

## **Zmluva o poskytnutí služby**

uzavretá podľa § 269 ods. 2 zákona č. 513/1991 Zb., Obchodný zákonník  
v znení neskorších predpisov a § 45 zákona č. 25/2006 Z. z. o verejnom obstarávaní a o  
zmene a doplnení niektorých zákonov v znení neskorších predpisov  
(ďalej len „Zmluva“)

*medzi nasledovnými zmluvnými stranami:*

### **Objednávateľ:**

Názov: **Železničná spoločnosť Cargo Slovakia, a.s.**  
Sídlo: **Drieňová 24, 829 09 Bratislava**  
Štatutárny orgán: **predstavenstvo**  
Oprávnený k podpisu: **Ing. Vladimír Ľupták, predseda predstavenstva a  
Ing. Peter Fejfar, ACCA, člen predstavenstva**

Osoba oprávnená konať  
v odborných veciach:

Osoba oprávnená konať  
vo veciach zmluvných:

IČO: **35 914 921**  
DIČ: **2021920065**  
IČ DPH: **SK2021920065**  
Bankové spojenie:  
Číslo účtu:  
IBAN  
BIC

Zapísaná v: **obchodnom registri Okresného súdu Bratislava I., oddiel: Sa.,  
vložka číslo: 3496/B**

(ďalej len „Objednávateľ“)  
a

### **Poskytovateľ:**

Obchodné meno: **Progress Promotion Bratislava, spoločnosť s ručením  
obmedzeným**  
Sídlo: **Ursínyho 6, 831 02 Bratislava**  
Štatutárny orgán: **Ing. Miroslav Cich – konateľ  
Ing. Vojtech Miklós – konateľ**

Osoba oprávnená konať  
v odborných veciach:

Osoba oprávnená konať  
vo veciach zmluvných:

IČO: **Ing. Miroslav Cich  
31 320 597**  
DIČ: **202 314582**  
IČ DPH: **Sk2020314582**

Bankové spojenie:

Číslo účtu:

Zapísaná v: **Obchodnom registri OS Bratislava I, v odd. s.r.o., vložka č.  
2525/B**

(ďalej len „Poskytovateľ“)

(ďalej spoločne len „Zmluvné strany“ alebo jednotlivu len „Zmluvná strana“)

### **VZHLADOM NA TO, ŽE:**

(A) Objednávateľ uskutočnil pre seba Verejné obstarávanie na predmet zákazky „Realizácia výstavného stánku na medzinárodnej výstave Transrussia 2014 v Moskve“, vyhlásené pod číslom **19127-WYS** vo Vestníku verejného obstarávania č. 233/2013 dňa 28. 11. 2013. Výsledkom tohto verejného obstarávania je výber úspešného uchádzača, s ktorým bude ako s Poskytovateľom uzatvorená táto Zmluva o poskytnutí služby.

(B) Objednávateľ má záujem uzatvoriť s Poskytovateľom túto Zmluvu o poskytnutí služby, na základe ktorej bude Poskytovateľ realizovať pre Objednávateľa výstavný stánok na medzinárodnej výstave Transrussia 2014 v Moskve.

## **Článok I. Definície a výkladové pravidlá**

### **1. Definície**

**Cena** – peňažná suma dohodnutá Zmluvnými stranami ako peňažné protiplnenie, ktoré je Objednávateľ povinný zaplatiť Poskytovateľovi za poskytnutie Služby v súlade s ustanoveniami Zmluvy;

**Dôverné informácie** – všetky a akékoľvek údaje, dáta, podklady, poznatky, dokumenty alebo akékoľvek iné informácie, bez ohľadu na formu ich zachytenia:

- ktoré sa týkajú Zmluvy a jej plnenia, nie však samotný text Zmluvy,
- ktoré sa týkajú Zmluvnej strany (najmä informácie o jej činnosti, štruktúre, hospodárskych výsledkoch, všetky zmluvy, finančné, štatistické a účtovné informácie, informácie o jej majetku, aktívach a pasívach, pohľadávkach a záväzkoch, informácie o jej technickom a programovom vybavení, know-how, hodnotiace štúdie a správy, podnikateľské stratégie a plány, informácie týkajúce sa predmetov chránených právom priemyselného alebo iného duševného vlastníctva a všetky ďalšie informácie o Zmluvnej strane),
- ktoré sa týkajú zamestnancov Zmluvných strán (osobné údaje);

**DPH** – daň z pridanej hodnoty tak, ako je definovaná a upravená všeobecne záväznými právnymi predpismi vzťahujúcimi sa na Poskytovateľa. V prípade, že Poskytovateľ je registrovaný pre daň v Slovenskej republike, daň z pridanej hodnoty tak, ako je definovaná a upravená všeobecne záväznými právnymi predpismi Slovenskej republiky.

**Faktúra** – písomný dokument s náležitosťami stanovenými a požadovanými všeobecne záväznými právnymi predpismi vzťahujúcimi sa na Poskytovateľa vyhotovený podľa a v súlade so Zmluvou, na základe ktorého je Zmluvná strana povinná zaplatiť druhej

Zmluvnej strane peňažnú sumu dohodnutú v Zmluve a uvedenú na Faktúre. Faktúra musí obsahovať číslo Zmluvy a náležitosti podľa zákona č. 222/2004 Z. z. o DPH v znení neskorších predpisov.

**Kontaktná osoba** – zamestnanec Zmluvnej strany určený Zmluvnou stranou v Zmluve, ktorý je oprávnený zastupovať Zmluvnú stranu v obchodných a technických záležitostiach súvisiacich s plnením predmetu Zmluvy (najmä podpisovať Preberací protokol) ako aj v akejkolvek inej súvislosti s plnením predmetu Zmluvy, v rozsahu vymedzenom v Zmluve;

**Kontaktné údaje** – údaje Zmluvných strán, na ktoré sa oznamujú a/alebo doručujú akékoľvek oznámenia, žiadosti, požiadavky, návrhy, súhlas/nesúhlas, schválenie/odmietnutie schválenia, výpovede alebo akákoľvek iná komunikácia predpokladaná, vyžadovaná alebo povolená Zmluvou;

**Korešpondencia** – akékoľvek oznámenie, žiadosť, požiadavka, návrh, súhlas/nesúhlas, schválenie/odmietnutie schválenia, výpoveď, alebo akákoľvek iná komunikácia. Korešpondencia je vedená výlučne v slovenskom jazyku a v písomnej podobe;

**Obchodný zákonník** – znamená zákon č. 513/1991 Zb. Obchodný zákonník v znení neskorších predpisov;

**Opis predmetu zákazky** – je opis predmetu zákazky, ktorý bol uvedený v súťažných podkladoch ako opis predmetu zákazky za účelom vyhodnotenia ponúk v predchádzajúcom postupe Verejného obstarávania;

**Preberací protokol** – písomný dokument, ktorým Kontaktné osoby Zmluvných strán potvrdia bezodkladne po tom, čo sa tak stalo riadne, včasné, bezchybné a úplné poskytnutie Služby Poskytovateľom v súlade, v rozsahu, v kvalite, spôsobom a za ďalších podmienok uvedených v Zmluve.,

**Služba** – plnenie, ktoré bude Poskytovateľ poskytovať Objednávateľovi v súlade s Opisom predmetu zákazky a touto Zmluvou;

**Vada** – akákoľvek vada, chyba, chybový stav, závada, nedostatok, porucha alebo akýkoľvek iný problém s plnením predmetu Zmluvy (časti plnenia predmetu Zmluvy) brániaci jeho riadnemu a/alebo bezchybnému užívaniu (vrátane právnych väd plnenia predmetu Zmluvy (časti plnenia predmetu Zmluvy), a/alebo spôsobujúci jeho čiastočnú alebo úplnú nefunkčnosť, a/alebo spôsobujúci čiastočné alebo úplné obmedzenie jeho použitia/prevádzky a/alebo plnenie predmetu Zmluvy (časť plnenia predmetu Zmluvy), ktorého spôsob, rozsah, kvalita a iné vlastnosti, nie sú v súlade s ustanoveniami uvedenými v Zmluve;

**Verejné obstarávanie** – je postup podľa ZVO vyhlásený vo Vestníku verejného obstarávania č. 233/2013 dňa 28.11. 2013 pod č. 19127-WYS na obstaranie predmetu zákazky pre Objednávateľa;

**ZVO** – zákon č. 25/2006 Z. z. o verejnom obstarávaní a o zmene a doplnení niektorých zákonov v znení neskorších predpisov.

2. Pokiaľ z kontextu Zmluvy nevyplýva niečo iné, majú slová alebo slovné spojenia s veľkým začiatočným písmenom uvedené v tejto Zmluve význam uvedený v bode 1. tohto článku.

## **Článok II.**

### **Predmet zmluvy**

1. Predmetom Zmluvy je záväzok Poskytovateľa poskytnúť Objednávateľovi Službu uvedenú v ods. 2 tohto Článku, súvisiacu s realizovaním výstavného stánku na medzinárodnej výstave Transrussia 2014 v Moskve, v rozsahu a za podmienok stanovených Zmluvou; a záväzok Objednávateľa zaplatiť za riadne a včas poskytnutú Službu Cenu dohodnutú v Článku IV. Zmluvy.
2. Poskytovateľ sa zaväzuje poskytnúť Objednávateľovi Službu pozostávajúcu z realizácie výstavného stánku na medzinárodnej výstave Transrussia 2014 v Moskve podľa nižšie uvedených požiadaviek a iných plnení poskytovaných v súvislosti s realizáciou výstavných stánkov v rozsahu stanovenom Zmluvou:

#### **Požiadavky na realizáciu výstavného stánku na medzinárodnej výstave Transrussia 2014 v Moskve:**

- Rozmery 10 x 8 m;
- Výstavný stánok – otvorený a prístupný z 3 strán;
- Steny – obklad: laminát – drevo;
- Vytvoriť dominanty zamerané na propagáciu loga a názvu spoločnosti – dominantné fotografie, dvakrát logo o rozmere 2 x 2 m. Objednávateľ poskytne v elektronickej forme logá a fotografie, realizátor zodpovedá za ich úpravu a vytlačenie;
- Vytvoriť mapu, ktorá bude umiestnená na bočnej strane expozície (tlač na komatex), podklady budú doručené elektronicke, umiestnené v súlade s projektovou dokumentáciou, ktorá tvorí prílohu č. 1 tejto Zmluvy;
- Uzatvorená rokovacia miestnosť pre 8 osôb, 8 x čalúnené stoličky, povrch koža, resp. koženka, drevený stôl, steny – drevený obklad, 5 x vytlačenie fototapety cca 50 x 70 cm, vešiak, dve kvetiny v rohoch zasadacej miestnosti, skrinka;
- Vonkajšie sedenie pre návštevníkov stánku 5 stolov, 20 stoličiek;
- Informačný pult s uzamykateľnou skrinkou umiestnený v popredí stánku + 3 barové stoličky, 4x stojan na propagačné materiály;
- Prenájom audiovizuálnej techniky za účelom video prezentácie Objednávateľa: 1 x LCD obrazovka s uhlopriečkou 123 cm;
- Zabezpečenie základného občerstvenia: minerálna voda (mierne perlivá 30 litrov, tichá 20 litrov), čaj (zelený 30 ks, čierny 30 ks, ovocný 30 ks, bylinkový 30ks), káva (2kg), smotana do kávy 50ks, džús (multivitamín 6 litrov, pomaranč 6 litrov), hygienický balený cukor (1kg);
- V zadnej časti uzamykateľná kuchynka:
  - 1 x kuchynský dres, 1 x chladnička 250 litrov, 1 x stôl, 2 x stolička, 1 x kávovar, 1 x rýchlvarná kanvica, vybavenie kuchynským riadom pre cca 30 osôb: 30 x pohár na víno, 30 x sklenený pohár na vodu, 30 x sklenený pohár na destiláty, 10x pohár na koňak, 30 x šálka na kávu, 30 x podšálka, 15 x šálka na čaj, 30 x čajová lyžička, 5x vidlička, 5 x veľký plytký tanier, 5x malý plytký tanier, 6 x miska na pochutiny, 2 x doska na krájanie, 2 x nôž na pečivo, 2x nerezový podnos s priemerom 30 cm, 3 x nôž

na natieranie, nožnice, otvárač na víno, 5x kuchynská utierka, 3x balenie papierových utierok, 1 balík papierových servítok, čistiace prostriedky: jar, 5x špongia na riad, regály, šatník + 15 x vešiaky;

- V zadnej časti uzamykateľný sklad (cca 3 m<sup>2</sup>), regály;
- Podlaha – koberec štandardný, farba hnedá - rozmer 10 x 8 m;
- Kvetinová výzdoba: malé kvetiny na stoloch + kvety vytvárajúce deliaci priestor stánku a uličiek výstavniska;
- Farebné prevedenie expozície – v súlade s projektovou dokumentáciou, ktorá tvorí prílohu č. 1 tejto Zmluvy;

Súčasťou predmetu plnenia je vyhotovenie výstavného stánku, prenájom zariadenia, prenájom a inštalácia audiovizuálnej techniky, doprava materiálov na výstavnisko, montáž, demontáž stánku a odvoz materiálov potrebných na realizáciu stánku zabezpečenie prítomnosti zodpovednej osoby Poskytovateľa na výstavisku počas trvania výstavy, poplatky za parkovanie na výstavisku pre Poskytovateľa Služby, prípadné zmeny v grafickom riešení stánku a/alebo jeho priestorovej orientácie na hlavné koridory v rámci výstavniska požadované Objednávateľom.

3. Poskytovateľ sa zaväzuje realizovať výstavný stánok na medzinárodnej výstave Transrussia 2014 v Moskve v súlade s projektovou dokumentáciou v kvalite ustanovenej touto dokumentáciou a prípadnými doplňujúcimi požiadavkami Objednávateľa. Projektová dokumentácia tvorí prílohu č. 1 tejto Zmluvy.

### **Článok III.**

#### **Čas, miesto a spôsob plnenia**

1. Poskytovateľ sa zaväzuje poskytnúť Službu podľa Článku II. Zmluvy v nasledovných termínoch a časoch:

##### **Miesto plnenia predmetu Zmluvy bude:**

International Exhibition Centre "Crocus Expo", PO Krasnogorsk 4, Krasnogorsk 143400 Moscow Region, Russian federation.

**Termín plnenia:** od 19. 04. 2014 do 26. 04. 2014 z toho:

- **Montáž a kompletne vybavenie stánku:**

od 19. 04. 2014 od 8:00 hod. - do 21.04. 2014 do 17:00 hod (o 17:00 hod. musí byť stánok postavený vo finálnej podobe a plne vybavený kvôli inšpekcii výstavniska);

- **Výstava:**

22. 04. 2014. – 25. 04. 2014 (denne od 10:00 hod. do 18:00 hod., 25. 04. do 17:00 hod.);

- **Demontáž stánku:**

od 26.04.2014 od 8:00 hod. do 26.04. 2014 do 20:00 hod. (o 20:00 hod. výstavnisko musí byť uvoľnené.

