE regulations and to the state of the art of technology. Existing electrical installations within the stands may only be put into operation during the period of the event itself once they have been officially accepted and approved by Messe Düsseldorf GmbH on behalf of Messe Düsseldorf Moscow OOO. Test certificates are to be kept in readiness when the stand is officially accepted. Test certificates are to be in Russian and German.

b) Water

The necessary installation work may only be carried out by Messe Düsseldorf GmbH on behalf of Messe Düsseldorf Moscow OOO for reasons of safety in operation.

Orders are to be placed using the appropriate form.

a+b) WARNING

Please note that it is not possible to provide an optimum layout in all cases when planning the layout at the trade fair or exhibition due to obstacles and structures such as pillars, columns, electrical connecting boxes, water supply and drainage lines, fire alarms, etc. It is necessary to take into account that there will be visible cables and pipes.

The management of the trade fair concerned is to be informed immediately in the event of any problems with the supply of energy or power.

The organizer shall have no liability whatsoever for losses and consequential damage caused by problems with the supply of energy or power.

1.4 Transport, exhibition and dismantling of exhibition goods

The transport of exhibition goods to the stand and back, the storage of empty containers and packaging, the use of lifting and conveying equipment, the use of personnel for packing and unpacking, setting up the exhibition goods and dismantling them, repacking them and other associated work is exclusively a matter of the exhibitor. The hall shipper is exclusively responsible for handling shipping-related matters within the premises of the exhibition grounds.

The organizer has no liability whatsoever for such matters.

1.5 Customs formalities

The exhibitor himself must be aware of and comply with all the necessary customs formalities concerning items for exhibition, stand design materials and goods.

Any further details that are necessary for all transport processing, including the handling of goods for representation and printed materials, are to be communicated to the exhibitors by special transport-related circular letters from the hall shipper.

2. STAND ASSEMBLY AND EQUIPMENT

2.1 Stand assembly, design, labelling and personnel

Equipping and designing the stands, if they exceed the scope covered in the terms and conditions of the organizer, is a matter for each individual exhibitor. However, the construction regulations and guidelines of the organizer shall apply for the type of design for the location of the event. The exhibitor is required to agree beforehand with the organizer concerning his design. A stand design that does not comply with the regulations or guidelines can be removed or modified by the organizer at the cost of the exhibitor concerned.

The stands can be produced with your own material. The rear of the stands must be designed in a neutral way by the person to whom the stand belongs so that the interests of the neighbouring stand are not adversely affected.

Walls that are adjacent to the visitor gangways must be made less monotonous by the installation of showcases, niches, displays, etc., to document the exhibitory nature of the stand and the entire event.

Constructions of all types and exhibits may not protrude into adjacent areas and the visitor gangway.

Stand construction materials that were rented from the organizer may not be damaged by drilling, stapling, cutouts or remnants of strong adhesives and the like.

The exhibitor will be billed for any damage caused (e.g. system wall element EUR 100.00).

The use of other stand back walls is forbidden. Each exhibitor/ stand constructor is required to make provision for an adequate number of walls of his own. Each rented stand is to be given a floor covering.

Dismantling of the stands can be done within the times intended for that purpose. Exhibitors shall remove their collections for stand dismantling by no later than 6.00 pm. The rented space shall be handed back to the organizer in the same condition as it was found in. Any damage to walls, floors, ceilings, fittings, etc., will be made good by the organizer and billed to the exhibitor.

The stand is to be provided with an adequate number of information personnel during the opening times of the exhibition or trade fair.

2.2 Construction height

The construction height is a maximum of 2.50 m for all stands, measured from the hall floor to the top edge of the stand. It is only permissible to exceed this height with the explicit approval of the Organizer. The same applies to items suspended from the hall ceiling. If the normal height of 2.50 m is exceeded, it is necessary to comply with a neighbouring zone of 1.00 m. Exhibited items are not subject to these restrictions.

A two-storey structure is only permitted to a limited extent and only with the approval of Messe Düsseldorf GmbH on behalf of Messe Düsseldorf Moscow OOO. The construction request for a two-storey structure must be sent in immediately after the stand has been approved. The application, which must be received by Messe Düsseldorf GmbH on behalf of Messe Düsseldorf Moscow OOO 10 weeks before the start of construction at the latest, must include stand construction drawings in 1:100 scale (construction details may need to be shown in a larger scale as applicable), structural calculations in accordance with Russian standards, and two copies of a description of the structure in English.

The fees for the construction permits are to be billed to the exhibitor. There is a surcharge of 30% on these fees for applications that are sent in late. With two-storey exhibition stands the structural components, the ceiling of the ground floor and the floor of the upper storey must be made out of sparingly flammable materials. Test certificates are to be kept in readiness when the stand is officially accepted. Test certificates are to be in Russian and German.

2.3 Stand construction approval

The Russian operator of the exhibition centre (AO Expocentre) has changed the stand construction approval procedure for exhibitors who do not have their trade fair stands set up by OOO Expoconsta:

Effective immediately the following documents must be submitted in duplicate form in Moscow for approval and inspection:

- Letter referring to the project (russian)
- Hall plans, floor plans and view diagrams of your stand with correct sizes.
- Wiring diagram, including specification of the power connection data
- Static certification for double-level stands and detailed diagrams, only in Russian
- Qualification certification of all electricians and technicians to be employed at the exhibition centre as well as copies of passes of all supervising technicians
- Certificate of the conformity to the Industrial Standard (ISO 9001)
- Fire protection certification for all combustible materials

All submitted documents must bear the stamps of the companies rendering the services and the signatures of the supervising persons.
These documents must be submitted to OOO Expoconsta in Moscow no later than **45 days prior to the official start of construction**:

OOO Expoconsta
1st Krasnogvardeisky Proyezd, 1
123100 Moscow, Russia
Tel. +7/499/7 95 25 36
Fax +7/499/7 95 28 44
e-Mail: stk@expoconsta.ru

Fees:

Fees will be charged directly to the customer by Expoconsta:

Documents submitted until	Fees for one-storey stand constructionl EUR/sqm	Additional charges for two-storey-stand construction EUR/sqm
45 days before build-up time	16.80	16.80
44–15 days before build-up time	25.20	25.20
14– 6 days before build-up time	33.60	33.60

incl. Russian value added tax (subject to change without notice).

