

24-27/2/2020

TECHNICAL MANUAL

CPM

International Fashion Trade Show
Moscow

cpm-moscow.com

Designed by Pepper Jam



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 January 2020, 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	18,60	18,60
44 – 15 days before build-up time	27,90	27,90
14 – 6 days before build-up time	37,20	37,20

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 JANUARY 2020

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 _____

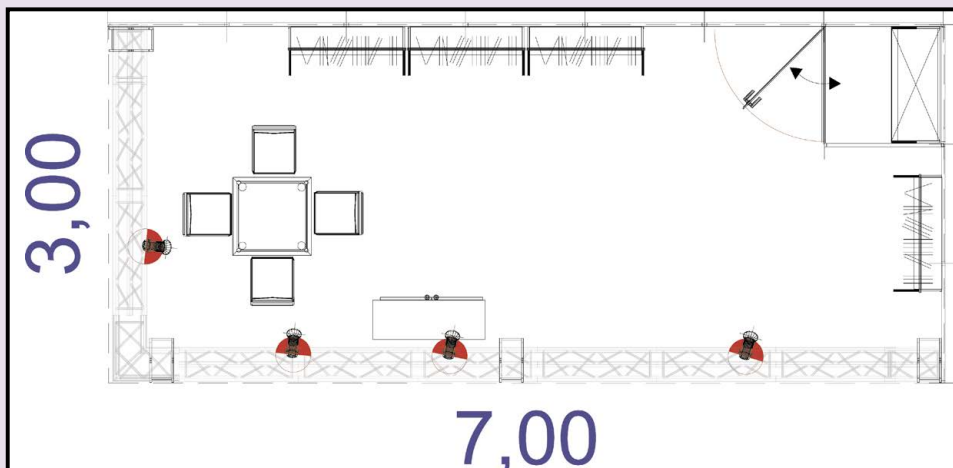
Contact _____

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



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



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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.

Table with 4 columns: Label, Image, Description, Quantity. Rows include: a) Garment rail, 100 cm wide, high max. 160 cm; b) Free standing garment rail on wheels; f) Hanging garment rail, 1 m wide; d) Garment rail with shelf on top 100 cm, high max. 160 cm.

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 _____



2a

ADDITIONAL FURNITURE AND STAND EQUIPMENT FOR HIRE

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JANUARY 2020

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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 10.01.2020	
a	Garment rail, 100cm wide, high max. 160cm	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 white (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).

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2b

ADDITIONAL FURNITURE AND STAND EQUIPMENT FOR HIRE

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E-Mail: FreisA@messe-duesseldorf.de

No.	Description	Quantity	Early Bird Rental charges EUR/piece	From 10.01.2020 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, incl. 24h outlet 220V, 50/61/H83 cm	x	175,00	230,00	=
020	Coffee machine (0,5 Kw) incl. 1 package filter paper, 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	=
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	=
032	Standard Hangers	x	1,75	2,50	=