3. Poskytovateľ je povinný poskytovať Službu Objednávateľovi riadne a včas. Služba je poskytnutá riadne, ak spĺňa všetky požiadavky podľa Zmluvy, Opisu predmetu zákazky, pokynov vystavovateľa uvedených v manuály pre vystavujúcich, pokynov Objednávateľa a zodpovedá účelu sledovaného Zmluvou. Termínom dodania výstavného stánku je odovzdanie kompletného výstavného stánku Objednávateľovi, pričom termín a čas dodania stanovený touto Zmluvou Objednávateľom zodpovedá termínu pre montáž stánku stanovenom v bode 1. tohto článku. O priebehu a výsledku odovzdávacieho konania spíšu Zmluvné strany zápisnicu obsahujúcu aj prípadné nedostatky vyhotoveného stánku.
4. Poskytovateľ je povinný pri poskytovaní Služby riadiť sa pokynmi Objednávateľa, ibaže sú v rozpore s pokynmi vystavovateľa uvedených v manuály pre vystavujúcich, s platnými právnymi predpismi alebo účelom sledovaným Zmluvou.
5. Ak pokyny Objednávateľa podľa názoru Poskytovateľa zásadným spôsobom odporujú záujmom Objednávateľa alebo odporujú účelu sledovaného Zmluvou, je Poskytovateľ povinný na nevhodnosť takýchto pokynov Objednávateľa bez zbytočného odkladu upozorniť.
6. Od pokynov Objednávateľa sa môže Poskytovateľ odchýliť, len ak je to nevyhnutné v záujme Objednávateľa a Poskytovateľ nemôže včas dostať jeho súhlas. Poskytovateľ je však povinný o takomto postupe Objednávateľa bez zbytočného odkladu informovať.
7. Poskytovateľ je povinný riadiť sa príslušným manuálom pre vystavujúcich, ktorý tvorí prílohu č. 2 Zmluvy pre výstavný stánok na medzinárodnej výstave Transrussia 2014 v Moskve.
8. Objednávateľ je povinný riadne a včas poskytnutú Službu v súlade s článkom II. Zmluvy potvrdiť podpisom samostatného Preberacieho protokolu, ktorý Zmluvné strany spíšu bezodkladne po zrealizovaní demontáže a odvoze všetkých materiálov a častí výstavného stánku ako je stanovené v článku III., bod 1. a 2. Zmluvy. Preberací protokol bude tvoriť neoddeliteľnú súčasť Faktúry.
9. Poskytovateľ je povinný zabezpečiť na svoje vlastné riziko a na vlastné náklady všetky povolenia, certifikáty, licencie a iné doklady požadované právnymi predpismi jednotlivých štátov, ktoré sú potrebné a/alebo nevyhnutné pre riadne a včasné plnenie predmetu Zmluvy.
10. Ak Poskytovateľ poverí poskytnutím plnenia predmetu Zmluvy resp. jej časti tretiu osobu, tak je zodpovedný Objednávateľovi za plnenie predmetu Zmluvy v plnom rozsahu tak, ako by ho plnil sám a všetky povinnosti, záväzky, záruky a zodpovednosti Poskytovateľa vyplývajúce mu zo Zmluvy zostávajú zachované v plnom rozsahu. Poskytovateľ je povinný zmluvne zabezpečiť dodržanie a zachovanie týchto povinností, záväzkov, záruk a zodpovedností treťou osobou.

#### **Článok IV.**

##### **Cena a platobné podmienky**

1. Cena za Službu je výsledkom elektronickej aukcie, výstup z elektronickej aukcie je uvedený v Prílohe č. 3 Zmluvy a je stanovená ako pevná Cena v súlade so zákonom NR SR č. 18/1996 Z. z. o cenách v znení neskorších predpisov a vyhláškou Ministerstva financií Slovenskej republiky č. 87/1996 Z. z., ktorou sa vykonáva zákon NR SR č. 18/1996 Z. z. o cenách v nasledovnej výške:

**Cena za Službu poskytnutú v rámci realizácie výstavného stánku na medzinárodnej výstave Transrussia 2014 je 31 950,00 ,- EUR bez DPH**  
(slovom: tridsaťjedentisícdeväťstopäťdesiat eur)

2. Cena za Službu podľa bodu 1. tohto článku Zmluvy zahŕňa všetky nevyhnutné a účelne vynaložené náklady Poskytovateľa súvisiace s poskytnutím Služby vrátane nákladov spojených so zabezpečením prítomnosti zodpovednej osoby Poskytovateľa na výstavisku počas trvania výstavy a nákladov na parkovanie na výstavisku pre Poskytovateľa Služby, zmeny v grafickom riešení stánku a/alebo jeho priestorovej orientácie na hlavné koridory v rámci výstaviska požadované Objednávateľom. K Cene za Službu bude uplatnená zákonná sadzba DPH v zmysle príslušných právnych predpisov platných ku dňu poskytnutia Služby.
3. Cena za Službu podľa bodu 1 tohto Článku Zmluvy bude Poskytovateľovi uhradená na základe Faktúry vystavenej Poskytovateľom do 15 dní odo dňa podpísania príslušného Preberacieho protokolu v zmysle čl. III. bod 8. Zmluvy.
4. Poskytovateľ doručí Faktúru do sídla Objednávateľa najneskôr do 3 (troch) dní odo dňa jej vystavenia na adresu:  
Železničná spoločnosť Cargo Slovakia, a.s.  
Sekcia účtovníctva a daní  
Drieňová 24  
820 09 Bratislava.
5. Splatnosť Faktúry je 60 (šesťdesiat) dní odo dňa jej vystavenia. V prípade, že splatnosť Faktúry pripadne na deň pracovného voľna alebo pracovného pokoja, bude sa za deň splatnosti považovať najbližší nasledujúci pracovný deň. Za uhradenie Faktúry sa považuje deň, v ktorom bude fakturovaná suma odpísaná z účtu Objednávateľa.
6. Faktúra musí obsahovať všetky náležitosti stanovené príslušnými právnymi predpismi a touto Zmluvou. Neoddeliteľnou prílohou Faktúry bude originál Preberacieho protokolu a zápisnica podpísaná Kontaktnými osobami Zmluvných strán potvrdzujúca riadne, včasné, bezchybné a úplné plnenie Poskytovateľa v súlade, v rozsahu, v kvalite, spôsobom a za ďalších podmienok uvedených v Zmluve. V prípade, že Faktúra nebude obsahovať predpísané náležitosti resp. budú v nej uvedené nesprávne, alebo neúplné údaje, je Objednávateľ oprávnený túto Faktúru vrátiť pred jej splatnosťou bez zaplatenia Poskytovateľovi. Dňom vystavenia novej prepracovanej Faktúry so všetkými požadovanými náležitosťami začína plynúť nová 60 dňová lehota splatnosti.

7. Faktúra bude Objednávateľom uhradená bezhotovostným prevodom na bežný účet Poskytovateľa uvedený v Zmluve a/alebo na Faktúre. Všetky bankové poplatky znáša Objednávateľ, s výnimkou poplatkov vyrubených bankou Poskytovateľa.
8. Objednávateľ je oprávnený zadržať časť peňažnej sumy uvedenej vo Faktúre prislúchajúcej k Cene ako DPH (ďalej len „časť peňažnej sumy“) pred úhradou Faktúry, ak z okolností prípadu vyplýva, že Objednávateľ bude povinný ako ručiteľ uhradiť daň za Poskytovateľa v zmysle § 69b zákona č. 222/2004 Z. z. o dani z pridanej hodnoty v platnom znení, a to najmä podľa § 69 ods. 14 zákona č. 222/2004 Z. z. o dani z pridanej hodnoty v platnom znení.
9. Zadržanie časti peňažnej sumy podľa bodu 9. tohto článku Zmluvy vyplýva z možného ručenia za daň z predchádzajúceho stupňa bez ohľadu na deň vystavenia Faktúry.
10. Zadržanie časti peňažnej sumy nie je porušením zmluvnej povinnosti Objednávateľa a nie je možné považovať takéto konanie Objednávateľa za neuhradenie Faktúry v plnej výške a Objednávateľ nie je preto v omeškaní s úhradou Faktúry podľa bodu 4. Článku VII. Zmluvy.
11. Objednávateľ oznámi Poskytovateľovi zadržanie časti peňažnej sumy v zmysle bodu 9. tohto článku Zmluvy. Poskytovateľ nemá nárok na náhradu prípadnej možnej škody spojenej so zadržaním časti peňažnej sumy.
12. Objednávateľ uvoľní zadržanú časť peňažnej sumy nasledovne:
  - a) v prospech Poskytovateľa ak sa preukáže, že pominuli skutočnosti, ktoré k zadržaniu časti peňažnej sumy viedli;
  - b) v zmysle rozhodnutia Daňového úradu miestne príslušného Poskytovateľovi, pričom dňom zadania príkazu na úhradu časti peňažnej sumy z bankového účtu Objednávateľa sa táto úhrada započítava voči účtovnej pohľadávke Poskytovateľa, s čím Poskytovateľ výslovne súhlasí.
13. V prípade, ak došlo k úhrade nezaplatenej dane alebo jej časti aj Poskytovateľom a zároveň aj Objednávateľom a Daňový úrad miestne príslušný Poskytovateľovi vráti v zmysle zákona č. 222/2004 Z. z. o dani z pridanej hodnoty v platnom znení úhradu dane alebo jej časti Objednávateľovi, je Objednávateľ povinný takto vrátenú peňažnú sumu poukázať na bankový účet Poskytovateľa uvedený v záhlaví tejto Zmluvy, a to v prípade, ak sa jedná o peňažnú sumu zadržanú podľa bodu 9. tohto článku Zmluvy.

## **Článok V.**

### **Práva a povinnosti zmluvných strán**

1. Zmluvné strany sa zaväzujú vzájomne spolupracovať a poskytnúť súčinnosť potrebnú na plnenie predmetu Zmluvy. Zmluvné strany sú povinné vzájomne sa informovať o všetkých skutočnostiach, ktoré ohrozujú alebo môžu ohroziť riadne plnenie Zmluvy.

2. Poskytovateľ je povinný oznámiť Objednávateľovi všetky okolnosti, ktoré zistil pri plnení svojich záväzkov podľa Zmluvy a ktoré môžu mať vplyv na zmenu pokynov Objednávateľa týkajúcich sa dosiahnutia účelu sledovaného Zmluvou.
3. Poskytovateľ je povinný poskytovať Službu s odbornou starostlivosťou, ktorú je možné dôvodne očakávať od Poskytovateľa Služby zachovávajúceho obvyklé štandardy v danom odvetví.
4. Objednávateľ je oprávnený podmieňovať prevzatie plnenia predmetu Zmluvy vykonaním skúšok, alebo predvedením plnenia, ktoré je predmetom Zmluvy. V takom prípade je Poskytovateľ povinný skúšky a predvedenie pred Objednávateľom vykonať na vlastné náklady a na vlastné nebezpečenstvo. Pokiaľ nie sú skúšky alebo predvedenie vykonané, Objednávateľ je oprávnený odmietnuť prevzatie plnenia. Zmluvné strany sa dohodli, že tento prípad sa nepovažuje za prípad omeškania Objednávateľa.
5. Plnenie predmetu Zmluvy bude realizované v priestoroch a/alebo na pozemkoch, ktoré zabezpečil Objednávateľ, nebezpečenstvo škody na veci však znáša Poskytovateľ.
6. Pohľadávky Poskytovateľa voči Objednávateľovi vzniknuté na základe ustanovení Zmluvy nie je možné postúpiť tretej osobe bez písomného súhlasu Objednávateľa. V prípade, že Poskytovateľ bez predchádzajúceho písomného súhlasu Objednávateľa postúpi pohľadávku, ktorú má voči Objednávateľovi tretej osobe, je Poskytovateľ povinný zaplatiť Objednávateľovi zmluvnú pokutu vo výške nominálnej hodnoty postúpenej pohľadávky.
7. Poskytovateľ vyhlasuje, že v deň podpisu tejto Zmluvy a kedykoľvek počas platnosti tejto Zmluvy:
  - a) nie je v zozname daňových dlžníkov;
  - b) nie je/nebude zverejnený v zozname vedenom Finančným riaditeľstvom Slovenskej republiky podľa § 69 ods. 14 písm. b) zákona č. 222/2004 Z. z. o dani z pridanej hodnoty v platnom znení;
  - c) nie je/nebude dlžníkom Sociálnej poisťovne, teda nemá voči Sociálnej poisťovni záväzky po lehote splatnosti vyplývajúcej zo sociálneho poistenia (nemocenského, dôchodkového, úrazového, garančného poistenia a poistenia v nezamestnanosti) a/alebo z náhrady škody podľa § 238 ods. 6 zákona č. 461/2003 Z. z. o sociálnom poistení v znení neskorších predpisov (ďalej len „zákon o sociálnom poistení“) a/alebo z uložených pokút podľa § 239 zákona o sociálnom poistení a/alebo z penále podľa § 240 zákona o sociálnom poistení;
  - d) nie je/nebude dlžníkom zdravotnej poisťovne, teda nemá záväzky vyplývajúce z verejného zdravotného poistenia voči ktorejkoľvek zdravotnej poisťovni pôsobiacej na území SR v zmysle zákona č. 580/2004 Z. z. o zdravotnom poistení o zmene a doplnení zákona č. 95/2002 Z. z. o poisťovníctve a o zmene a doplnení niektorých zákonov v platnom znení;

- e) nie je/nebude dlžníkom iného subjektu verejnej správy v zmysle § 3 zák. č. 523/2004 Z. z. o rozpočtových pravidlách verejnej správy a o zmene a doplnení niektorých zákonov v platnom znení;
- f) nie je/nebude v likvidácii alebo v úpadku t.j. nie je platobne neschopný alebo predĺžený v zmysle § 3 ods. 2 a 3 zákona č. 7/2005 Z. z. o konkurze a reštrukturalizácii a o zmene a doplnení niektorých zákonov v platnom znení a nebol voči nemu podaný návrh na povolenie reštrukturalizácie alebo návrh na vyhlásenie konkurzu;
- g) nie je/nebude voči nemu vedené exekučné konanie pre pohľadávku subjektu verejnej správy (§ 3 zák. č. 523/2004 Z. z. o rozpočtových pravidlách verejnej správy a o zmene a doplnení niektorých zákonov v platnom znení);
- h) nie je/nebude voči jeho štatutárnemu orgánu alebo členovi štatutárneho orgánu, zamestnancom alebo iným osobám konajúcim v jeho mene začaté, resp. vedené trestné konanie;

a nejestvujú ku dňu podpisu tejto Zmluvy žiadne okolnosti, ktoré by boli dôvodom jeho zapísania do uvedených zoznamov. Ak Poskytovateľ akýmkoľvek spôsobom poruší toto vyhlásenie kedykoľvek počas platnosti tejto Zmluvy, toto porušenie sa považuje za podstatné porušenie zmluvných povinností Poskytovateľom a je dôvodom na odstúpenie Objednávateľa od tejto Zmluvy.

## **Článok VI.**

### **Zodpovednosť za vady**

1. Poskytovateľ sa zaväzuje poskytnúť Službu v súlade, v rozsahu, v kvalite, spôsobom a za ďalších podmienok uvedených v Zmluve a ručí za to, že poskytnutá Služba nemá Vady a že funkčnosť a použitie poskytnutej Služby bude plne zodpovedať funkčným vlastnostiam a špecifikáciám uvedeným v Zmluve a projektovej dokumentácii, ktorá tvorí Prílohu č. 1 Zmluvy a poskytnutá Služba bude počas doby výstavy spôsobilá k dohodnutému účelu a zachová si po túto dobu dohodnuté vlastnosti.
2. Poskytovateľ zodpovedá za Vady, ktoré má Služba v okamihu, keď prechádza nebezpečenstvo škody na Objednávateľa, t.j. podpísaním zápisnice podľa bodu 3. Článku III. Zmluvy, aj keď sa Vada stane zjavnou až po tomto čase. Poskytovateľ zodpovedá takisto za každú Vadu, ktorá vznikne pred okamihom alebo po okamihu uvedenom v predchádzajúcej vete, ak je spôsobená porušením jeho povinností. Nebezpečenstvo škody na predmete plnenia prechádza späť na Poskytovateľa okamihom ukončenia výstavy, t.j. 25.4.2014 o 17:00 hod. Poskytovateľ zodpovedá za Vady a nekompletnosť Služby v plnom rozsahu.
3. Ak Poskytovateľ poskytne Službu s Vadami, Zmluvné strany sa dohodli, že Objednávateľ môže aj kumulatívne:
  - a) požadovať, v lehote určenej Objednávateľom, odstránenie Vád uskutočnením náhradného alebo dodatočného plnenia a požadovať odstránenie právnych vád,

v prípade, že Vady nebudú odstránené v určenej lehote, môže Objednávateľ odstúpiť od Zmluvy,

a/alebo

- b) požadovať, v lehote písomne určenej Objednávateľom, odstránenie Vád opravou plnenia, ak sú Vady opraviteľné, v prípade, že Vady nebudú odstránené opravou plnenia, môže Objednávateľ odstúpiť od Zmluvy,

a/alebo

- c) požadovať primeranú zľavu z Ceny určenej v Článku IV. Zmluvy.