The rates based on the rates of Expoconsta. The Organizer reserve the right to adjust prices should the local rates change. Please note that the import of your stand construction material to the exhibition centre may be refused in the absence of an official approval.

The general stand construction approval procedures, inspection of the maximum permissible installation height and compliance with the specified distances between installations continue to be the responsibility of the Organizer.

Before submitting your plans to OOO Expoconsta for approval, please send us the appropriately scaled floor plans and view diagrams, which will be immediately returned to you with the corresponding approval notes of the Organizer.

The following applies to exhibitors who have Messe Düsseldorf GmbH on behalf of Messe Düsseldorf Moscow OOO set up their stands:

1. The stand construction approval is obtained by Messe Düsseldorf GmbH acting on behalf of Messe Düsseldorf Moscow OOO.
2. The necessary project documents must be submitted to Messe Düsseldorf GmbH within 60 days prior to the official start of the stand construction

The management of the trade fair should be informed immediately in the event of any problems with the supply of energy or power. The Organizers shall have no liability whatsoever for losses and consequential damage caused by problems with the supply of energy or power.

2.4 Roofing

The stands may only be given enclosed roofing using sparingly inflammable construction materials in the area of the cabins. The installation of a sprinkler unit is required if an area of more than 30 m² is enclosed.

2.5 Labelling and advertising

Signs and placards may only be installed up to the boundary of the stand. Any advertising activities outside the exhibition stand shall require prior approval from the organizer.

2.6 Protection against fire and safety regulations

Smoke and fire alarms

The operator of the Expocentre Fairgrounds requires smoke and fire alarms for two-storey trade fair stands. These will be provided and installed by the operator of the Trade Fair Center. The cost including labour and VAT is EUR 160.00 each. The number of alarms to be installed will be determined by the structural conditions and evaluation by the fire brigade. The charges will be included in the final invoice or are to be paid in cash on location.

Stand construction and decorative materials

Highly inflammable materials or materials that drip when burning may not be used. Special requirements may be made concerning structural parts in individual cases for safety reasons. Decorative materials of all types must be sparingly inflammable. It is necessary to prove that these materials are sparingly inflammable at the time of acceptance (test certificates are to be in Russian). Materials with a risk of explosion may not be exhibited at trade fairs and exhibitions.

Balloons

It is forbidden to use balloons filled with an inflammable gas within the halls and in the open areas outside. The use of balloons filled with a safe gas within the halls and in the open areas outside requires the prior approval of the Organizer.

Rubbish, recycling and remnant bins

No bins or containers used to hold rubbish, materials for recycling or remnants involving inflammable materials are to be set up at the stands. The bins and containers at the stands are to be emptied regularly at the corresponding points, and at the latest every evening after the fair or exhibition has closed.

Spray guns, nitro-based paints

It is forbidden to use sprayguns or nitro-based paints in any of the halls.

Cutting and grinding work and all work with naked flames, welding, flame-cutting, soldering, thawing, cutting and grinding work must be publicised before the start of the work and a written application made beforehand to the Organizer. The area is to be suitably blocked off beforehand to avoid any dangers to others. Fire extinguishers must be available ready for use in the immediate vicinity. Circular saws are only permitted by using a dust extractor.

Cranes, fork lift trucks

It is not permitted to operate your own cranes and fork lift trucks on the premises of the exhibition grounds. Only units belonging to the shippers involved on the premises of the exhibition grounds may be operated.

Empty containers and packaging

It is forbidden to store empty containers (e.g. packaging and packing materials) at the stands. All empty containers and packaging materials are to be taken immediately to the designated storage point for empty containers and packaging materials operated by the approved shippers.

Glass

Only laminated safety glass may be used. The edges of glass panes must be machined or protected in such a way that there is no possible risk of injury. Objects made completely of glass must be marked at eye level.

Stand safety

The trade fair and exhibition stands with their fittings and exhibits and holders for advertising signs are to be set up in a secure and stable manner so that they do not endanger the general public or cause a nuisance. The exhibitor is responsible for ensuring structural stability and must provide certification and proof of this if required to do so.

Protective equipment

Machines and apparatus may only be put into operation once all the protective devices are functional and operating.

The management of the trade fair or exhibition is authorised to prohibit at any time the operation of machines, apparatus and equipment if in their view continued operation of same would entail a risk of injury or damage.

Hall floors

Carpets and other floor coverings must be laid so as to avoid accidents and may not protrude out beyond the edge of the rented area.

Only adhesive tape that leaves no traces or residues may be used for fixing. All the materials used must be capable of being removed without leaving any traces or residues. Substances such as oils, greases, paints and similar substances must be removed at once from the hall floor.

Neither paint nor adhesive may be applied to the hall floor.

Security patrols

General security patrols of the halls and the premises of the exhibition grounds during the time of the trade fair or exhibition will be undertaken by the Organizer. There will be general security patrols during the setting up and dismantling times, starting on the first day of setting up and ending on the last day of dismantling. The exhibitor must organise for himself any security monitoring of his possessions. Exemption from liability for personal injury and property damage shall not be limited by the general security patrols.

Security guards required for the duration of the trade fair /exhibition must be ordered using the relevant form 8 of the "SERVICE MANUAL" only.

No other security staff shall be permitted over the entire fair grounds.

3. DURING THE FAIR OF EXHIBITION**3.1 Machine noise, audiovisual presentations, etc.**

Presentations of all types should be restricted as much as possible in the interest of other exhibitors and the visitors. It is not permitted to exceed a noise level of 75 dB (A) at the boundary of the stand.

3.2 Photography and filming

Photography is not permitted on the premises of the trade fair or exhibition grounds and within the halls, especially with regard to exhibition objects and items. The organizer reserves the right to make use of photographs and films of all types for its own and for general publications.