Prices include Russian VAT

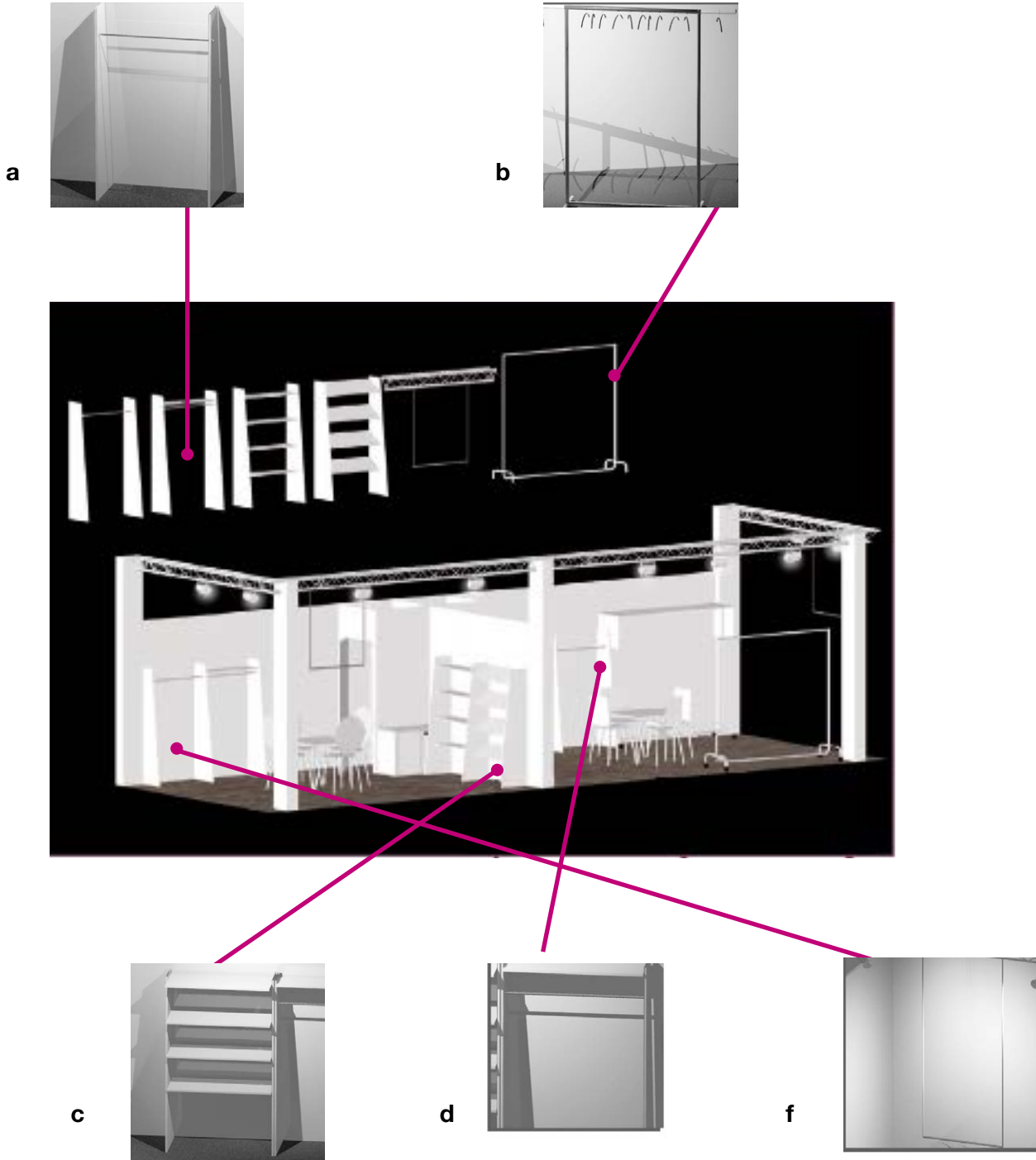
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Basic Equipment





ADDITIONAL FURNITURE AND STAND EQUIPMENT FOR HIRE



* Basic equipment Full Package



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Lettering and Graphics

No.	Description	Quantity	Early Bird Rental charges EUR/piece	From 10.01.2020 Rental charges EUR/piece	Total (EUR)
	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 JANUARY 2020

Stand No. _____

Please complete and return to:

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U1 – International Fair Management
P.O. Box 10 10 06
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Contact _____
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E-Mail _____

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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 january 2020, 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 10.01.2020 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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3b

ELECTRICAL INSTALLATIONS

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JANUARY 2020

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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):

For these installations it may be necessary the main power connection.

We will inform you about possible additional costs after verification.

	Early Bird Rental charges EUR/piece	from 10.01.2020 Rental charges EUR/piece	No. Units required	Total (EUR)
Spotlight (same as package)	44,00	60,00		
Halogen spot 300 W / 220 V	98,00	130,00		
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).