4. Ak nie je v Zmluve výslovne určené inak, Objednávateľ je oprávnený odmietnuť čiastočné plnenie záväzku Poskytovateľa.

5. V prípade, že Objednávateľ požaduje zľavu z Ceny, Zmluvné strany sa dohodli, že pri určení výšky zľavy bude Objednávateľ vychádzať najmä z posúdenia nasledovných skutočností:

- a) náklady a čas, ktoré bude Objednávateľ musieť vynaložiť na činnosti, ktoré sú nevyhnutné na to, aby sa plnenie predmetu Zmluvy stalo bezvadným v zmysle Zmluvy,

- b) hodnota plnenia predmetu Zmluvy,

- c) význam plnenia predmetu Zmluvy pre hospodársku činnosť Objednávateľa a škody, ktoré môžu byť vadnosťou plnenia Objednávateľovi spôsobené.

## **Článok VII.**

### **Sankcie a zánik Zmluvy**

1. Ak Zmluvná strana spôsobí porušením svojich povinností a/alebo záväzkov vyplývajúcich jej zo Zmluvy a/alebo nedodrzaním/porušením vyhlásení a/alebo záruk urobených v Zmluve akúkoľvek škodu druhej Zmluvnej strane, jej zodpovednosť za škodu a povinnosť na náhradu škody takto spôsobilú druhej Zmluvnej strane sa bude riadiť a spravovať ustanoveniami § 373 a nasl. Obchodného zákonníka.
2. V prípade, že sa Poskytovateľ dostane do omeškania s poskytovaním Služby, je Objednávateľ oprávnený uplatniť si voči Poskytovateľovi zmluvnú pokutu vo výške 10 % z Ceny Služby, stanovenej v čl. IV. bode 1. Zmluvy a to za každú aj začatú hodinu omeškania Objednávateľovi súčasne vzniká právo odstúpiť od Zmluvy.
3. V prípade, že sa Poskytovateľ dostane do omeškania s odstránením Vady v lehote stanovenej Objednávateľom, je Objednávateľ oprávnený uplatniť si voči Poskytovateľovi zmluvnú pokutu vo výške 10% z Ceny Služby stanovenej v čl. IV. bode 1. Zmluvy a to za každú, a to aj začatú hodinu omeškania. Objednávateľovi súčasne vzniká právo odstúpiť od Zmluvy.

4. V prípade, že sa Objednávateľ dostane do omeškania s úhradou Faktúry a Faktúru neuhradí ani do 10 dní po tom, čo mu bola doručená písomná výzva na jej zaplatenie, je Poskytovateľ oprávnený uplatňovať si voči Objednávateľovi úrok z omeškania vo výške 0,03% z dlžnej čiastky, a to za každý aj začatý deň omeškania v súlade s § 369 Obchodného zákonníka.
5. V prípade, že ešte v čase plnenia Zmluvy bude Objednávateľ dôvodne pochybovať o riadnom poskytnutí Služby Poskytovateľom a Poskytovateľ v lehote určenej Objednávateľom, ktorá nesmie byť kratšia ako 10 (desať) pracovných dní, neposkytne Objednávateľovi dostatočné záruky riadneho poskytnutia Služby, je Objednávateľ oprávnený odstúpiť od Zmluvy.
6. Konanie Poskytovateľa pre ktoré bude Objednávateľ postupovať podľa bodu 5. tohto článku Zmluvy je podstatným porušením Zmluvy, na ktoré sa vzťahuje zmluvná pokuta v prospech Objednávateľa vo výške účelne vynaložených nákladov na zabezpečenie vykonávania činnosti inou osobou, o čom musí byť Poskytovateľ včas oboznámený.
7. Ustanovenia o náhrade škody nie sú dotknuté ustanoveniami zakladajúcimi nárok na zmluvnú pokutu, t.j. v prípade vzniku škody v dôsledku porušenia povinností Poskytovateľa zakladajúcimi nárok Objednávateľa na zmluvnú pokutu, má Objednávateľ nárok ako na náhradu škody tak aj na zmluvnú pokutu.
8. Zmluvné pokuty sú splatné 10. (desiatym) dňom odo dňa, kedy došlo k doručenia písomného uplatnenia si zmluvnej pokuty Objednávateľom Poskytovateľovi.
9. Zmluvné strany sa dohodli, že Zmluva zaniká:
  - a) písomnou dohodou Zmluvných strán v deň tam uvedený;
  - b) nadobudnutím účinnosti písomného odstúpenia od Zmluvy jednej zo Zmluvných strán v súlade s bodom 10. tohto článku Zmluvy
  - c) uplynutím výpovednej lehoty na základe písomnej výpovede Objednávateľa doručenej Poskytovateľovi v súlade s bodom 11. tohto článku Zmluvy
10. Odstúpiť od Zmluvy môže ktorákoľvek zo Zmluvných strán v prípade podstatného porušenia zmluvných povinností druhou Zmluvnou stranou. Podstatným porušením zmluvných povinností sa rozumie porušenie takých povinností vyplývajúcich zo Zmluvy, na ktoré sa podľa ustanovení Zmluvy viaže možnosť odstúpiť od Zmluvy. Ostatné porušenia zmluvných povinností sa považujú za nepodstatné v zmysle § 346 zákona č. 513/1991 Z.z. Odstúpenie od Zmluvy musí byť uskutočnené písomnou formou a nadobúda účinnosť okamihom doručenia písomného odstúpenia od Zmluvy druhej Zmluvnej strane. Odstúpenie od Zmluvy sa však nedotýka nároku na náhradu škody ani nároku na zmluvnú pokutu, ktorý vznikol v dôsledku porušenia povinností.
11. Objednávateľ môže Zmluvu vypovedať aj bez uvedenia dôvodu. Výpovedná lehota je 1 kalendárny mesiac a začína plynúť dňom nasledujúcim po dni jej doručenia druhej Zmluvnej strane. Uplynutím výpovednej lehoty Zmluva zaniká.
12. Prípadný zánik tejto Zmluvy nemá vplyv na práva a povinnosti Zmluvných strán, ktoré vznikli počas platnosti a účinnosti Zmluvy.

**Článok VIII.**  
**Kontakty, doručovanie a komunikácia**

1. Komunikácia medzi Zmluvnými stranami bude prebiehať prostredníctvom Kontaktných osôb a to výlučne v slovenskom jazyku.

2. Kontaktné údaje Poskytovateľa

<b>Adresa</b>	Progress Promotion Bratislava spol. s r.o., Ursínyho 6, 831 02 Bratislava
<b>Telefón</b>	00421 2 44451617
<b>Fax</b>	00421 2 44451541
<b>Internet</b>	Office@propro.sk

3. Kontaktné osoby Poskytovateľa

<b>Meno a priezvisko</b>	<b>Telefón</b>	<b>E-mail</b>	<b>Oprávnenie</b>
Ing. Miroslav Cich			Osoba oprávnená konať vo veciach zmluvných.
			Osoba oprávnená konať v odborných veciach.
			Osoba oprávnená podpisovať zápisnicu a Preberací protokol.

4. Kontaktné údaje Objednávateľa

<b>Adresa</b>	<b>Železničná spoločnosť Cargo Slovakia, a.s.</b> Drieňová 24 1, 820 09 Bratislava, Slovenská republika
<b>Adresa pre zasielanie Faktúr</b>	<b>Železničná spoločnosť Cargo Slovakia, a.s.,</b> Sekcia účtovníctva a daní Drieňová 24 1, 820 09 Bratislava, Slovenská republika
<b>Telefón</b>	+ 421 2 2029 7875
<b>Fax</b>	
<b>Internet</b>	www.zscargo.sk

5. Kontaktné osoby Objednávateľa

<b>Meno a priezvisko</b>	<b>Telefón</b>	<b>E-mail</b>	<b>Oprávnenie</b>
			Osoba oprávnená konať vo veciach zmluvných.
			Osoba oprávnená konať v odborných veciach.
			Osoba oprávnená podpisovať zápisnicu a Preberací protokol.

6. Akékoľvek oznámenia, žiadosti, požiadavky, návrhy, súhlas/nesúhlas, schválenie/odmietnutie schválenia, výpoveď alebo akákoľvek iná komunikácia predpokladaná, vyžadovaná alebo povolená Zmluvou musí mať písomnú formu a musí byť doručená Zmluvnej strane poštou, elektronickou poštou, osobne, expresnou kuriérnou službou, faxom na Kontaktné údaje Zmluvnej strany, prípadne odovzdaná osobne Kontaktnej osobe Zmluvnej strany.

7. Písomnosti doručené na základe tejto Zmluvy a/alebo touto Zmluvou predpokladané sa považujú za doručené v deň doručenia zásielky, resp. v deň odmietnutia prevzatia zásielky, ak bola zásielka doručená poštou, osobne alebo expresnou kuriérnou službou. V prípade vrátenia zásielky ako nedoručenej sa Korešpondencia považuje za doručenú na tretí deň od jej vrátenia, a to aj vtedy, ak osoba uvedená ako Kontaktná osoba sa o tom nedozvedela.
8. Pre potreby doručovania sa použijú adresy sídiel Zmluvných strán uvedené v tejto Zmluve. V prípade akejkoľvek zmeny adresy určenej na doručovanie písomností na základe tejto Zmluvy alebo v súvislosti s touto Zmluvou sa príslušná Zmluvná strana zaväzuje o zmene adresy bezodkladne písomne informovať druhú zmluvnú stranu; v takomto prípade je pre doručovanie rozhodujúca nová adresa riadne oznámená Zmluvnej strane pred odosielaním Korešpondencie.

## **Článok IX.**

### **Dôverné informácie a mlčanlivosť**

1. Dôverné informácie poskytnuté, odovzdané, sprístupnené a/alebo akýmkoľvek iným spôsobom získané jednou Zmluvnou stranou od druhej Zmluvnej strany na základe a/alebo v akejkoľvek súvislosti so Zmluvou môžu byť použité výhradne na účely plnenia predmetu Zmluvy. Zmluvné strany sa zaväzujú Dôverné informácie, ako aj všetky informácie poskytnuté, odovzdané, oznámené, sprístupnené, a/alebo akýmkoľvek iným spôsobom získané Zmluvnými stranami na základe Zmluvy a/alebo v akejkoľvek súvislosti so Zmluvou udržiavať v prísnej tajnosti, zachovávať o nich mlčanlivosť a chrániť ich pred zneužitím, poškodením, zničením, znehodnotením, stratou a odcudzením, a to i po ukončení platnosti a účinnosti Zmluvy.
2. Zmluvná strana nie je oprávnená bez predchádzajúceho písomného súhlasu druhej Zmluvnej strany Dôverné informácie poskytnúť, odovzdať, oznámiť, sprístupniť, zverejniť, publikovať, rozširovať, vyzradiť, ani použiť inak, než na účely plnenia predmetu Zmluvy, a to ani po ukončení platnosti a účinnosti Zmluvy, s výnimkou prípadu poskytnutia/odovzdania/oznámenia/sprístupnenia odborným poradcom Zmluvnej strany vrátane právnych, účtovných, daňových a iných poradcov alebo audítorov, ktorí sú buď viazaní všeobecnou profesionálnou povinnosťou mlčanlivosti, stanovenou alebo uloženou zákonom, alebo sú povinní zachovávať mlčanlivosť na základe písomnej dohody so Zmluvnou stranou.
3. Povinnosť Zmluvných strán zachovávať mlčanlivosť o Dôverných informáciách sa nevzťahuje na informácie, ktoré:
  - a) boli zverejnené už pred podpisom Zmluvy, čo musí byť preukázateľné na základe poskytnutých podkladov, ktoré túto skutočnosť dokazujú,
  - b) majú byť sprístupnené na základe povinnosti stanovenej zákonom, rozhodnutím súdu, prokuratúry alebo iného oprávneného orgánu verejnej moci, pričom v tomto prípade Zmluvná strana, ktorá je povinná informácie sprístupniť, o tom bezodkladne informuje druhú Zmluvnú stranu.

4. Zmluvné strany sú povinné zabezpečiť riadne a včasné utajenie Dôverných informácií a zachovávanie povinnosti mlčanlivosti o Dôverných informáciách podľa všeobecne platných, zaužívaných a zachovávaných pravidiel, zásad a zvyklostí pre utajovanie a zachovávanie mlčanlivosti o takýchto informáciách.
5. Zmluvné strany sú povinné zabezpečiť riadne a včasné utajenie Dôverných informácií a zachovávanie povinnosti mlčanlivosti o Dôverných informáciách aj u svojich zamestnancov, štatutárnych orgánov, členov štatutárnych orgánov, dozorných orgánov, členov dozorných orgánov, zástupcov, splnomocnencov, ako i iných spolupracujúcich tretích osôb, pokiaľ im takéto Dôverné informácie boli poskytnuté, odovzdané, oznámené a/alebo sprístupnené v súlade so Zmluvou.
6. Zmluvné strany vyhlasujú, že žiadne ustanovenie v Zmluve nepovažujú za obchodné tajomstvo v zmysle § 17 a nasl. Obchodného zákonníka a/alebo Dôvernú informáciu. Poskytovateľ berie na vedomie a súhlasí s tým, že táto Zmluva vrátane všetkých jej súčastí a dokumentov na ňu nadväzujúcich môže byť zverejnená na webovej stránke Objednávateľa.

#### **Článok X. Rozhodné právo a jurisdikcia**

1. Zmluva, jej interpretácia a vzťahy, ktoré vznikli na jej základe s výnimkou kolíznych noriem sa riadia všeobecne záväznými právnymi predpismi Slovenskej republiky s tým, že Zmluvné strany sa dohodli, že použitie akéhokoľvek ustanovenia ktoréhokoľvek všeobecne záväzného právneho predpisu Slovenskej republiky, ktoré nie je kogentné, je výslovne vylúčené v rozsahu, v ktorom by jeho použitie mohlo meniť (či už úplne alebo čiastočne) význam, účel alebo interpretáciu ktoréhokoľvek ustanovenia Zmluvy a/alebo dokumentov vzniknutých na jej základe.
2. Akýkoľvek spor, nezrovnalosť a/alebo rozpor Zmluvných strán, ktorý vznikne zo Zmluvy alebo v akejkoľvek súvislosti so Zmluvou (vrátane akýchkoľvek a všetkých sporov týkajúcich sa jej uzavretia, platnosti, účinnosti, existencie a/alebo ukončenia) sa bude riešiť prednostne vzájomnými rokovaniami Zmluvných strán vedenými v dobrej viere a s dobrým úmyslom. Ak sa takýto spor, nezrovnalosť alebo rozpor nepodarí vyriešiť ani vzájomnými rokovaniami Zmluvných strán najneskôr do 30 (tridsať) kalendárnych dní odo dňa ich začatia, je ktorákoľvek Zmluvná strana oprávnená podať návrh na príslušný súd v Slovenskej republike.

#### **Článok XI. Záverečné ustanovenia**

1. Zmluva nadobúda platnosť dňom jej podpísania zmluvnými stranami a účinnosť dňom nasledujúcim po dni jej zverejnenia v Centrálnom registri zmlúv vedenom Úradom vlády Slovenskej republiky podľa § 47a ods. 1 zákona č. 40/1964 Zb. Občianskeho zákonníka v znení neskorších predpisov v spojení s § 5a zákona č. 211/2000 Z. z. o slobodnom prístupe k informáciám a o zmene a doplnení niektorých zákonov (zákon o slobode informácií) v znení neskorších predpisov.

2. Zmluvu možno meniť alebo dopĺňať jedine formou písomných číslovaných dodatkov podpísaných oboma zmluvnými stranami. Dodatok možno uzatvoriť len za podmienky dodržania § 10a ZVO.
3. Zmluva je vyhotovená v 6 (šiestich) rovnopisoch, pričom 4 (štyri) rovnopisy obdrží Objednávateľ a 2 (dva) rovnopisy Poskytovateľ.
4. Neplatnosť niektorého z ustanovení Zmluvy nemá vplyv na platnosť ostatných ustanovení Zmluvy. Ak sa niektoré z ustanovení Zmluvy stane neplatným z dôvodu rozporu s právnymi predpismi, zaväzujú sa obe zmluvné strany takéto ustanovenie nahradiť iným, ktoré najviac zodpovedá účelu a právnomu významu pôvodného ustanovenia.
5. Neoddeliteľnú súčasť Zmluvy tvoria jej prílohy, a to:
  - Príloha č. 1 – Projektová dokumentácia,
  - Príloha č. 2 – Manuál pre vystavujúcich - výstavný stánok na medzinárodnej výstave Transrussia 2014,
  - Príloha č. 3 – Výstup z elektronickej aukcie.