4. COSTS, EXTRA SERVICES

Orders/extra services can only be made/ordered by exhibitors using the forms included in the "SERVICE MANUAL". These orders/services are subject to a charge. Prices for these can be found on the relevant forms. Exhibitors must hand in the order forms to the addressee stated on the form no later than the deadline also specified on the relevant form. Orders for technical services received after the stated deadline shall be subject to a 30% surcharge on the rental price.

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union) at the accountant desk of Messe Düsseldorf Moscow OOO.

5. WI-FI POINTS OF FREE ACCESS TO THE INTERNET / EXPOCENTRE MOSCOW

ДЛЯ УЧАСТНИКОВ ВЫСТАВОК
FOR EXHIBITORS

СХЕМА ЦВК «ЭКСПОЦЕНТР» LAYOUT OF EXPOCENTRE FAIRGROUNDS

Телефон для справок: 8 (800) 707-37-99 (звонок по РФ бесплатный)
Call centre: +7 (499) 795 37 99



To comply with the Russian Bill No.758 from 31 July 2014 on public Wi-Fi access, you have to take the following steps to connect to Exprocentre's Wi-Fi network.

Note: Available for devices using Russian SIM cards only. Foreigners can buy a Russian SIM card presenting their passport in sales offices of mobile network operators or their dealers. It will be valid for the entire duration of the visa validity.

1. When Wi-Fi is enabled, select the EXPOCENTRE network.
2. Enter your telephone number and click RECEIVE CODE on the authorization page.
3. You will then receive a text message to the telephone you provided containing your access code.
4. To get Internet access, enter the received access code into any device you want to use (SIM card is optional).

Attention: One session is 20 minutes. If you want to prolong it, you have to authorize once again.



YOUR CHECKLIST

TECHNICAL MANUAL

DEADLINE

1 b	Basic equipment	09.07.2019	<input type="checkbox"/>
2 a-b	Additional furniture	09.07.2019	<input type="checkbox"/>
2 c	Lettering & graphics	09.07.2019	<input type="checkbox"/>
3 b	Electrical installations	09.07.2019	<input type="checkbox"/>
4	Water / suspension	09.07.2019	<input type="checkbox"/>
4 a	Details / suspension	09.07.2019	<input type="checkbox"/>
5	Telephone / fax / internet	09.07.2019	<input type="checkbox"/>
6 a	Stand cleaning / interpreter / hostess / security	09.07.2019	<input type="checkbox"/>
6 b	Car passes	09.07.2019	<input type="checkbox"/>
7	Dummies for hire	09.07.2019	<input type="checkbox"/>
8	Audiovisual equipment	09.07.2019	<input type="checkbox"/>
9	Invoice address	09.07.2019	<input type="checkbox"/>
10	Freight / handling / customs	09.07.2019	<input type="checkbox"/>
11	Autorization	09.07.2019	<input type="checkbox"/>

MARKETING MANUAL

DEADLINE

12	Fashion night tickets	16.08.2019	<input type="checkbox"/>
13	Advertising media download		
14	Advertisement fair guide	05.07.2019	<input type="checkbox"/>
15	Leaderboard banner on CPM website	upon request	<input type="checkbox"/>
16	Medium-sized banner on CPM website	upon request	<input type="checkbox"/>
17	Advertisement banner CPM newsletter	upon request	<input type="checkbox"/>
18	E-mailings	19.07.2019	<input type="checkbox"/>
19	Logo placement banners	21.06.2019	<input type="checkbox"/>
20	Outdoor advertising	09.08.2019	<input type="checkbox"/>
21	Barcode scanner	09.08.2019	<input type="checkbox"/>
22	Logo print on CPM bag	upon request	<input type="checkbox"/>
23	Promotional material in CPM bag for visitors	upon request	<input type="checkbox"/>
24	Advertising on e-ticket	19.07.2019	<input type="checkbox"/>
25	Advertisement badge	12.07.2019	<input type="checkbox"/>
26	Placement of the logo on the visitors lanyards	28.06.2019	<input type="checkbox"/>
27	Logo on the information products for fashion night party	upon request	<input type="checkbox"/>
28	Promo materials on the seats during CPM fashion show	upon request	<input type="checkbox"/>
29	Broadcasting an ad during fashion show	upon request	<input type="checkbox"/>
30	Advertising on CPM INSTAGRAM and FACEBOOK	upon request	<input type="checkbox"/>
31	Sponsorship Gold Club	upon request	<input type="checkbox"/>
32	Your products or presents for VIP guests / celebrities	upon request	<input type="checkbox"/>
33	Service for work with celebrities	upon request	<input type="checkbox"/>
34	Service from World Fashion Channel	upon request	<input type="checkbox"/>
35	Your products on CPM hostess	upon request	<input type="checkbox"/>
36	Your own fashion show upon request	upon request	<input type="checkbox"/>
37	Music, video, fashion shows, events at exhibition stands	28.06.2019	<input type="checkbox"/>
38	CPM selected show	upon request	<input type="checkbox"/>
39	CPM opening show	upon request	<input type="checkbox"/>
40	Press and public relations	upon request	<input type="checkbox"/>
41 – 43	Special advertising packages	upon request	<input type="checkbox"/>

3-6/9/2019

TECHNICAL MANUAL

CPM

International Fashion Trade Show
Moscow

IMPORTANT IF YOU BUILD YOUR STAND WITH A LOCAL CONTRACTOR

Please send us as soon as possible your stand layout for our approval. After the plans are approved please send them to our Russian partner OOO ExpoConsta for their official approval and the obligatory payment of management fee as well. For further information please pay attention to the technical guidelines.

Without any official approval from OOO ExpoConsta and stamped plans from the Messe Düsseldorf GmbH on behalf of Messe Düsseldorf Moscow OOO your contractor is not allowed to build up your stand!

PLEASE NOTE: your electrical order is not valid without a scaled layout plan!
This plan has to show all measurements, particularly heights of your stand. If you send your electricity order (form 3a) without any layout to us and we will not receive the documents until the 9 July 2019, we will accordingly charge the higher rates for your stand services.