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

Table with 5 columns: Water*, Early Bird Rental charges EUR/piece, from 10.01.2020 Rental charges EUR/piece, No. Units required, Total (EUR). Row 1: Water supply, incl. consumption, pressure max. 1.5-2.5 bar, water pipe 1/2", drain 1 1/4"

Table with 5 columns: Suspension*, Early Bird Rental charges EUR/piece, from 10.01.2020 Rental charges EUR/piece, No. Units required, Total (EUR). Rows: Vertical suspension from supporting structures of the hall, 0 to 10 kg; Vertical suspension from supporting structures of the hall, 10 to 50 kg; Vertical suspension from supporting structures of the hall, 50 to 100 kg; Vertical suspensions + motors

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

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.

The following fees are charged for changes to the suspensions after the final installation:

- Changing the height of a suspension point: 286,00€
Changing the position of a suspension point: 652,00€

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.

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Please supply us with (installation plan is appended):

Table with 5 columns: Item, Early Bird Rental charges EUR/piece, From 10.01.2020 Rental charges EUR/piece, Piece(s), Total (EUR). Rows include Internet connection (without equipment), Internetspeed 2048 Kbsp, Internetspeed 5 Mbsp, Internetspeed 10 Mbsp, Additional IP address, and Wi-Fi Router, 5 GHz, including installation.

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.

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6a

STAND CLEANING / INTERPRETER / HOSTESS / SECURITY

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

		Early Bird Rental charges EUR/piece	From 10.01.2020 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 10.01.2020 Rental charges EUR/piece	Quantity	Total EUR
Stand Security	23.02.20 06:00 - 08:00 p.m.	24.02.20 08:00 - 10:00 a.m.	99,00 €	129,00 €	
	24.02.20 06:00 - 08:00 p.m.	25.02.20 08:00 - 10:00 a.m.	99,00 €	129,00 €	
	25.02.20 06:00 - 08:00 p.m.	26.02.20 08:00 - 10:00 a.m.	99,00 €	129,00 €	
	26.02.20 06:00 - 08:00 p.m.	27.02.20 08:00 - 10:00 a.m.	99,00 €	129,00 €	

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

		Early Bird Rental charges EUR/piece	From 10.01.2020 Rental charges EUR/piece	No. required	Total (EUR)
Car pass , construction / dismantling period (only while stocks last)	20.02 – 23.02.20	146,00/pcs.	190,00/pcs.		
Car pass , for the duration of the exhibition (only while stocks last)	24.02 – 27.02.20	326,00/pcs.	425,00/pcs.		

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A B C D E F G H

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

Please supply us with the following dummies for rental:

Table with 5 columns: Dummy description, Early Bird Rental charges EUR/piece, From 10.01.2020 Rental charges EUR/piece, Piece(s), Total (EUR). Rows include A Female dummy (skin/white), C Male dummy (skin/white), G Female torso, and H Male torso.

We have to charge EUR 350,00 for dummies which are not returned.

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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 10.01.2020 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

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



INVOICE ADDRESS

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JANUARY 2020

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

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: _____

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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FREIGHT / HANDLING CUSTOMS

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JANUARY 2020

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.



AUTHORIZATION/ POWER OF ATTORNEY

REPLY BY FAX OR BY E-MAIL | DEADLINE: 9 JANUARY 2020

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

For your and our security we need the names of one or two persons from your company which are authorized to order additional items during the exhibition on the behalf of your company.

Authorization for:

Name _____ Signature _____

Name _____ Signature _____

Herewith, we entrust these persons the following:

1. To sign documents including service acceptance acts for the CPM-Collection Premiere Moscow 2020 / February / exhibition.
2. To receive documents for the CPM-Collection Premiere Moscow 2020 / February / exhibition.
3. To make orders for additional services including the right to sign all application forms and contracts.
4. To pay invoices issued by Messe Düsseldorf Moscow OOO using a credit card.