V prípade akéhokoľvek rozporu medzi ustanoveniami a/alebo znením článkov Zmluvy a ustanoveniami a/alebo znením príloh Zmluvy, majú prednosť ustanovenia a/alebo znenie článkov Zmluvy.

6. Zmluvné strany vyhlasujú, že sú si vedomé všetkých následkov vyplývajúcich zo Zmluvy, ich zmluvná voľnosť nie je ničím obmedzená a že im nie sú známe okolnosti, ktoré by im bránili platne uzavrieť Zmluvu. V prípade, že taká okolnosť existuje zodpovedajú za škodu, ktorá vznikne druhej Zmluvnej strane na základe tohto vyhlásenia.
7. Zmluvné strany vyhlasujú, že si Zmluvu riadne prečítali, jej obsahu porozumeli a táto plne zodpovedá ich skutočnej vôli, ktorú prejavili slobodne, vážne, určite a zrozumiteľne, bez omylu, Zmluvu uzatvárajú dobromyseľne, nie pod nátlakom ani v tiesni za jednostranne nápadne nevýhodných podmienok, na znak čoho ju podpisujú.

## PODPISOVÁ STRANA

v Bratislave dňa \_\_\_\_\_

za Objednávateľa:

v Bratislave dňa \_\_\_\_\_

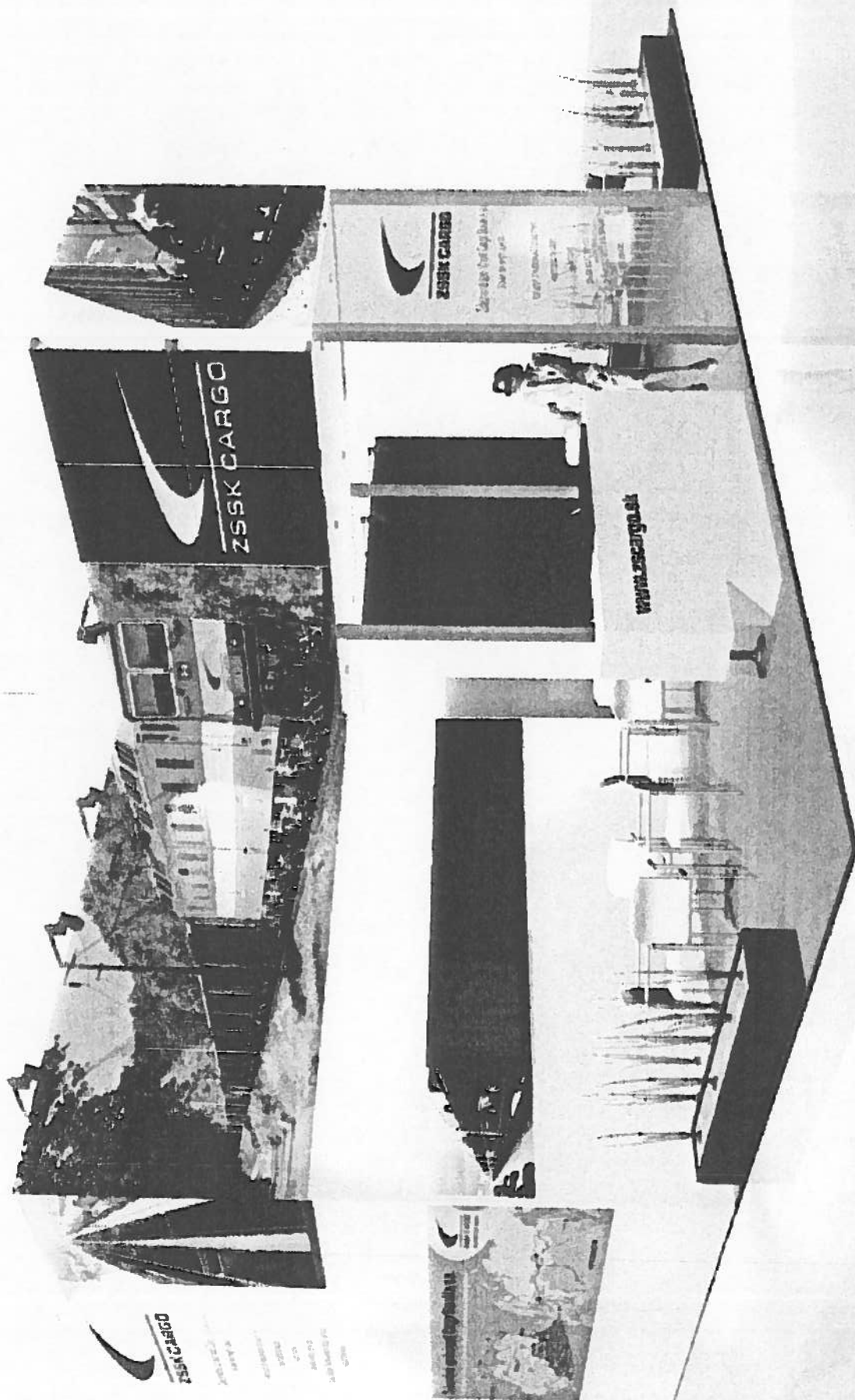
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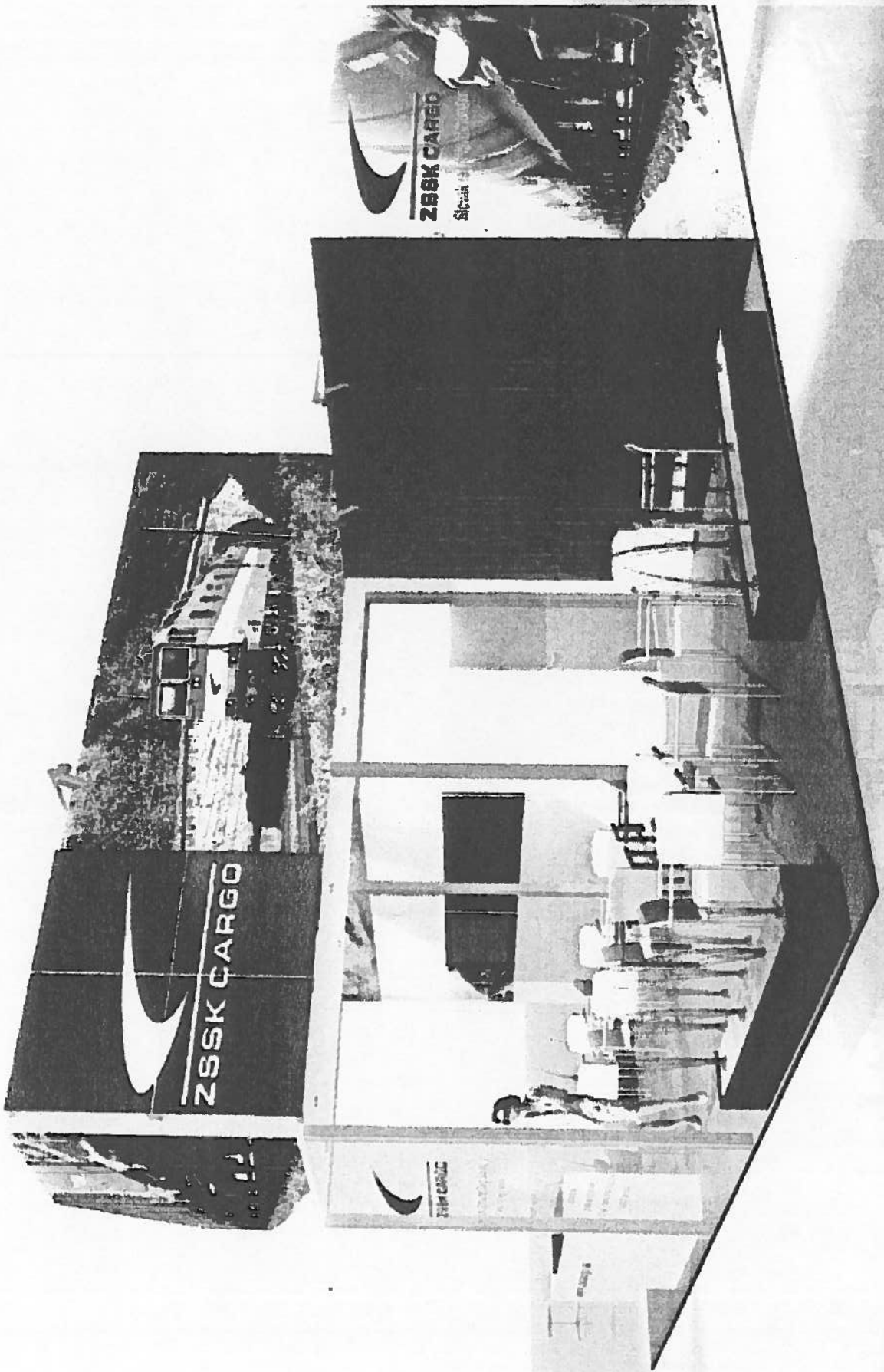
\_\_\_\_\_  
**Ing. Vladimír Ľupták**  
predseda predstavenstva  
a generálny riaditeľ  
Železničnej spoločnosti Cargo Slovakia, a.s.

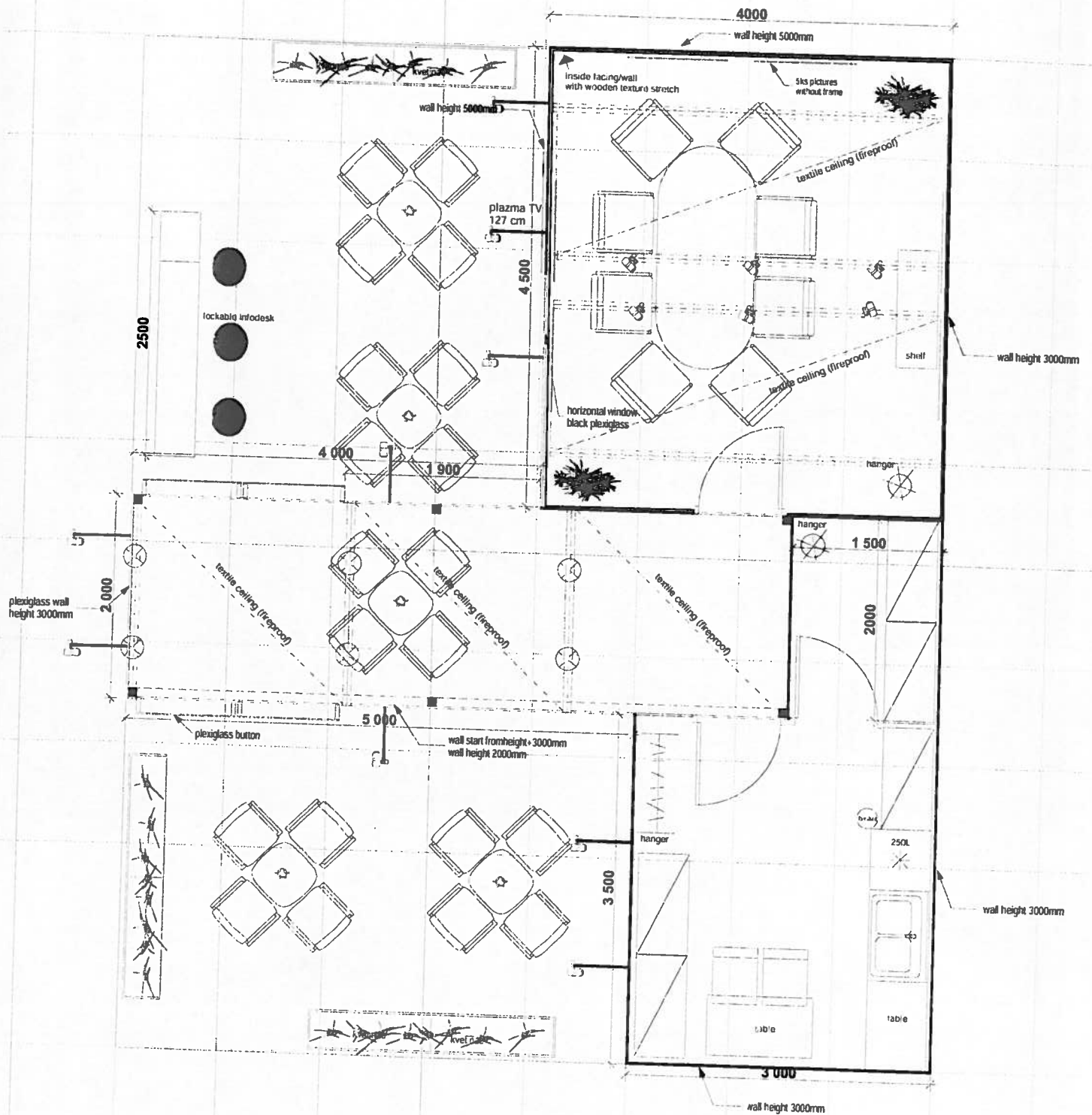
\_\_\_\_\_  
**Ing. Miroslav Cich**  
riaditeľ Progress Promotion Bratislava, spol.  
s r.o.

\_\_\_\_\_  
**Ing. Peter Fejfar, ACCA**  
člen predstavenstva  
Železničnej spoločnosti Cargo Slovakia, a.s.

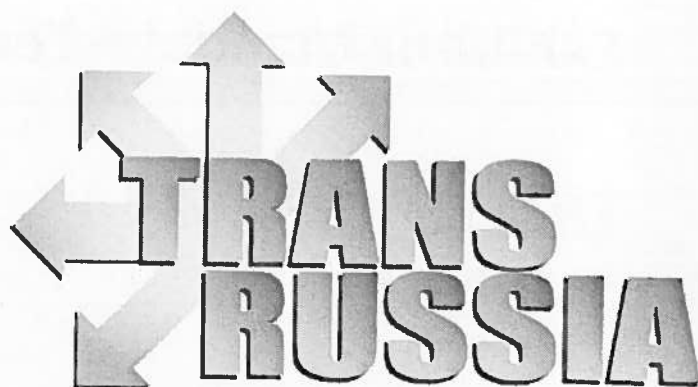
**Príloha č. 1**  
**Projektová dokumentácia**







**Príloha č. 2**  
**Manuál pre vystavujúcich - výstavný stánok na medzinárodnej výstave**  
**Transrussia 2014**



# **Exhibitor Manual**

## **Technical Services**

### **Contact:**

**Ms. Lina Kazlauskiene**

**phone +44 (20) 7596 5098**

**fax +44 (20) 7596 5120**

**e-mail [lina.kazlauskiene@ite-exhibitions.com](mailto:lina.kazlauskiene@ite-exhibitions.com)**

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## **Deadline: 17 January 2014**

# Exhibitor Manual – Technical Services

## TRANSRUSSIA 2014

**Crocus-Expo, Moscow / RUSSIA**  
**22 - 25 April 2014**

**Contact: Ms. Lina Kazlauskiene**  
**Phone: +44 20 7596 5098**  
**Fax: +44 20 7596 5120/5121**  
**E-mail: [lina.kazlauskiene@ite-exhibitions.com](mailto:lina.kazlauskiene@ite-exhibitions.com)**

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**NEW!!! Check them out!**

# Dates and Deadlines

## Deadline - by 17 January 2014:

- **Order forms and Pro-forma Invoice to be sent to ITE**

There is a 20% surcharge for orders received after this deadline, increasing to 50% 6 weeks and 100% 2 weeks before the show.