These documents must be submitted to Messe Düsseldorf GmbH and OOO ExpoConsta not later than 45 days prior to the official start of construction.

ADDRESSES

Messe Düsseldorf GmbH
U1- International Fair Management
Mr. Detlef Richter
Messeplatz
40474 Düsseldorf
Germany

OOO ExpoConsta
Krasnogvardeisky Proyezd, 12
123100 Moscow
Russia

Phone: +49.(0)211.4560.7721
Fax: +49.(0)211.4560.7750
E-mail: richterd@messe-duesseldorf.de

Phone: +7.(0)495.945.5764
or +7.(0)495.945253.9513
E-mail: stk@expoconsta.ru

on behalf of Messe Düsseldorf Moscow OOO

FEES

Fees for one-storey stand construction (A)
Additional charges for two-storey stand construction (B)

Fees will be charged directly to the customer by Expoconsta:

	A	B
Documents submitted until	EUR/sqm	EUR/sqm
45 days before build-up time	16.80	16.80
44 – 15 days before build-up time	25.20	25.20
14 – 6 days before build-up time	33.60	33.60

incl. Russian value added tax (Subject to change without notice)

The rates are based on the latest rates of OOO ExpoConsta. The Chief-Organizer reserves the right to adjust prices, should the local rates change.



1a

BASIC EQUIPMENT ONLY FOR FULL PACKAGE STANDS

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

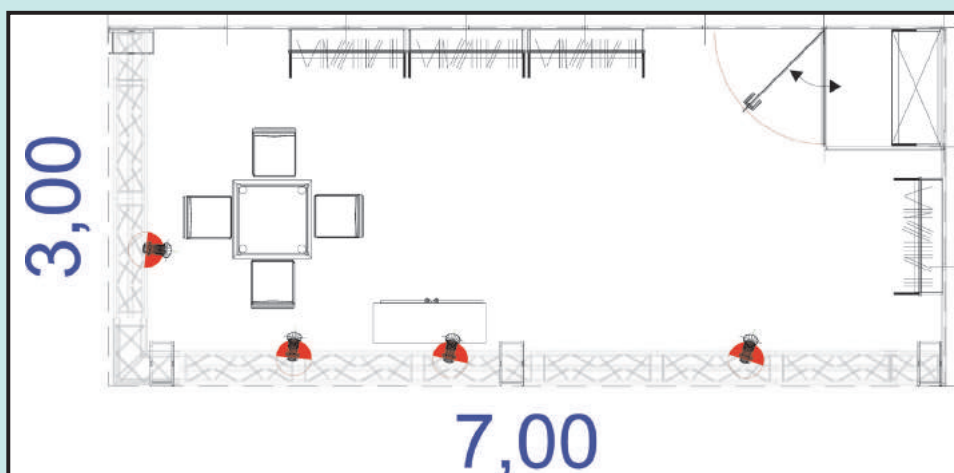
CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

Detlef Richter
Anke Freis

T +49.(0)211.4560.7721,
T +49.(0)211.4560.7731,

F +49.(0)211.4560.7750,
F +49.(0)211.4560.7750,

E-Mail: RichterD@messe-duesseldorf.de
E-Mail: FreisA@messe-duesseldorf.de



Example of a 21 sqm full package stand with basic furniture equipment



1b

BASIC EQUIPMENT

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

**Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

Detlef Richter T +49.(0)211.4560.7721, F +49.(0)211.4560.7750, E-Mail: RichterD@messe-duesseldorf.de
Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de

The list shows the basic equipment for the full package stands. For additional furniture etc. use the relevant forms of the Manual.

Shell Scheme Package

- Light beige carpet ripped including cover foil
- Wall elements 100 x 250 cm white
- Prolyte roof construction incl. Columns
- 1 Storage 1m² with lockable door and coat rack
- 1 Shelf unit with 4 shelves 100x40 cm (No. 21)
- 1 Sideboard, lockable, white or light grey, 94/41/ H 90cm (No. 17)
- 1 Spotlight 150 Watt per 5 sqm
- 1 Table Newport, 80/80/H 72 cm, chrome frame, top white (No. 14)
- 4 Chairs (No. 06)
- 1 Waste Paper Basket
- 1 Outlet 220 V
- Basic main electricity supply
- 1 Sign board per aisle (kindly advise lettering on bottom of form)

Garment Rail, 1 piece per 5 sqm of your choice.

a		Garment rail, 100 cm wide, high max. 160 cm	pieces
b		Free standing garment rail on wheels wide max. 180 cm, high 110 -158 cm	pieces
f		Hanging garment rail, 1 m wide	pieces
d		Garment rail with shelf on top 100 cm, high max. 160 cm	pieces

You are allowed to choose the garment rail you need, according to the booked space. Per 5 sqm you can choose one piece

***Sign boards and sign lettering, standard version:**

Type: white, made of forex, 120 x 40 cm.

Hung from the construction with max. 25 letters in standard black for the company name.

In addition to this form you need to order additional electrical power if you ordered additional spots and sockets. (Form 3b)

Package price (10 letters)

Additional costs per letter EUR 3.50. **Price includes Russian VAT**

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

We want to have a logo on our sign board or backwall. Please make us an offer.

Through signature of these registration documents the General Information, specially the place of jurisdiction Moscow, Russia, shall be agreed upon.