- **Stand Layouts for Space Only sites to be sent to ITE**

Shipping Deadlines: see page 19

## Exhibition Timetable

Saturday	19 April	08:00 - 20:00 hrs	Set-up (indoor and outdoor space only stands) <sup>1, 2</sup>
		12:00 hrs	Latest time to start set-up of space only stands
Sunday	20 April	08:00 - 20:00 hrs	Set-up (indoor and outdoor space only stands) <sup>1, 2</sup>
Monday	21 April	08:00 - 20:00 hrs	Set-up (including equipped stands) <sup>1</sup>
		12:00 hrs	Latest time for exhibitor to arrive on the stand
		16:00 hrs	All goods must be unpacked
		17:00 hrs	All stands must be ready for inspection and cleaned
Tuesday	22 April	12:00 hrs	Official Opening (tbc)
		10:00 - 18:00 hrs	Exhibition Hours
		08:00 - 19:00hrs	Pavilion is open <sup>3</sup>
Wednesday	23 April	10:00 - 18:00 hrs	Exhibition Hours
		09:00 - 19:00hrs	Pavilion is open
Thursday	24 April	10:00 - 18:00 hrs	Exhibition Hours
		09:00 - 19:00hrs	Pavilion is open
Friday	25 April	09:00 - 20:00hrs	Pavilion is open
		10:00 - 17:00 hrs	Exhibition Hours (dismantling is not allowed)
		17:00 - 20:00 hrs	Delivery of empty packages and packing of exhibits
		17:00 - 20:00 hrs	Entry of cars and small vans for collection of exhibits
		20:00 hrs	Equipped stands must be vacated <sup>4</sup>
Saturday	26 April	08:00 - 20:00 hrs	Dismantling
		20:00 hrs	Pavilions must be vacated <sup>4</sup>

<sup>1</sup> Please contact ITE Technical Division for availability and rates of extra set-up/dismantling hours.

<sup>2</sup> If you have heavy or large exhibits, please agree a move in date with ITE Technical in advance.

<sup>3</sup> Access only with exhibitor badges; stand builder and work passes are no longer valid. Build-up work on stands is not permitted.

<sup>4</sup> All exhibitor's materials and structures must be removed; otherwise the exhibitor becomes liable for their safety.

# The Venue

## Address

International Exhibition Centre "Crocus-Expo", PO Krasnogorsk-4 66-65 km MKAD (at the intersection with Volokolamskoye Shosse), Krasnogorsk 143400 Moscow Region, RUSSIAN FEDERATION

## Plan

There is a plan of the exhibition site and how to get there enclosed in this manual (page 21).

## Ceiling Heights

Heights to cross beams are as follows:

**Pavilion 1** maximum 900 cm – minimum 410 cm (Hall 1 and 2)

Please contact ITE Technical Division if you are unsure which height applies to your location. **However, the height of your stand must not exceed the maximum allowable height of 600 cm**. Please refer to *"Your Stand – Space only site"*.

## Floor Loading

The maximum permitted load on the floor is as follows:

**Pavilion 1** 3,000 kg/m<sup>2</sup>

**Outdoor** 3,000 kg/m<sup>2</sup>

Point loading is not allowed; stress must always be distributed. The maximum weight per exhibit/item is 5,000 kg.

## Access to the Venue - Exhibitors

**Exhibitor Badges** allow exhibitors and their personnel access to the pavilions during the entire period (set-up, exhibition, dismantling). For all details, please refer to the Marketing Manual.

## Access to the Venue - Set-up Personnel

**Work passes** (which are not valid during the exhibition) will be issued by the Service Centre of your pavilion to all staff engaged during set-up and dismantling.

**Stand Builders** apply for these passes at Buildexpo during the expertise/accreditation procedure and can receive them in the Service Centre during set-up. To receive work passes for **other set-up personnel** you need to present a letter listing the name of the company, the names and all passport details of the set-up personnel to the Service Centre not earlier than two weeks before the set-up.

The work passes must be worn at all times. The security guards have strict orders to refuse entry to any personnel not showing the correct pass.

## Delivery / Removal of Local Russian Goods (not from abroad)

There is a charge for access to the unloading zones by the cargo gates. You can obtain the pass to the unloading zone from the manager of the Transport Department of the Service Centre in your pavilion. To enter the halls with exhibits on their own axle, you also need to order their escort services. For more details please refer to "Procedures for entering Crocus Expo" Section.

Exhibitors with heavy or large exhibits must in advance agree a move in date with ITE Technical Division.

Please note that during the exhibition including the day of opening entrance for vehicles to deliver and pick up goods is restricted: Cars can only enter **from 9:00 to 9:30 hrs in the morning and from 18:00 to 18:30 hrs in the evening**.

## Opening Hours

The pavilion is usually open from 8:00 – 20:00 hrs during set-up and dismantling and from 9:00 – 19:00 hrs during the exhibition (from 8:00 on the first day). However, please check the timetable on page 2, as sometimes longer or shorter times apply. Please contact ITE Technical Division for availability and prices for extra set-up/dismantling time.

### **Restaurants/Cafes**

There is a restaurant and a food court in every exhibition pavilion.

### **Bureau de Change and ATMs**

There are cash machines in the lobbies of the pavilions. You can exchange foreign currency in the bank located in the lobby of pavilion 1 or at exchange points in the shops "Crocus City Mall" and "Tvoi Dom".

### **First Aid**

There is a small medical cabinet for minor problems in pavilion 2 hall 8 and a pharmaceutical kiosk in the shop "Tvoi Dom". In case of a medical emergency, dial 03. Please also note:

You can get professional help at: European Medical Center, Spiridonievsky per. 5, Bld. 1

24 hr Medical Assistance (7 495) 933 66 55

### **Copies / Business Centre**

Photocopying facilities and international telephone and fax lines are available in the Service Centre located in the lobby of your pavilion.

## **Your Stand**

### **Shell Scheme Stands – built by ITE**

Stands will be built using aluminium poles, beams and plastic laminated panels. The overall size of the wall panels used as standard is ~ 100 x 250 cm with a face size of ~ 95 x 235 cm. If you require exact information about which panels are used on your stand, please contact the ITE Technical Division.

Wall panels and other stand material must be returned after the exhibition undamaged. No additional stand fittings or displays may be attached to the stand shell structure. Nailing, drilling, wallpapering, inappropriate self-adhesive tape, etc. are not allowed.

The cost of repair or replacement of damaged equipment will be charged to the exhibitor.

Please refer to your space application form to see which equipment is already included in the type of stand you have booked. No financial credit can be given for items included in these packages but not utilised. Additional equipment (see samples on page 22) for Standard Shell Scheme stands can be ordered on Forms 4.1 and 4.2 of this Manual, and on Forms 4.3 and 4.4 for Premium Shell Scheme Stands.

In order to stabilise construction, it might be necessary to include additional supporting poles and beams or wall panels, which are not necessarily shown on our stand layouts. Should you need to remove these supports temporarily due to the delivery of large exhibits on to your stand, you must have the permission of the stand constructor and must make sure that all possible safety measures are taken.

**Keys** for doors and **locks** for cupboards/ showcases on Standard Shell Scheme stands can be collected at the stand builders desk in the foyer of your pavilion against a returnable deposit of Roub. 100 per key and Roub. 500 per lock and in the ITE Organisers' Office for Premium Shell Scheme stands.

A stand that has been personally modified to include additional constructions and/or other exhibition equipment including Mobile stands or show cases or other electrical equipment with independent electrical circuits will be regarded as similar to a 'Space Only' stand and will therefore be subject to the **Technical Expertise/ Accreditation** procedure (see page 7).

Connection of mobile stands and display cases to electrical networks is possible only with permission.

Lighting equipment installed at mobile stands and display cases must conform to the 'Rules of set-up and operation for electrical installation'. Equipment in a metallic casing and mounted on a metal (conductive) frame must be connected by a three-wire connection with compulsory earthing of the metal case. Lighting equipment which can be freely approached must be mounted at a height of at least 2 metres. Using household electrical extension leads to connect lighting equipment is **forbidden**.

To approve lighting equipment used at mobile stands and in display cases, the following documents must be presented to the technical department of BuildExpo:

1. General view of the mobile stand - 2 copies
2. A plan of the stand complete with location and output of lighting equipment (factory-produced) - 2 copies
3. List of stand builders - 2 copies
4. Equipment list - 5 copies. If you are using lights that are charged via a power cable and have been connected independently, you must present a wiring diagram of the connections used, a copy of the certification log, and a copy of the certification of the electricians who have carried out this work

Approval must be obtained before the start of the exhibition from the BuildExpo Technical Department, located in Room 119 of Pavilion 1, service entrance.

### Space Only Sites – Indoor and outdoor

You should supply a copy of the Exhibitor Manual to your stand builder and make him aware of the requirements and fees for technical certification for approving stands at Crocus Expo. More information is available from Crocus Expo's General Stand Builder, BuildExpo.

The name of your stand builder incl. contact details has to be advised to ITE immediately upon receipt of this information.

A floor covering (e.g., carpet) and also rear and side walls of a minimum height of 250 cm must be provided by the exhibitor or his stand builder. Construction may exceed a height of 250 cm (only up to a maximum of 600 cm), but only with permission in writing from ITE in London, on receipt of the proposed stand design, prior to the exhibition.

The reverse side of your wall/s must be of neat appearance if it overlaps the height of those on neighbouring stands (2.5 m shell scheme). Please note that company names and logos are not permitted on the reverse side of these walls.

The outer surface (wall panels 2.5 m height) must be decorated if visible from the aisles. No part of the stand structure (at any height) may extend beyond the boundaries of the site allocated.

In order to ensure the safety of visitors to the exhibition, store rooms, offices and other premises with doors at your stand and which open directly to the aisles between stands must be equipped either with sliding doors or doors which open inwards.

Each stand should be equipped with an electric switch board (fuse box) with Emergency Circuit Breaker (ECB).

Please note that in most areas the electricity is provided from large fuse boxes which are fed from portholes in the floor via cables with 4cm diameter. These portholes are most likely to be within your stand area. Please take into account the possibility of this cable coming out within your stand when planning to cover the area with a podium or floor tiles. Please also note that several stands might be connected to one fuse box which means thick cables leading from those stands to the fuse box which is mostly placed in the aisle at the edge of a block of stands. The same applies for water connection/s (for your or neighbouring stands). The pipes have diameters of 1 ½ inches for drainage and ½ inch for water.

Two copies of the technical stand layouts indicating all measurements incl. heights must be presented to ITE London for approval at least two months before set-up unless another date is advised. The position of entry points for ordered electricity, water, telephone connections, etc., must also be clearly marked on the stand layouts. Please also follow the information about ceiling heights under *The Venue*.

There is a **surcharge** on the space occupied by Double-Decker Stand constructions. If this has not already been booked through the space application form it must be paid in full before the start of the exhibition.

Double-decker stands must be fitted with **fire extinguishers** and with a **sprinkler system** or **fire alarm sensors**. In addition, they must display the **static certificate** of the construction, which the exhibitor or his stand builder

also has to present to the local exhibition management at least two months before the exhibition to get local construction permission.

## Custom Design & Custom Build Stands

If you are interested in an individually designed innovative and original exhibition stand, please contact our official custom stand builders Exposolutions International LLC.



**Exposolutions International LLC,**  
Office No. 409, Druzhinnikovskaya st. no. 15,  
Moscow 123242, Russia, Phone/Fax +7 (499) 255 91 15  
e-mail [info@expo-international.ru](mailto:info@expo-international.ru), <http://www.expo-international.ru>

## General - for all stands

**Location:** Columns, fire points and/or utility connection points may not always be conveniently located with regard to the stands allocated. This may result in longer lengths of cables/pipes (up to 50 mm in diameter) being visible, possibly across your stand without your previous consent.

**Exhibits:** Please follow the information about the maximum permitted load on floors under *The Venue*. Exhibitors who will not only have an information stand but will also bring machinery or other large exhibits are asked to complete the enclosed **List of Exhibits**.

**Publicity and Promotion:** Any advertising literature or other publicity materials should be distributed from the Exhibitor's own stand only. The following publicity measures shall not be permitted on any stand during the exhibition:

- Those that interfere with the flow of traffic
- 3<sup>rd</sup> party publicity, unless with prior approval of ITE
- Those that may cause disturbance to others, acoustic or optical irritations from audio-visual equipment

**Noise Levels:** During presentations, video/audio demonstrations, etc. the noise level cannot be more than 75 dB. In case of complaints from other exhibitors, ITE reserves the right to close down the noise source on the basis of a protocol of the sound measurement. The protocol is issued in 2fold and is signed by ITE and the exhibitor. If the exhibitor refuses to sign the protocol, Crocus Expo will sign and confirm the measurement instead.

**Health & Safety:** Exhibitors and their stand contractors have a duty of care to other exhibitors, visitors and public at large in so far as Health & Safety issues. Exhibitors and stand contractors should have in force a policy with a reputable insurance company to a minimum limit of \$3m in respect of their liability for injury to third parties or damage to third party property. The ultimate responsibility for the duties of the exhibitor and any of their contractors rests with the exhibitor.

**Insurance:** The Organisers have in force Employers' & Public Liability Insurance in respect of their liability to their employees for death or injury and in respect of injury to third parties or damage to third party property.

Included under the Organisers' insurance arrangement is the provision of Contingent Public Liability cover with a limit of £2,500,000 any one occurrence, and Contingent Products Liability cover with a limit of £2,500,000 any one occurrence and for all occurrence in the aggregate during the period of the insurance. The Contingent Public/Products Liability operates as cover for the Organiser over and above your existing Public/Products Liability insurance in the event of any shortfall in indemnity limit or if your policy fails to operate.

Evidence of your Public/Products Liability insurance may be requested.

In the event of an incident which may give rise to a claim you should immediately contact the Organisers' representative on site to report the matter who will provide you with the relevant documentation for you to complete. You must co-operate with the Organiser in any such claim and provide any information that they may request.

Exhibitors are responsible for arranging any other insurance, such as cover for loss of expenses caused by cancellation/abandonment and loss of or damage to exhibits and other items, through their own local insurance brokers.

**Fire Regulations:** Exhibitors are asked to pay careful attention to the Fire Regulations on pages 13-16 and to provide their stand builders with a copy of those regulations. If the necessary fire certificates are not in the Russian language, exhibitors also need to provide a translation of the document/s into Russian.

**Banners, Flags and other Suspensions, Advertising:** Suspensions from the pavilion ceiling must be ordered from ITE Moscow, Ms. Anna Kucherova or Mr. Dmitry Shishanov latest 6 weeks before the show. Please request the forms by e-mail: [suspension@ite-expo.ru](mailto:suspension@ite-expo.ru). It is strictly forbidden to organise suspensions by the exhibitors themselves. No advertising (on floor, pavilion structures, walls and/or columns) is allowed without the permission of ITE London. For advertising services, please refer to the Marketing Manual or contact the event co-ordinator of the exhibition.

**Catering, Coffee Breaks, Buffets:** Exhibitors are advised that Sucre Banket has sole rights to all on-site catering services. This concerns all kinds of catering services, from coffee breaks to Gala Dinners. Please note that exhibitors are not allowed to use commercial services of other catering companies on the territory of Crocus Expo. Tel: +7 (925) 508 60 06, E-mail: [crocus-banket@mail.ru](mailto:crocus-banket@mail.ru)

**Deadlines On-Site:** All stands must be ready for inspection by 17:00 hrs on the last day of build-up. Therefore, it is essential that you are present on your stand in the morning of the last day of build-up at the latest to ensure that your stand is completely equipped and decorated by that time.

Any boxes/cartons which have not been unpacked by 16:00 hrs on the last day of build-up may be removed from your stand at your expense and can only be re-delivered to your stand after the official opening and the VIP tour.

The exhibition will be closed at 16:00 hrs on the last day so that the forwarding agent can begin with the delivery of empty packages. The removal and packing of exhibits is not allowed before the close of the exhibition. The dismantling of stands is not allowed before the morning of the first day of dismantling.

## Venue Regulations

### Stand Approval – Technical Accreditation/Evaluation

Exhibitors who have ordered space only or do some sort of construction within an equipped stand must present to LLC "Buildexpo" (General Builder in the territory of the exhibition centre), **not later than 45 days before the set-up**, the full technical documentation to carry out the **obligatory technical expertise of the project** (there is a charge for this expertise; submission of documents at a later date is subject to surcharges).

Carrying out of setup/dismantling and design works by exhibitors using their own resources or involving third party builders is possible only upon the condition of building **non-Standard** and **exclusive** exhibition stands. Set-up is allowed to be carried out by organisations which have signed a contract with the General Builder. Permission for set-up and design works is issued upon the results of the expert review of technical documentation of the stand carried out on a commercial basis.

**Standard** stand means any stand built with the use of exhibition structures: Mero R8, Octanorm, Advantec, Maxima, Astralite, Joker, Tritix.

**Exclusive** stand means a stand which is built with the use of other materials (wood, pressed wood-fiber board, orgalite, fabric, etc.) and double-decker stands. Exclusive stands may also include stands built with the use of exhibition structures and individual design projects, which require production of exhibition structures of non-standard type and size.

Laminating of panels, placing of logos, increasing wall height, use of banners or other hanging structures, electro-dynamic structures, offset fascia and other additional elements does not make it an exclusive stand.

#### List of necessary documents for technical certification:

- a) ISO 9001 certificate of other documents confirming the quality of the electrical installation work completed (photographs of electrical equipment, fuse boxes, lighting tools, if such work took place during stand building)
- b) Authorisation from the exhibiting company for which the construction of the exhibition equipment has been carried out
- c) Letter with a list of equipment and materials to be brought in and out, certified by the director of the company - 5 copies
- d) General view of the stand, isometric projection, certified by the director of the company - 2 copies
- e) A detailed exhibition plan of the stand, including stand number and total construction area certified by the director of the company - 2 copies
- f) A detailed electrical plan of the stand, completed in accordance with GOST 21.614-88 (ST SEV 3217-81) including power supply voltage, maximum power load for each piece of equipment, connection points for electrical equipment with a full interpretation of symbols used, and a plan of power leads and fuse box equipment, certified by the director of the company
- g) An engineering plan of the stand with a connection diagram for water and compressed air, etc (if applicable) with a full interpretation of symbols used, certified by the director of the company
- h) Certificates of compliance for materials and equipment used
- i) Certificates for load-bearing structures for double-decker stands, a calculation of load-bearing structures of double-decker stands with the layout of construction parts attached, drawings of double-decker stands (scale 1:100) including dimensions and types of sections signed by the stand builder and stamped by the organisation completing the stand.  
Please note: A static analysis must also be supplied for podiums over 1 metre in height and for complex suspended structures
- j) A list of electrical installers, of an access group no lower than the 3<sup>rd</sup> group in accordance with the rules and norms of the Russian Federation, who are participating in set-up and dismantling of electrical equipment at stands, certified by the director of the company
- k) A copy of the order for designating the responsibility of the stand building company staff member, of an access group no lower than the 4<sup>th</sup> group in accordance with the rules and norms of the Russian Federation, who is responsible for carrying out set-up and dismantling work and technical safety at stands
- l) Copies of the certification of electricians mentioned on the list, certified by the director of the company
- m) A copy of the electricians' validation report, certified by the director of the company
- n) A list of stand builders taking part in set-up and dismantling work at the exhibition (at the stand), certified by the director of the company - 2 copies
- o) An insurance policy for the stand builders listed.

A full package of documents and fees for technical certification is available on [www.buildexpo.ru](http://www.buildexpo.ru)

Consultation regarding questions about filling in and approval of documents can be received from the managers of BuildExpo's Technical Department, located in Room 119 of Pavilion 1, service entrance.

**Phone: +7 (495) 727 2671**

**E-mail: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)**

The Company's representative should have a power of attorney (or a stamp) to sign the agreement and the act of compliance of documents provided by the company to general terms of participation.

#### Set-Up and Dismantling Regulations

Before erecting your stand or positioning your outdoor exhibits, the ITE on-site office must be contacted to ensure that the correct space is being occupied. If a stand is built in the wrong space and ITE has not been contacted beforehand, you will be forced to dismantle your stand at your own expense and build it again in the correct space.

During the set-up period (before the opening of the exhibition), the exhibitor and/or his stand builder must:

- Transport stand equipment and exhibits on pallet trucks with rubber wheels or by hand
- Store exhibition equipment and other material on lining to prevent scratches and chips to the floor
- Set up stands on carpet

- Set up metal stand structures and exhibits on lining made of wood or rubber to prevent scratches and chips to the floor
- Place outlets of engineering systems through the hatches for technological channels within the stands; they must not be placed in the aisles
- Not clutter the aisles between the stands and escape routes with equipment, packaging and building materials
- Remove all containers, packaging and remnants of building and construction materials from the venue; the ordering of bins by an exhibitor or stand builder is at their own expense
- Take small rubbish to the containers outside the exhibition centre before 20:00 hrs on the last day of set-up

The following is not permitted:

- To set up building structures near electrical rooms, hatches, fire hose cabinets and other engineering equipment
- To carry out sawing, planing and other carpentry work related to the manufacture of stand parts
- To apply varnish or paint by spraying
- To apply paint, varnish, glue or other hard-to-remove coatings on pavilion floors, walls and columns
- To make holes in floors, walls and pillars

Construction work, and access by stand builders to the pavilion, is not permitted during the exhibition, including on the opening day.

After dismantling the stand and removing the carpeting, the exhibitor or his stand builder must remove adhesive tape from the pavilion floor and put any rubbish in the bins provided. The cost of repair or replacement of damaged pavilion facilities/equipment, additional cleaning and rubbish removal, for which the exhibitor and/or his co-exhibitors and/or stand builders are responsible, will be charged to the exhibitor.

### **Double Decker Stands**

There is a surcharge on the space occupied by double decker stands. If this has not yet been booked and paid for, please apply for this immediately. Construction of double decker stands will only be permitted after payment of the surcharge.

Double decker stands must be equipped with fire extinguishers, a sprinkler system and fire-prevention warning sensors with an alarm output to the relevant departments. The structure of the stand must meet all safety standards and have the necessary certificates.

Stair cases used in two-storey stands must be straight. Spiral stair cases are not allowed.

## **Regulations for Electrical Installations at Exhibitors' Stands**

1. Only companies and organisations possessing licenses to carry out corresponding types of activities may carry out electrical works at exhibitors' stands.
2. Wiring of stands shall be carried out in accordance with "Rules of Operation of Electrical Equipment", "Safety Rules of Operation of Electrical Equipment" and Instruction "On Fire Safety Measures in Crocus Expo Exhibition Centre".
3. Each independent electrical unit (stand, electrical point, etc.) shall have an individual protection device against short-circuit failure and excessive loads (electric board and emergency circuit breaker). This device shall be installed in an easy-accessible place at 1.8 m above the floor.
4. Before the exhibition each individual stand constructor shall submit to the management of the exhibition centre layouts of stands specifying the required capacity and breakdown in groups.
5. All electrical/technical operations at stands of individual constructors shall be carried out under the control of a construction electrician with a professional grade not lower than three. Before stands are connected to the main power supply it is necessary to submit an act of checking insulation resistance and sign an act of division of responsibilities.
6. All electric boards which are necessary for wiring of stands of individual constructors shall be equipped with an emergency circuit breaker. A feeding cable from electric board to the main power supply is to be provided by the constructor. Every cable must have 5 cable conductors.
7. A feeding cable shall be protected against mechanical damage (placed in a tube, metal hose, case, etc. and fastened).
8. Branches of cables and cable conductors can be connected using hot soldering (welding) or with the help of a wire clip. Neither connection with the help of splice joint nor extension of wires with terminal blocks is permitted.
9. All metal structures of stands, electric board cases, metal hose, metal tubes of wiring, etc. have to be earth grounded.
10. Connection of the stand to the main power supply is permitted only upon compliance of all the above rules.

## **Regulations for Plumbing Installations at Exhibitors' Stands**

1. Plumbing and maintenance of the water supply and drainage system at exhibitors' stands shall only be carried out by persons complying with professional requirements and having the relevant qualification for existing standards and regulations in Russia.
2. Plumbing work should only be carried out after the water supply to the relevant parts has been turned off.
3. When laying exposed water supply/drainage lines, provided no mechanical damage is possible, pipes with a fire resistant covering must be used; in places where people pass, pipes must be covered by special ramps.
4. The laying of water supply and drainage lines near electrical wires and equipment must comply with existing Russian standards and regulations.
5. Water lines on stands and at places connected to structures shall be equipped with water pressure valves.
6. Free access must be provided to water input devices.
7. Upon completion of plumbing work, the pavilion's engineering and technical service will check the quality of the installation and connect the installed equipment to the water supply, according to the plan of the exhibition.
8. The water supply to the stand is turned on a representative of the engineering and technical service in the presence of the stand builder and exhibitor.
9. The engineering and technical service shall supervise the state of the plumbing equipment installed and operated at exhibitors' stands for the duration of the exhibition.
10. At the end of the exhibition, the water supply to the stand will be turned off by the engineering and technical service at the request of the stand builder or exhibitor.
11. The dismantling and disconnection of plumbing equipment must be carried out by the same personnel who carried out the installation.
12. During the exhibition, and set-up and dismantling periods, plumbing equipment at stands, including pipes and valves, shall be operated by the installer.
13. The engineering and technical service has the right to turn off the water supply in case of emergency and to prevent accidents which may be caused by gross violations of the PTEEP and PTB regulations.
14. Exhibitors and stand builders may not connect additional water supply lines not specified in the exhibition plan to the water mains without obtaining the permission of the engineering and technical service.

## Safety Requirements for Stand Construction (non-exhaustive summary)

The maximum height of stands can be up to 6 meters (where pavilion heights allows such)

### Load bearing Structures:

- a load bearing 2-storey structure must have a static calculation of its load bearing capacity
- Podiums under stands must withstand a load of not less than 500 kg/m<sup>2</sup>
- The parts of podiums which have to withstand the load of the supporting/load bearing structure of a 2-storey stand, must withstand a load of not less than 2,500 kg/m<sup>2</sup>
- The ground of a 2<sup>nd</sup> floor must withstand a load of not less than 350 kg/m<sup>2</sup>

### Protective Perimeter Structures:

- The protective perimeter structures of a 2<sup>nd</sup> floor must have a height of not less than 110 cm from the ground level of the 2<sup>nd</sup> floor and prevent the possibility of objects falling down
- The perimeter structures of a 2<sup>nd</sup> floor must withstand a side load of not less than 100 kg/m<sup>2</sup>
- The walls of a 2<sup>nd</sup> floor in which light fillings are used, must have a rigid safety barrier fixed at a height of 110 cm from the ground of the 2<sup>nd</sup> floor and withstanding a side load of not less than 100 kg/m<sup>2</sup>
- The tolerance of walls, railings and frameworks must not exceed 5 mm
- Any open sides of a 2<sup>nd</sup> floor ground must have a barrier on the perimeter with a height of m/m 5 cm

### Staircases:

- The flight of a staircase (straight only, spiral is prohibited) must have a width of not less than 90 cm
- The load bearing of a staircase should be 500 kg/m<sup>2</sup>
- The width of the steps must not be less than 25 cm
- The angle of incline of the stairs must not be more than 36° from the horizontal axis
- If the height of a staircase is more than 45 cm, barriers and handrails must be provided
- Handrails and barriers of a staircase must have a height of not less than 110 cm and withstand a side load of not less than 100 kg/m<sup>2</sup>
- The tolerance of handrails, barriers and the structure must not exceed 5 mm

### Stand Decoration:

- It is forbidden to use silicate glass for any construction higher than 180 cm from the pavilion (not stand) floor. Only glass which has undergone special treatment (triplex or hardened and coated with adhesive film) is allowed

### Fire Prevention Regulations:

- When designing a 2-storey stand all fire safety requirements according to the rules and regulations in force must be fulfilled
- 2-storey stands must be equipped with fire extinguishers, sprinkler system and fire-prevention warning sensors with an alarm output to the relevant departments (see fire safety regulations below)

**Above requirements have been put together on the basis of: SNiP 21-07-97\* "Fire Safety of Buildings and Structures" and SNiP 2.01.07-85\* "Loads and Effects"**

## Entry Procedures and related Regulations

**1. Equipment move-in / move-out procedures.** To move in exhibits and equipment, which are not subject to custom clearance at the exhibition customs, to the territory of exhibition centre, you need to prepare a letter on the letterhead of your company in 3 copies signed by the head of the company and stamped with the corporate seal (a sample of the letter is on page 23). **To move in**, please leave your car at the parking area, and **get your letter signed** at the Service Centre in the lobby of your pavilion (they keep one copy).

Access to the gates will be allowed upon the presentation of the approved letter to the security at the entrance (they take 2<sup>nd</sup> copy) and an entrance pass bought from the Service Centre (more details see 5.)

**Attention!** If you move in **additional exhibits** and/or promotion materials during the exhibition, you need to include them in both copies of the letter (yours and the one remaining at the Service Centre in order to avoid problems when moving out).

Move in/out of equipment during the exhibition is only allowed from 9.00 to 9.30 and from 18.00 to 18.30.

**2. Exhibitors who have ordered space only stands and/or builders of such stands, who have not passed through the technical control and have not got the approval of BuildExpo, are not allowed to proceed with build up works.**

**3. When bringing in materials for decoration work, including to equipped space, exhibitors and/or stand builders, prepare on headed company paper (as described under 1.), a letter in three copies, including: a list of equipment and materials to be brought in, the name of the exhibiting company, stand number and size of booked space.**

**Any independent stand construction within an equipped space must undergo technical certification (for more information see page 5).**

A preliminary signature from a representative of the Fire Safety Department of Crocus Expo must be obtained on the letter. For all material and exhibits brought in, a fire safety certificate (more information on pages 13-16) must be supplied. All materials and constructions without relevant fire safety certificates (wooden constructions, carpet, flammable decorations, drapery, etc) must be treated with a relevant flame retardant. Crocus Expo Fire Safety Dept. Tel. +7 (495) 983 06 73; 228 12 07, Room 104, service entrance, Pavilion 1

**4. Work passes** (which are not valid during the exhibition) will be issued by the Service Centre of your pavilion to all staff engaged during set-up and dismantling.

**Stand Builders** apply for these passes at Buildexpo during the expertise procedure and can receive them in the Service Centre during set-up.

To receive work passes for **other set-up personnel** you need to present a letter listing the name of the company and, names and all passport details of the set-up personnel to the Service Centre not earlier than two weeks before the set-up.

**5. Orders for loading/unloading operations** (loading, storage of goods and packaging, delivery of exhibits to stands) are accepted by the official on-site transport agent, latest 1 day before the set-up upon the exhibitors' application. Storage of packaging at the stand is forbidden in accordance with fire safety rules.

**6. To organise bringing exhibits and equipment** in and out of Crocus Expo pavilions, a loading and unloading zone of 30 metres around the perimeter of the pavilions has been assigned.

Entry of vehicle transport into this zone is organised through paid passes, which can be acquired in the Service Centre of your pavilion on the basis of the letter for bringing in and removing cargo (see p.3).

Please note: waiting times in the loading and unloading zone are limited to: Freight vehicles - 2 hours; passenger vehicles - 1 hour. The administration of Crocus Expo will impose fines for overstaying in the loading and unloading zone.

Transport must exit the confines of Crocus Expo territory directly after dropping off exhibits and equipment. Overnight parking on the territory is **FORBIDDEN**.

For stand builders and exhibitors who have ordered loading and unloading services from the Transport and Logistics Department of Crocus Expo, access to the loading and unloading zone is free of charge.

Exhibitors may not use their own cranes or loaders. To bring mobile exhibits into halls and to open exhibition spaces, services for their accompaniment must be ordered.

**7. Exhibitor Badges** are issued at the registration desks in the pavilion foyer from the second day of set-up.

**8. General security** of the pavilion is provided at the exhibition. **Unfortunately, theft has become more frequent at exhibitions. In order to ensure safety of your exhibits, we highly recommend that your stand is manned when the doors are open. Crocus Expo and ITE cannot be held liable for the safety of your goods.**

**9. Move out of exhibits and equipment on the last day of the exhibition** is permitted after 17.00 only with passenger cars and mini vans. Trucks are admitted to the territory starting from **8.00 on the next day.**

**10. Business trip documents** can be signed and stamped at the Service Centres in the lobbies of the pavilions.

**IMPORTANT!** If you exhibit in **pavilion 2 on the upper floor**, you or your transport agent must be extra careful when moving exhibits or other heavy equipment. It is essential to use 20mm thick plywood boards or other similar material to protect the floor. The exhibitor is liable to compensate any damage caused. If the exhibitor uses the services of the official handling agent, this safety measure is included in the price.