Place, date _____ Company stamp and legally binding signature _____

ADDITIONAL FURNITURE AND STAND EQUIPMENT FOR HIRE

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

**Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

Detlef Richter T +49.(0)211.4560.7721, F +49.(0)211.4560.7750,
Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750,

E-Mail: RichterD@messe-duesseldorf.de
E-Mail: FreisA@messe-duesseldorf.de

Additional booth equipment – furniture and accessories

No.	Description	Quantity	Rental charges EUR/piece		Total (EUR)
			Early Bird	From 10.07.2019	
a	Garment shelf mounted to partition wall with one rail, 1,00 m width	x	65.00	85.00	=
b	Free standing garment rail on wheels wide max. 180 cm, height 110-158 cm	x	65.00	85.00	=
c	Shelf unit with 4 shelves 100 x 40 cm	x	80.00	105.00	=
d	Garment rail with shelf on top, 100 cm wide, height max. 160 cm	x	75.00	98.00	=
e	Additional garment rail for garment element (a)	x	35.00	45.00	=
f	Hanging garment rail, 100 cm	x	65.00	85.00	=
005	Chair, wooden seat, anthracite, metal frame	x	47.00	60.00	=
006	Chair, wooden seat, white, metal frame (Standard)	x	47.00	60.00	=
011	Barstool "Z", seat, synthetic leather, black, chrome frame	x	38.00	50.00	=
013	Barstool Bombo, seat, synthetic, anthracite, chrome frame	x	74.00	95.00	=
014	Table Crome Frame, top black (same as package)	x	45.00	59.00	=
015	Table Newport, 120/80/H 72 cm, chrome frame, top white, grey	x	54.00	70.00	=
016	Table Go, round, table top white, D 80/H 72 cm	x	59.00	75.00	=
017	Sideboard, lockable, white or light grey, 94/41/H 90 cm	x	92.00	120.00	=

Prices include Russian VAT

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union).

Through signature of these registration documents the General Information, specially the place of jurisdiction Moscow, Russia, shall be agreed upon.

Place, date _____ Company stamp and legally binding signature _____

ADDITIONAL FURNITURE AND STAND EQUIPMENT FOR HIRE

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

**Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

Detlef Richter T +49.(0)211.4560.7721, F +49.(0)211.4560.7750, E-Mail: RichterD@messe-duesseldorf.de
Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de

No.	Description	Quantity	Early Bird Rental charges EUR/piece	From 10.07.2019 Rental charges EUR/piece	Total (EUR)
018	High cocktail table Go, white, D 60/H 110 cm	x	75.00	95.00	=
019	Refrigerator, 120L with ice box, without electric supply (0,8 Kw), 50/61/H 83 cm	x	130.00	170.00	=
020	Coffee machine (0,5 Kw) incl. 1 package filter paper (similar to photo), without electric supply	x	36.00	50.00	=
022	Espresso machine (0,8 Kw), fully automatic (similar to photo), without electric supply	x	360.00	470.00	=
023	Folder stand, plexi transparent, 6 compartments DIN A4, zig-zag	x	54.00	65.00	=
025	Info desk, Octanorm system, 50/100/H 80 -110 cm	x	140.00	185.00	=
026	Podium, Octanorm system, 103/50/H 80 cm (other dimensions possible)	x	88.00	115.00	=
027	Glass showcase, Octanorm system with glass top, floor unit with sliding doors, 103/50/H 95 cm	x	165.00	215.00	=
028	Tall glass showcase, Octanorm system, incl. lighting, 2 glass shelves, 103/50/H 250 cm measurements showcase: 95/45/H 120 cm	x	240.00	315.00	=
029	Mirror (80 x 150 cm) fixed on the wall	x	100.00	130.00	=
030	Wall element 1,00x2,50, white	x	88.00	115.00	=
031	Wall element 0,50x2,50, white	x	62.00	81.00	=

Prices include Russian VAT

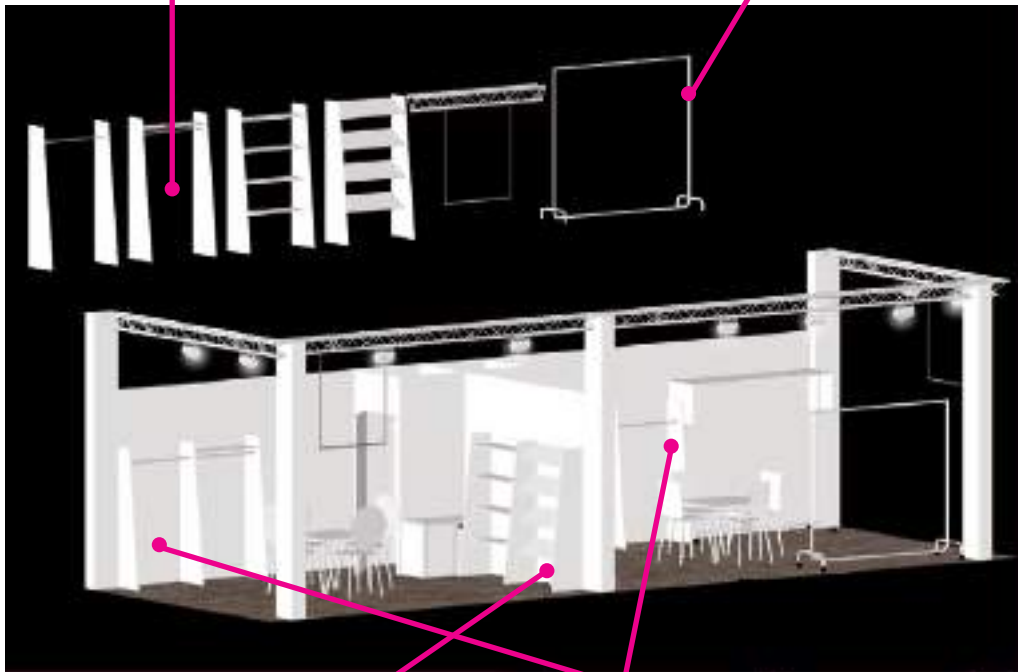
All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union).

Through signature of these registration documents the General Information, specially the place of jurisdiction Moscow, Russia, shall be agreed upon.

Place, date _____ Company stamp and legally binding signature _____

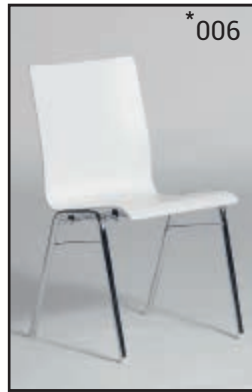


BASIC EQUIPMENT





ADDITIONAL FURNITURE AND STAND EQUIPMENT FOR HIRE



* Basic equipment Full Package



ADDITIONAL FURNITURE AND STAND EQUIPMENT FOR HIRE



* Basic equipment Full Package

Chief-Organizer: Messe Düsseldorf Moscow OOO, Ulitsa Timura Frunze 3-1, 119021 Moscow, Russia

Co-Organizer (named as Organizer): Igedo Company GmbH & Co. KG, Emanuel-Leutze-Straße 8, 40547 Düsseldorf, Germany T +49 (0)211 4396-01, F +49 (0)211 4396-585, cpm@igedo.com



2c

LETTERING AND GRAPHICS

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

**Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

Detlef Richter T +49.(0)211.4560.7721, F +49.(0)211.4560.7750, E-Mail: RichterD@messe-duesseldorf.de
Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de

Lettering and Graphics

No.	Description	Quantity	Early Bird	From 10.07.2019	Total (EUR)
			Rental charges EUR/piece	Rental charges EUR/piece	
	Logo on fascia board	x	120.00	156.00	=
	Digital print on adhesive vinyl mounted on partition walls (per sqm) Please contact us and we will be glad to make you an individual offer	x	75.00	95.00	=
	Poster print on Foamex 841 x 1189 mm, DIN A0	x	150.00	195.00	=

Please send us your print data by E-Mail or web file transfer.

For your artwork please use one of the following formats:

- eps-file or similar (vector graphic)
- PDF
- high resolution tif or jpg-file with a resolution of 600 dpi (1:5) resp. 120 dpi (1:1)

Total cost (EUR) _____

Prices include Russian VAT

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union)

Through signature of these registration documents the General Information, specially the place of jurisdiction Moscow, Russia, shall be agreed upon.

Place, date _____ Company stamp and legally binding signature _____

ONLY APPLICABLE IF YOUR STAND
CONSTRUCTION IS NOT SUPPLIED
BY ORGANIZER

3a

ELECTRICAL INSTALLATIONS

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

Detlef Richter T +49.(0)211.4560.7721, F +49.(0)211.4560.7750, E-Mail: RichterD@messe-duesseldorf.de
Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de

All electrical installations and equipment must confirm with Russian VDE regulations. For reasons of operational safety only the Organizers may install electrical main connections. A dedicated main supply is required for each stand and sharing of connections is not permitted.

PLEASE NOTE: your electrical order is not valid without a scaled layout plan! This plan has to show all measurements, particularly heights of your stand.

If you send your electricity order without any layout to us and we will not receive the documents until the 9 July 2019, we will accordingly charge the higher rates for your stand.

Electric main supply, 220/380 V, including power consumption.

Quantity			Lighting	Early Bird Rent EUR/piece	From 10.07.2019 Rental rate per piece	Total (EUR)
	Electric main supply to	2 KW		545.00	710.00	
	Electric main supply to	5 KW		737.00	960.00	
	Electric main supply to	10 KW		967.00	1.260.00	
	Electric main supply to	15 KW		1.243.00	1.615.00	
	Electric main supply to	20 KW		1.504.00	1.955.00	

Prices include Russian VAT

Total cost (EUR) _____

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union).

For electric main supplies over 20 KW we will issue an individual proposal.

Connections to machines will be undertaken on hourly basis at a rate of EUR 56.00 per hour. The rates for power supply connections and use are based on the rates of the local fairground operator. The Organizer reserves the right to adjust prices should the local rates change.

For safety reasons, the electrical supply will be shut off one hour after closing.

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P.O. Box 10 10 06
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In acknowledgement of the applicable conditions for participation and technical guidelines for the following services, we undertake to rent the services below. Prices include materials, installation and dismantling.

For the following installations, a single-phase current main connection must be ordered as described in Form 3a.

Please supply us with (installation plan is appended):

	Early Bird Rental charges EUR/piece	from 10.07.2019 Rental charges EUR/piece	No. Units required	Total (EUR)
Spot, 150 W/220 V / Basic equipment	44.00	60.00		
Halogen spot 300 W/220 V	98.00	130.00		
Low-voltage spot with bracket 50 W/ 12 V	58.00	75.00		
Suspended lamp, 220 V	49.00	65.00		
CEE Outlet 16 A	137.00	180.00		
Outlet/socket 2 kW/220 V	39.00	50.00		
Outlet/socket 24 h/220 V	45.00	60.00		

Hourly rates /electrician: EUR 56.00

All materials for lighting, power circuits and supply cables are provided on a hire basis and remain the property of the Organizer. Prices include installation and dismantling.

Prices include Russian VAT

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union).

Through signature of these registration documents the General Information, specially the place of jurisdiction Moscow, Russia, shall be agreed upon.

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REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

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**Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

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We hereby request that the following installation work be carried out. An installation plan is appended.

Water*	Early Bird	from 10.07.2019	No. Units required	Total (EUR)
	Rental charges EUR/piece	Rental charges EUR/piece		
Water supply, incl. consumption, pressure max. 1.5-2.5 bar, water pipe 1/2", drain 1 1/4"	740.00	962.00		

Suspension*	Early Bird	from 10.07.2019	No. Units required	Total (EUR)
	Rental charges EUR/piece	Rental charges EUR/piece		
Vertical suspension from supporting structures of the hall, 0 to 10 kg	478.00	622.00		
Vertical suspension from supporting structures of the hall, 10 to 50 kg	698.00	908.00		
Vertical suspension from supporting structures of the hall, 50 to 100 kg	919.00	1.195.00		
Vertical suspensions + motors	1.244.00	1.618.00		

For constructs which need more than 6 suspensions is the order of suspensions with wind obligatory

ATTENTION: Restricted in hall 7 and 8	Early Bird	from 10.07.2019	No. Units required	Total (EUR)
	Rental charges EUR/piece	Rental charges EUR/piece		
Changing the height of a vertical suspension per point	220.00	286.00		
Changing the position of a vertical suspension per point	501.00	652.00		

Prices include Russian VAT

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union).