## Fire Safety Regulations

### I. GENERAL PROVISIONS

1. These provisions have been developed on the basis of Federal law 69-F3 "On fire safety" of December 21 1994 and according to Federal Law No. 123-FZ "Technical Regulations for Fire Safety Requirements" as of July 22, 2008, the rules of fire safety in the Russian Federation (PPB 390) confirmed by Order #390 of the Ministry of Emergency Situations of Russia dated April 25 2012, the general instructions on fire safety in buildings and premises of Crocus Expo confirmed by the General Director of Crocus Expo from 10 February 2012 no.22, and the general instructions on holding events at Crocus Expo confirmed by the Directorate of the Krasnogorsk branch of Crocus Expo from 25 October 2011.

The instructions set out the main procedures for fire prevention in exhibition pavilions and at open-air spaces of the exhibition centre, according to the requirements of the GOST 12.1.004-91 "Fire safety rules. General requirements" standards, building regulations and rules, and procedures for ensuring the safety of people and property and the creation of conditions for successful fire extinguishing. These requirements are compulsory for all employees of Crocus Expo, employees of the tenant company and of stand builders and designers, exhibiting companies, and anyone else in the pavilion.

2. The deputies to the Senior Engineer of Crocus Expo are responsible for fire safety in the pavilions.

3. Authorised heads of organisations - stand builders and participants at rented exhibition space - are responsible for observing fire safety rules during set-up (stands), the exhibition itself and dismantling, and during exhibitions and other events.

Compliance with fire safety regulations during set-up (dismantling) of exhibition stand equipment (exhibits) and during exhibition and other events is monitored by authorised employees of the Fire Department of ZAO Crocus, responsible representatives of the Department of Exhibition Organisation, the Department of Non-Exhibition Event and Congress Organisation of Crocus Expo, and representatives of the General Builder of Crocus Expo.

4. Official persons responsible for observing fire safety rules must:

- Undergo the minimum required standard of fire and technical training at a specialised organisation (training centre) licensed to teach fire safety measures by the State Fire Prevention Service of the Ministry of Emergency Situations of the Russian Federation, as well as holding a certificate of completion of the training
- Ensure adherence to stand building and set-up requirements, coordination of design documentation, letters for bringing in stand building and design materials, fire safety requirements and smoking rules on site at the exhibition and at working areas
- Take immediate measures to disconnect offending networks, equipment or installations if faults are discovered in engineering systems, along with calling qualified experts of Crocus Expo in order for them to remove the problem
- When work at the exhibition is over, organise and oversee the cleaning of work sites and stands and the turning off of lighting systems, electric devices, computers and other equipment
- Ensure the protection of available (rented) fire extinguishing means, fire prevention equipment and tools, communication and alarm facilities, and regular and emergency exits.
- The use of fire extinguishing and protection equipment for commercial reasons, or in a manner or in situations unrelated to putting out fires, is prohibited.
- Return according to agreement all hired fire-fighting equipment before exhibits begin to be removed
- Carry out in good time all fire safety measures put forward by authorised employees of Crocus Expo

5. Builders of exhibition stands and participants of exhibitions and other events should know, observe and maintain the fire safety procedure in pavilions and premises, and not undertake any actions that may cause fire.

6. Organisers - builders, set-up companies, exhibitors - guilty of infringing fire safety regulations bear responsibility according to effective labour, administrative, criminal and civil legislation of the Russian Federation, depending on the type of infringements and their consequences, and are exposed to penalty provisions according to the order 22 of the President of ZAO Crocus of 10 February 2012, 'Basic Requirements for Holding Events at Crocus Expo', approved by the Director of the Krasnogorsk subsidiary of Crocus Expo on 25 October 2011.

All issues not covered in this instruction which arise during set-up, the exhibition itself or dismantling are resolved onsite by event organisers, responsible directors or assistants to the Chief Engineer of Crocus Expo and authorised representatives of ZAO Crocus.

### II. MAINTENANCE OF PAVILIONS

7. The territory around the pavilion buildings and exhibition halls of Crocus Expo must be kept clean and regularly cleared of rubbish, combustible waste and packaging.

Combustible waste, oily cleaning materials and disposable packaging must be stored in fireproof containers kept no closer than 10m from the pavilions in dedicated and equipped areas.

Starting fires or burning waste and containers on the territory next to the pavilion closer than 50m to it is forbidden.

Storing construction materials, structures, equipment and property in exhibitions halls during set-up (dismantling) and during the event itself is only allowed within the exhibition space allocated for building. Blocking the aisles between the stands is not permitted.

Storing combustible waste, packaging or containers in pavilions, even for a short space of time, is forbidden. Unneeded shipping boxes, containers and exhibition equipment should be removed from the exhibition halls, or their storage should be arranged in a warehouse (container warehouse) or at a specially designated site.

Building or other materials, exhibition equipment, packaging, containers with flammable and combustible liquids, or cylinders with combustible gases must not be stored close to the outer walls of pavilion buildings or under passages between pavilions. Storage locations are to be agreed upon with ZAO Crocus and should be located at least 10m from outer walls of pavilion buildings.

Temporary structures (tents, booths, stalls, pavilions, containers, stands, etc) must be located at least 15m from pavilion buildings and structures.

8. Smoking in pavilions and on the exhibition territory is strictly prohibited.

Smoking is only allowed in designated and equipped areas, closed negotiation rooms and halls (allocated zones) of restaurants, cafes and bars if there are fireproof ashtrays on tables.

9. Fire fighting crews must have free access to roads, passages and entrances of buildings and structures of Crocus Expo pavilions, external fire evacuation stairs and fire hydrants; they must also be kept in a good condition and clear of snow and ice in winter. Vehicles must not be parked on the covers of fire hydrants or within a radius of 2m from them.

10. When using evacuation routes and exits, it is forbidden:

- To block evacuation routes and exits (passageways, corridors, platforms, galleries, lift halls, ladder platforms, flights of stairs, doors, evacuation hatches, etc), access to fire hydrants, fire extinguishing means, alarm systems or fuse boxes with exhibition stands (exhibits), advertising posters, boards, information desks, any materials, products, equipment, rubbish and other objects. It is also forbidden to board up or lock emergency exits
- To establish drying areas, coat racks or cloakrooms in the landings of main and emergency exits, or to store stock or materials there, even temporarily
- To prop open or remove entirely self-closing doors of staircases corridors, halls and landings

11. Every day upon completion of work at the exhibition, stands should be examined by those responsible for fire safety.

The exhibition can only be closed following cleaning, removal of rubbish, packaging and waste, and the switching off of electrical devices, office equipment and the lighting system.

### III. MEASURES TO ENSURE FIRE SAFETY DURING SET-UP AND DURING EXHIBITION EVENTS

12. Companies organising exhibition and other events at which many people will gather are to agree on an Exhibition Placement Plan for the event with the fire department of ZAO Crocus no later than 10 calendar days prior to the beginning of the overall event period. The plan should be compiled in accordance with fire safety requirements:

- Ensure free access to fire hydrants
- Ensure the width of aisles between rows of display stands (exhibits) and around the stage floor (podium)
- Provision of free and easy access to emergency exit doors
- Ensure the use of fire-prevention gaps with a width of no less than 8 metres if the exhibition space is 8000 sqm

Companies building display stands (exhibits), stage boxes, podiums, tribunes, etc must finalise all project documentation for building, equipping and designing exhibition stands (exhibits) and for mounting exhibits at exhibition spaces with ZAO Crocus (pavilion 1, room 104, tel. 983-06-75) no later than 7 days prior to the start of the overall event period. The following must be supplied for this:

- Letter to bring in equipment and materials
- A general building plan indicating all sizes in relation to space borders, main and emergency exits, and the width of the main aisles
- A stand (exhibit) building plan as an isometric image
- Fire safety certificates (conclusions of a fire test laboratory, declarations of conformity) for building and other materials, decoration, drapery, banners, equipment etc used in stand building and design (floor, walls, ceiling)
- Agreement on fireproof treatment of materials, decoration and drapery used in stand (exhibit) building and decoration, and of stage boxes and podiums, etc, as well as copies of licenses from the Ministry of Emergency Situations of Russia awarded to the organisation which carried out fireproof treatment, and the fire safety certificate of the treatment applied by them
- A copy of the order appointing the officials responsible for fire safety during stand (exhibit) building and also certificates confirming their completion of the minimum required standard of fire and technical training

13. Exhibitors may bring into exhibition halls, set up (suspend) and use various mobile display stands, decorations, draperies, banners, tools, equipment, exhibits, etc used for stand design (floor, walls, ceiling) only when a representatives of ZAO Crocus has been presented with:

- Letter to bring in equipment, materials and exhibits
- Fire safety certificates (conclusions of a fire test laboratory, declarations of conformity) for building and other materials, decoration, drapery, banners etc used in stand design (floor, walls, ceiling)
- Agreements on fireproof treatment of materials, decoration and drapery used in stand building and decoration, and of stage boxes and podiums, etc, as well as copies of licenses from the Ministry of Emergency Situations of Russia awarded to the organisation which carried out fireproof treatment, and the fire safety certificates of the treatment applied by them
- Copies of the order appointing the officials responsible for fire safety when holding exhibition or other events and also certificates confirming their completion of the minimum required standard of fire and technical training

14. All construction equipment, decoration materials, drapery, cladding and so forth used in stand design and construction in exhibition halls should be certified according to the law of the Russian Federation 'On certification of products and services' dd. June, 10, 1993 № 5151-1 by certifying authorities.

15. Stand building materials with a fire danger rating higher than the following are not permitted:

- G2 (moderately combustible), B2 (moderately inflammable), D3 (high smoke generating capability), T3 (highly dangerous by toxicity of combustible products) – for decoration, drapery of walls and ceilings and filling of suspended ceilings
- G2 (moderately combustible), B2 (moderately inflammable), RP2 (weakly spreading flame), D3 (high smoke generating capability), T2 (moderately dangerous) – for floor coverings.

Combustible materials with higher fire danger must be treated, or other compensating fire prevention measures coordinated with the fire department of ZAO Crocus must be carried out (renting fire extinguishing equipment from Crocus Expo, placement of fire points, etc)

Frames of suspended ceilings should be made from non-combustible materials.

Carpets, rugs and other floor coverings should be fixed firmly to the floor around the perimeter and at junctures.

16. Stands should be built from parts of a high degree of readiness that have been assembled and painted beforehand at the stand builder's production premises.

The installation of spiral staircases, staircases that are curvilinear in full or in part in plane, as well as triangular and curvilinear steps and steps with varying width of tread and varying heights within the flight of stairs and staircase is not allowed at stands with more than one level.

17. Display and advertising stands, information stands, decorations and various equipment should be set up and installed so that there is no blocking of evacuation passageways and exits from halls, foyers, lobbies, office doors, warehouses and technical premises, and so that there is free access to control elements (fire hydrants, fire extinguishing equipment, fuse boxes, wiring closets, emergency stairs) located on pillars and along walls of showrooms.

A specific location for placing external and internal advertising stands, boards and information racks is to be agreed by companies organising events with the Department of Advertising and Information of ZAO Crocus and with the fire department of ZAO Crocus.

To ensure free access (no less than 0.8 m) to fire hydrants, fire extinguishing equipment and fuse boxes, the installation of easy to open constructions (curtains, folding doors, boards on magnet, etc) is permitted.

The width of passageways between stand (exhibit) aisles and around the stage floor (podium) should be no less than 3 metres.

Free and easy access to emergency exit doors equal to the width of doorways but no less than 1.5 m from exhibition halls and 0.8 m from offices, warehouses and technical premises must be provided.

18. When setting up temporary structures (tents, booths, marquees, pavilions, etc.) in open territories (areas) as well as multi-layered stands and closed stands, ceilings in pavilion halls must be equipped with wireless smoke detectors or additional automatic fire detectors connected to a receiving control device of the fire alarm system in the fire department control room of ZAO Crocus. Detectors are to be installed by the General Builder on the territory of Crocus Expo.

19. The following is forbidden in exhibition halls, at stands, display areas and at exhibits:

- Smoking or using open flames
- Installing equipment and using materials not detailed in the project documentation
- Using finishing or decorative materials made of combustible plastic, polystyrene, polyvinyl chloride or vinyl artificial leather fireproof treatment certification or a conclusion from a fire test laboratory)
- Storing promotional materials and goods, or setting up workshops
- Using exhibition hall territory (free space) behind stands for smoking, eating, as locker rooms, or for storing packaging, exhibits, supplies and other materials
- Using diffusers made from organic glass, polystyrene or any other combustible material in lamps, wrapping up electric lamps with paper, fabric or other combustible materials, or operating lamps with caps (diffusers) removed that are part of the design of the lamp
- Using non-standard (self-made) electrical devices or systems, temporary electric networks, sparking power tools, or electrical wires with twists and terminal blocks
- Turning off all the pavilion lights during working hours of the exhibition or other events with a large number of people in attendance
- Setting up extra electric loads not provided for in manufacturing guidelines
- Leaving switched-on electrical devices unattended

- Using damaged sockets, switches, cables and wires, other faulty electrical products, and also boilers and heaters with open heating elements or coils
- Installing booster lights, spotlights, projectors or electric lamps closer than 0.5 metres from exhibition equipment, stands, decoration or drapery or fire sprinklers
- Using stationary circular saws or flat-grinding machines that do not have dust extraction capabilities
- Storing decoration, drapery, equipment and packaging underneath it, or various combustible materials under stage floors, flights of steps and landings, or spectators' stands
- Use flammable paints or spray cans for painting stands or exhibits
- Storing or using flammable liquids or fuel tanks, empty gas tanks, or storing packaging under fuel or oil
- Filling exhibition vehicles with fuel or taking fuel from them, holding open fuel tanks, or allowing fuel or oil to leak
- Recharging batteries directly from exhibition vehicles
- Parking fuel tankers or flammable gas transportation vehicles in exhibition halls
- Using pipes of fire-fighting equipment to hang any equipment
- Connecting stand parts, equipment or devices to supply pipes of fire-fighting equipment
- Tampering with the fire sprinkler system or smoke alarms
- Using fire extinguishing equipment or internal fire hydrants installed in the sprinkler system for any other purpose than putting out fires
- Blocking or closing fire hydrants or access to them with any equipment or stands, as well as blocking the working area of fire alarms with banners, posters, decoration, curtains, floating or tethered equipment (balloons, airships, blimps, etc) or any other objects

20. All mounted armchairs and chairs should be lined in rows and fastened firmly to the floor in exhibition and conference halls and at spectators' stands. When there are no more than 200 seats, chairs do not have to be fastened to the floor, but they must be joined to each other in rows.

21. If there are exhibition or other events with a presentation (display, installation) of more than 25 vehicles, the event organiser must develop a plan for arranging the vehicles, describing the sequence and order of their evacuation in case of fire. The plan should be agreed with the fire department of ZAO Crocus. Exhibition halls and open areas where vehicles are shown should be equipped with towing cables or bars at the rate of one cable (bar) per 10 exhibition vehicles. Venues for test drive demonstrations should be equipped with fire extinguishing means rented from CJSC Crocus Expo, and if necessary, fire posts should be put out by the fire department of ZAO Crocus.

22. All power and lighting equipment and electric wiring must be mounted and used in strict conformity with the Electric Equipment Installation Rules and with the Users' Electric Installations Technical Operation Rules. Connection to an electric network in exhibition halls of IEC Crocus Expo may be done only by Technical Operation Service experts on the basis of the Electric Connections Card filled in by the General Builder of Crocus Expo.

All portable wires and cables used for connection of lighting devices and other equipment in exhibition halls should be laid to prevent damage to them. Wires and lighting cables laid on the floor in places where people will walk and that will bear weight should be protected with crossovers.

Portable lamps and electric devices may be plugged in sockets only when they are being used.

23. When display stands (exhibits), pavilions, tents, marquees, etc. are placed in open territories (areas), organisers of events must hire fire extinguishing equipment (portable, mobile, or automatic fire extinguishers) from CJSC Crocus Expo, in the quantity indicated in Appendix 3 of Fire Prevention Rules of the Russian Federation (PPB 01-03), and ensure that a mobile fire point is set up (1 fire engine with a fire-fighting crew) with fire department professionals of ZAO Crocus.