Suspension points and related services ordered during the installation period are subject to a 50% surcharge of the basic prices. Further equipment and services are available on request.

For safety reasons all necessary work may only be carried out by the Chief-Organizer and its partners.

To accept any order for suspensions it is mandatory to provide:

- detailed information on the suspended construction such as weight and a description of the material
- an exclusion of liability

The necessary additional forms will be provided accordingly on receipt of your order.

All rates are based on the latest rates of OOO ExpoConsta. The Chief-Organizer reserves the right to adjust prices, should the local rates change.

***Attention: Restricted in hall 7**

Through signature of these registration documents the General Information, specially the place of jurisdiction Moscow, Russia, shall be agreed upon.

Place, date _____ Company stamp and legally binding signature _____



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Stand No. _____

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40001 Düsseldorf
Germany**

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Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de

Please supply us with (installation plan is appended):

	Early Bird Rental charges EUR/piece	From 10.07.2019 Rental charges EUR/piece	Piece(s)	Total (EUR)
Internet connection (without equipment)				
Internetspeed 2048 Kbsp	735.00	955.00		
Internetspeed 5 Mbsp	973.00	1,265.00		
Internetspeed 10 Mbsp	1,215.00	1,580.00		
Additional IP address	79.00	105.00		
Wi-Fi Router, 5 GHz, including installation <small>The usage of own Wi-Fi router is not allowed with in the Expocenter Fairgrounds</small>	230.00	299.00		

Prices include Russian VAT

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union).

According to governmental rules a customer of telecommunication services (exhibitor) must provide a telecom operator (Expocentre AO) a list of persons with Internet access. This list has to be confirmed by a qualified representative of the customer (exhibitor) and does include name, surname, maiden name, address and details of identity document for every user. A template will be provided for every customer who has ordered Internet services.

The Chief-Organizer accepts no liability for services and equipment supplied by third parties.

The rates are based on the rates of the local fairground operator.

The Chief-Organizer reserves the right to adjust prices should the local rates change.

Through signature of these registration documents the General Information, specially the place of jurisdiction Moscow, Russia, shall be agreed upon.

Place, date _____ Company stamp and legally binding signature _____

STAND CLEANING / INTERPRETER / HOSTESS / SECURITY

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

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U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

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Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de

The services listed can only be ordered with and carried out by the Chief-Organizer.

		Early Bird Rental charges EUR/piece	From 10.07.2019 Rental charges EUR/piece	No. required	Total (EUR)
Daily stand cleaning: Vacuum cleaning, cleaning of stand furniture and waste removal, performed every morning during the exhibition	during the exhibition	9.00/m ²	12.50/m ²		
Interpreter language requested: Trilingual on request		160.00/8 h	210.00/8 h		
Hostess (no modelling or Interpreter services)		150.00/8 h	195.00/8 h		

		Early Bird Rental charges EUR/piece	From 10.07.2019 Rental charges EUR/piece	Quantity	Total EUR
Stand Security	02.09.19 06:00 - 00:00 p.m. 03.09.19 08:00 - 10:00 a.m.	198,00 €	258,00 €		
	03.09.19 06:00 - 08:00 p.m. 04.09.19 08:00 - 10:00 a.m.	99,00 €	129,00 €		
	04.09.19 06:00 - 08:00 p.m. 05.09.19 08:00 - 10:00 a.m.	99,00 €	129,00 €		
	05.09.19 06:00 - 08:00 p.m. 06.09.19 08:00 - 10:00 a.m.	99,00 €	129,00 €		

Prices include Russian VAT

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union).

The Chief-Organizer accepts no liability for services and equipment supplied by third parties.

The rates are based on the rates of the local fairground operator.
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Place, date _____

Company stamp and legally binding signature _____



6b CAR PASSES

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

**Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

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Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de

The services listed can only be ordered with and carried out by the Chief-Organizer.

		Early Bird Rental charges EUR/piece	From 10.07.2019 Rental charges EUR/piece	No. required	Total (EUR)
Car pass , construction / dismantling period (only while stocks last)	31.08 – 02.09.19	146.00/pcs.	190.00/pcs.		
Car pass , for the duration of the exhibition (only while stocks last)	03.09 – 06.09.19	326.00/pcs.	425.00/pcs.		

Prices include Russian VAT

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union)

The Chief-Organizer accepts no liability for services and equipment supplied by third parties.

The rates are based on the rates of the local fairground operator.
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7

DUMMIES FOR HIRE

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

**Messe Düsseldorf GmbH
U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

Address _____

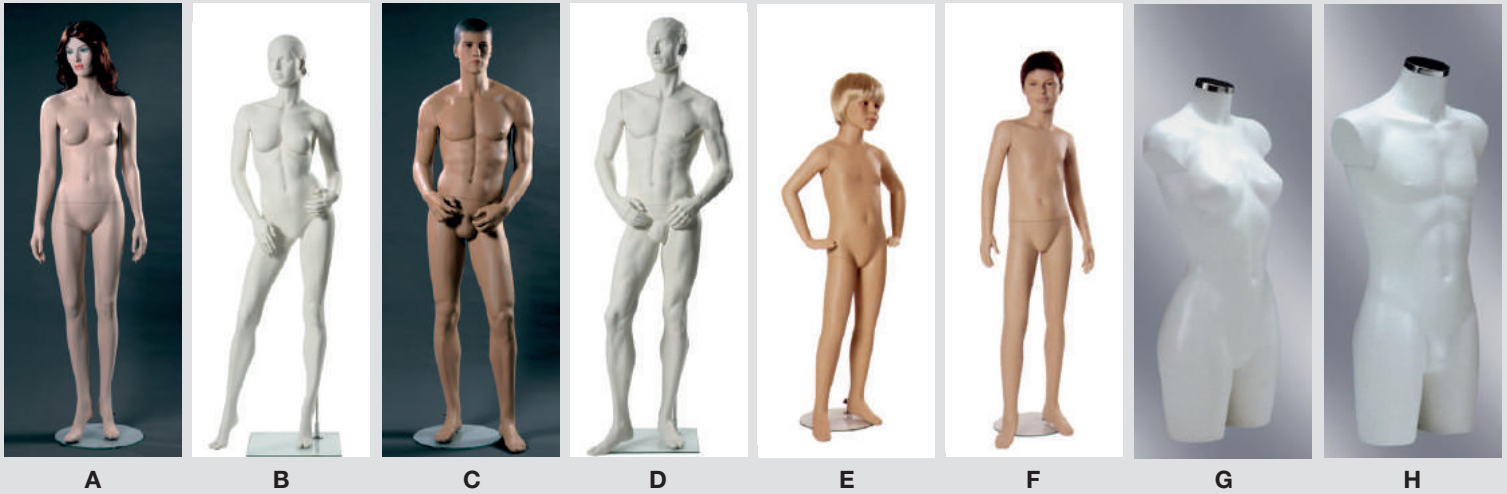
Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

Detlef Richter T +49.(0)211.4560.7721, F +49.(0)211.4560.7750, E-Mail: RichterD@messe-duesseldorf.de
Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de



All illustrations are exemplary and the actual delivered model may slightly differ.

Please supply us with the following dummies for rental:

	Early Bird Rental charges EUR/piece	From 10.07.2019 Rental charges EUR/piece	Piece(s)	Total (EUR)
A Female dummy, skin coloured	150.00	195.00		
B Female dummy, white	150.00	195.00		
C Male dummy, skin coloured	150.00	195.00		
D Male dummy, white	150.00	195.00		
G Female torso	130.00	170.00		
H Male torso	130.00	170.00		

We have to charge EUR 350.00 for dummies which are not returned.

Prices include Russian VAT

All the orders made during construction or exhibition periods should be paid only with credit card (VISA, Mastercard, Mir, Union)

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U1 – International Fair Management
P.O. Box 10 10 06
40001 Düsseldorf
Germany**

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT (on behalf of Messe Düsseldorf Moscow OOO):

Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de
 Alexa Klein T +49.(0)211.4560.7754, F +49.(0)211.4560.7750, E-Mail: KleinA@messe-duesseldorf.de

Item	Quantity	Early Bird Rental charges EUR/ piece	From 10.07.2019 Rental charges EUR/piece	Total EUR
46" Full HD Smart LED TV 16:9 with USB including wall mount		370.00	480.00	
46" Full HD Smart LED TV 16:9 with USB including mobile floor stand		320.00	420.00	
50" Full HD Smart LED TV 16:9 with USB including wall mount		390.00	510.00	
50" Full HD Smart LED TV 16:9 with USB including mobile floor stand		340.00	450.00	
55" 4K Smart LED TV 16:9 with USB including wall mount		630.00	820.00	
55" 4K Smart LED TV 16:9 with USB including mobile floor stand		580.00	755.00	
60" Full HD Smart LED TV 16:9 with USB including wall mount		480.00	625.00	
60" Full HD Smart LED TV 16:9 with USB including mobile floor stand		430.00	560.00	
65" Full HD Smart LED TV 16:9 with USB including wall mount		710.00	925.00	
65" Full HD Smart LED TV 16:9 with USB including mobile floor stand		660.00	860.00	
80" Full HD Smart LED TV 16:9 with USB including wall mount		1 100.00	1 450.00	
80" Full HD Smart LED TV 16:9 with USB including mobile floor stand		1 000,00	1 300,00	

All rental fees cover the entire show period and do include delivery, installation, support and dismantling.

The acceptance of any wall mount order is subject to a verification of the structural conditions of your stand.

Every screen does require a dedicated electrical outlet.

The hirer assumes liability for the rented equipment during the rental period.

Prices include Russian VAT

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Anke Freis T +49.(0)211.4560.7731, F +49.(0)211.4560.7750, E-Mail: FreisA@messe-duesseldorf.de

In case you would like us to send your invoice to an alternative address, please fill in this form:

Company: _____

Contact person: _____

Address: _____

Post code: _____ City: _____

Country: _____

Phone: _____ Fax: _____

E-Mail: _____

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Place, date _____ Company stamp and legally binding signature _____



10 FREIGHT / HANDLING CUSTOMS

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JULY 2019

Stand No. _____

Please complete and return to:

**Schenker Deutschland AG
Messe Europa
Großenbaumer Weg 8
40472 Düsseldorf
Germany**

Company name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____

CONTACT: Martin Wagner T +49.(0)211.650459.23, F +49.(0)211.45424.10, E-Mail: martin.wagner@dbschenker.com

FREIGHT FORWARDING / HANDLING ON-SITE

Schenker is the appointed official freight forwarding company and on-site handling contractor. Because of this appointment Schenker is responsible for all services regarding customs clearance and handling at exhibition site Krasnaya Presnya.

Schenker will inform each exhibitor about handling instructions, customs documentation and customs procedure, time schedule for transport and stand delivery and handling tariff in Moscow with separate manual. To avoid any delays and customs penalties please follow strictly these instructions.

Schenker Deutschland AG

1. Krasnogvardejskij proyezd, House 12, Geb. 3
opposite to EXPOCENTRE entrance North
123100 Moskau

Lena Schewtschuk T +7.495.605.1030, F +7.499.795.2842
Olga Mischina T +7.495.605.7155, F +7.499.795.2842

SPECIAL INFORMATION FOR CUSTOMS CLEARANCE

Every exhibition centre has an official customs office. All shipments under customs control for fair-site must be declared at this customs point.

If you need more information about clearing formalities, transport etc. please contact Schenker.

IMPORTANT

In order to avoid problems or delays in delivery, all shipments have to be advised to Schenker Düsseldorf by fax with copy of waybill and complete documentation latest on the day of departure. Please send no shipment without pre-checked customs documentation and actual Warehouse Licence No.

All exhibition goods must be declared for temporary importation. Selling and/or handing-over samples to interested persons or buyers without written customs confirmation is not allowed. Each exhibitor is responsible for any not finalized temporary customs import declaration. The exhibitor is responsible for all duties, VAT and luxury taxes imposed by the customs authorities.