24. The use of open flames (torches, candles, chandeliers, etc) or demonstration by exhibitors of open flames, shooting, fireworks and other pyrotechnic and smoke effects is allowed only with written permission of Crocus Expo and when an individual fire post is provided. Imitation of shots and explosions can be carried out only with specialised equipment that can guarantee full fire safety.

To receive permission to carry out fireworks, salutes, fire shows and other special pyrotechnic effects, the organisers must submit a written statement to the fire department of ZAO Crocus no less than 5 days prior to the planned date of the event. The following should be enclosed with the written statement:

- An order appointing the person responsible for observing fire safety measures during the event
- A plan of pyrotechnic installations arrangement, a plan of storage and installation locations of fireworks and pyrotechnic products linked to the area with distances to buildings indicated, and a security cordon plan for the fireworks venue with borders of the danger zone indicated.

Fire shows and other special pyrotechnic effects should be organised according to the requirements of "Instructions on Fire Safety Measures when Organising and Carrying Out Fireworks, Salutes, Fire Shows and Other Special Pyrotechnic Effects on the Territory of ZAO Crocus".

Following the activity, a careful check must be made in the area where special effects have taken place, with smouldering and unburned waste being cleaned away. The area must then be ventilated with ventilation equipment.

25. The organiser of the events must prepare an admission warrant signed by the Chief Engineer of Crocus Expo for performing all kinds of fire-hazardous operations at exhibition venues (stands), and the executor of these operations should receive fire-prevention training.

Only emergency operations are excepted, as they are permitted and coordinated onsite.

26. In order to avoid hot metal particles and sparks coming into contact with neighbouring stands; going to adjacent floors or under equipment or installations; or coming into contact with technical and access hatches or ventilation, installation or other openings (holes) in floor and ceiling canopies, walls, and partitions where hot work is taking place, cover them with non-combustible materials or fire blankets, and if necessary pour water on them.

The venue for hot work should be checked by an employee of Crocus Expo. It should also be cleared of combustible substances and materials and fitted with fire extinguishing equipment (fire extinguisher, a box with sand and a spade, bucket of water, fire blanket, etc).

The performer of the hot work is obliged to carefully check the venue where hot work has taken place within 3 hours of its completion.

27. Demonstration of functioning models and installations using flammable and combustible liquids is permitted only when liquids are transferred by pipeline from a reservoir installed outside pavilion buildings and no less than 10 m from them, and when exhaust gases are removed outside.

The use of cylinders with combustible and toxic gases or the storage of empty gas cylinders at display stands inside pavilion buildings is not allowed. The use of cylinders with inert gases is permitted, but only if they are taken outside the pavilion immediately after use.

The placement of group cylinder installations to supply gas to a welding and cutting venue is permitted outside the pavilion building, near solid (without apertures) external walls. The supply of gas from group cylinder installations to a demonstration venue at a display stand is permitted via high-pressure hoses, the length of which must not exceed 30 m and which should be covered with protective bridges.

Gas containers should be stored in special constructions in open areas at least 10 m from pavilion buildings. Special constructions should protect containers from precipitation, sun rays and other sources of heat, and they should also be naturally ventilated and made from non-flammable materials.

Safety notices (posters) ("Pathway is blocked", "Do not smoke", "Do not enter with fire" and others) should be hung in places where gas containers are stored. Containers with flammable gas should be stored separately (in different warehouses or in different areas) from containers of oxygen, compressed air, chlorine, fluorine or other oxidizers, or containers with toxic gases. When containers with oxygen are stored and transported, oil (grease) must not get in and the container reinforcement must not come into contact with oily materials. It is prohibited to touch valves when filling containers with oxygen manually. The valves of stored containers should be protected by safety valves. Gas cylinders with boots should be stored in a vertical position in special slots, cages or other devices to prevent them from falling. Cylinders without boots should be stored in a horizontal position on frames or racks made from non-flammable materials. The stack height should not exceed 1.5 m and valves should all face the same way. If a gas leak from the cylinders becomes evident, they should be taken away from the special construction to a safe place. The storage of any other substances, materials and equipment in a gas cylinder storage location is prohibited. Empty and full gas containers must be handled according to the same security

measures. Gas container storage locations and venues for welding and cutting work should be equipped with fire extinguishing equipment. Fire extinguishing means can be rented from ZAO Crocus for the overall event period.

The following documents must be at a display stand:

- Certificates of conformance and fire safety for welding and cutting equipment.
- Copies of the order for appointing an official responsible for fire safety, and copies of certificates confirming their completion of the minimum required standard of fire and technical training
- A welder's certificate
- An admission warrant for carrying out dangerous work
- A gas container inspection certificate.

Fire safety measures and workplace requirements are set out in "Instruction on Fire Safety Measures when Carrying Out Welding Work in Crocus Expo Pavilions".

#### IV. ACTION IN CASE OF FIRE

28. Upon detection of a fire (burning) or any signs of a fire (smoke, smell of burning, a rise in temperature), each employee, builder, and exhibitor at the event must:

- 28.1. Inform everyone at and around the stand of the fire
- 28.2. Inform Crocus Expo (35-01, (495) 727-11-37, (916) 547-03), the duty worker of the security service, the hall administrator or any other representative of the Crocus Expo pavilion administrator immediately of the exact location of the fire (number and name of stand, location, floor), what is burning, and the name and telephone number of the person reporting the fire
- 28.3. Take measures to evacuate people from the stand and the exhibition hall
- 28.4. Begin fire extinguishing with available fire extinguishing equipment
29. Once at the location of the fire, managers and those responsible for fire safety in exhibitions and exhibition stands must:
  - 29.1. Send a message confirming there is a fire to the fire department of Crocus Expo and make the security service exhibition and management aware
  - 29.2. If life is at risk, immediately organise rescue of the people at risk with all available means, and to remove anyone not involved in fighting the fire from the premises
  - 29.3. To organise, alongside putting out the fire, evacuation and protection of material assets
  - 29.4. Upon arrival of the fire fighting team from Crocus Expo's fire department or from the fire protection territorial bodies of the Ministry of Emergency Situations of the Russian Federation, convey the situation, the structural and technological features of the stand, its location, and all other necessary information.

## General and Additional Services

### Cleaning and Refuse

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided they are placed in plastic bags or cartons in front of the stand in the evening. To have individual daily cleaning for your stand, place an order using **Form 1**.

All construction work must be finished and the aisles cleared of all empty packages, left over materials and rubbish on the last day of set-up by 17:00 hrs. If this rule is violated, the exhibitor must compensate all cost for cleaning of adjacent aisles and stands and cover all other cost and losses this might have caused.

Exhibitors are advised that their stand areas should be completely cleared before they finally leave. Any rubbish has to be removed not only from the stand area, but taken out of the Crocus Expo territory. Exhibitors will be charged for the removal of any refuse left behind by the exhibitor, his stand builder and/or other contractors.

### Security

The pavilions are opened and locked by security guards every day. For the exact times, please refer to the timetable on page 2. Exhibitors are responsible for ensuring their stand is manned when the doors are opened. For individual security for your stand, place an order using **Form 1**.

### Temporary Personnel

Interpreters, stand attendants and security guards for your stand can be ordered using **Form 1**.

If you bring your own personnel, please make sure that you provide them with an exhibitor badge.

Any security personnel of your own are not allowed to stay in the pavilion overnight.

ITE does not provide labour for the handling of goods and other items. Please contact the official Freight Forwarding and Handling Agents for these services.

### Car Parking Passes

Parking in the streets around the exhibition centre is limited. Car passes allow access and parking within the allocated parking areas next to the entrances to the Pavilions. They do NOT permit vehicle access direct to the cargo gates. Please place your order on **Form 1**.

Please note that the vehicle registration number must be entered in the car pass. Ordered car passes can be collected from the ITE Organisers' Office.

If you need to enter the venue for the unloading or loading of local goods, please follow the respective procedure described under *Entry Procedures* on pages 11-12.

## Electricity

Electricity will be supplied during the exhibition. During set-up and dismantling exhibitors or their contractors should use battery powered tools or bring an extension cable drum to reach one of the few on-site plug sockets. With the latter it is necessary to protect the cable from mechanical damage.

For ALL types of stands: When ordering electrical connections **for industrial equipment**, along with Form 2.1 please send the Technical Manager the following information: 1. Actual power consumption; 2. Operating and starting voltage; 3. RCD trip threshold to be connected and, to be presented on-site before connection : 4. Certificate Rostest (PCT) for the equipment to be connected. When connecting computers and other devices sensitive to power cuts and voltage drop, we strongly recommend the use of an uninterruptible power supply (UPS).

For Shell Scheme stands built by ITE: Plug sockets (Continental SCHUKO type) and/or lights are not included in the electrical supply (unless stated otherwise on Form 2.1) but can be ordered separately using **Form 4.2**. In certain modular or other packages, plug sockets and lights may be included. Please refer to your space application form and the stand layout for this information. Exhibitors are not allowed to bring their own lights, unless having undergone the technical expertise process and received approval from Buildexpo (see page 5) to do so.

For space only stands: Exhibitors or their contractors connect the power supply at the stand independently, in compliance with the rules for electrical work (see page 10). The stand must be equipped with a fuse box with a RCD, and the exhibitor or his stand builder must provide an electrical cable of the appropriate load and a length of at least 30 metres from the stand to the power supply. Electrical equipment is connected to the power source after measuring the insulation resistance of the electrical circuit.

## Water and Drainage

Please place your order on **Form 2.1**. Water pipes have a diameter of 15 mm and the drainage pipes 40-50 mm. Any other pipes or adapters need to be provided by the exhibitor. Items such as sinks have to be ordered separately on **Form 4.2 (Standard Stands) 4.4 (Premium Stands)**. Exhibitors with space only sites (or their stand builder) should connect their equipment to the pipes themselves.

If pipes for your water connection will seriously affect the safety or image of other stands, we reserve the right to cancel your order on-site.

## Compressed Air

The maximum available pressure is 6 bar. Please place your order on Form 2.1. Pipes have a diameter of 15 mm. If you need another diameter you need to bring your own pipes and/or adapter. Exhibitors with space only sites (or their stand builder) should connect their equipment to the pipes themselves. Compressed air is not available in the upper level of Pavilion 2.

## Telecommunication and Audio, Visual Equipment

You can order a telephone or a fax connection (including the first € 20 of calls) for your stand using Form 2.2. Additional calls will be charged to your credit card (please advise details on that form).

Internet connections through the exhibition's network Ethernet can be ordered on **Form 2.2**. The exhibitor's stand is provided with a standard RJ-45 socket and 1 IP address. Exhibitors are only allowed to connect more than 1 computer, if they have ordered the corresponding quantity of additional IP addresses on **Form 2.2**.

You can also order DVD's and Plasma Screens on Form 2.2. Other items are available upon request.

**Attention!** In accordance with Crocus Expo regulations, exhibitors can use their own telecommunication and audio-visual equipment **ONLY**, if they have received permission from the Crocus department in charge. There is a fee for their service. Please contact: Phone: +7 (495) 727 2615 E-mail: [edid@crocus-off.ru](mailto:edid@crocus-off.ru)

## **Fascia Panel/Graphics**

Please indicate the company name to be displayed on your fascia panel on Form 3. You can also order your company logo and other graphics at an extra charge.

Laminating with Oracal film in various colours can be ordered on **Form 4.1 for Standard stands and 4.3 for Premium stands**.

Exhibitors with **space only sites** have to contact their stand builder to order their fascia panel or other graphics.

## **Furniture, Kitchen Equipment, Electrical Appliances & Fittings**

Please refer to your space application form and to the stand layout sent with this manual to see what is included in the type of stand you have booked.

Additional furniture, lights, kitchen equipment, etc., can be ordered using **Forms 4.1+4.2 for Standard stands and 4.3 and 4.4 for Premium stands**. All items are only available to exhibitors who have their stand built by ITE.

Pictures of the most popular items (furniture, etc.) are shown on page 22. Please indicate the positions of all ordered items on the stand layout and return it with the order forms.

Furniture and other stand equipment for outdoor space will only be provided, if you have a lockable storage facility.

If you are interested in ordering special items not listed on forms 4.1-4.4 please do not hesitate to contact ITE Technical Division for information about availability and cost.

## **Order Forms & Pro-Forma Invoice**

Please complete all forms in typed format and not handwritten. The pro-forma invoice must also be returned together with the order forms fully completed and signed. Without the accompanying completed pro-forma invoice your orders cannot be processed.

Please tick the yes/no boxes under "Form returned" on the pro-forma invoice to avoid confusion about missing order forms.

The deadline for returning all forms is shown on page 2 *Dates and Deadlines*.

## **Payment**

All service requirements are payable in the currency shown on the pro-forma invoice and are due as soon as the order is placed.

## **Late and/or On-Site Orders**

Orders received after the deadline are subject to a minimum 20% surcharge increasing to 50% six weeks and 100% two weeks prior to the exhibition. Some services may no longer be available. Orders received less than 1 week before the set-up of the exhibition cannot be processed.

Any services you order during set-up are subject to a 100% surcharge.

## **Quality of Service**

ITE (International Trade Exhibitions) annually stages more than 200 events worldwide in a range of industries. Our exhibitions play a vital role in the development of these industries and we take great care to ensure that each event is well promoted, meticulously planned and professionally delivered. We continuously aim to improve our service and therefore welcome client feedback.

# Freight, Handling, Customs

## Freight Forwarding & Handling On-Site

BTG Expo is the official on-site freight forwarding and handling contractor. BTG Expo has sole rights to on-site handling. To deliver goods to the territory of the exhibition you may use services of other companies.

Please contact your nearest BTG Expo office for further details about their tariffs, shipping deadlines and customs regulations. If your country is not listed overleaf, please contact the BTG Expo head office in Germany.

## Shipping Deadlines

BTG Expo requires **4-5 working days** for all service connected with pick up at the airport, customs clearance and delivery to the stand. In order to avoid unnecessary storage please arrange the **airfreight consignment** arrival in accordance with the above information.

- For customs clearance of **truck shipments** BTG Expo requires **1 working day**.
- **Ocean freight** consignments should arrive in Hamburg latest **16 working days** prior delivery to the stand. Please do not ship any consignments to Hamburg without confirmation from BTG Expo and get the consignee instruction for ocean freight from BTG Expo by contacting them directly.
- For information about **consolidation** truck from terminal **Germany**, please contact BTG Expo.
- BTG Expo does **not** handle **railway** shipments.
- Please send copies (drafts) of the pro-forma invoices in Excel format **by e-mail** to BTG Expo latest 10 days before despatch for checking and (if necessary) translation into Russian language.
- Please arrange for truck arrival not earlier than 1 day prior to offloading to avoid parking charges imposed by Crocus Expo at the expense of the exhibitor.

## BTG Expo On-site Office

BTG Expo has a permanent office in Crocus Expo in Pavilion 1, Room 201a.

Phone: +7 (495) 646 9848 Fax: +7 (495) 646 9849 E-mail: [info\\_crocus@btgexpo.ru](mailto:info_crocus@btgexpo.ru)

## BTG Expo Handling Tariffs

Please contact BTG Expo in Germany for their rates and tariffs. As a confirmation, a copy of the official on-site handling tariff can be requested from ITE Technical Director London, [simone.bartsch@ite-exhibitions.com](mailto:simone.bartsch@ite-exhibitions.com)

## Customs Clearance

Please follow the instructions of the official freight forwarder/customs clearance agent BTG Expo. Every exhibition centre has official customs offices. Any client sending goods with any agent other than BTG Expo or its appointed agents must have their goods cleared by that office. If shipping exhibition goods directly, please get the address and sender's instructions from BTG Expo. If a shipment is addressed incorrectly, the exhibitor risks not to receive his goods due to impossibility of customs clearance.

**Do not send goods by courier!**

**Important!!!** In order to avoid problems or delays in delivery, all shipments have to be advised to the BTG Expo office in your country or directly to the BTG Expo head office in Germany as early as possible in advance.

If, at the end of the exhibition, items are not accounted for either by return transport or appropriate import customs clearance, the exhibitor is responsible for any duties, VAT and luxury taxes that may be imposed by customs authorities.

In order to avoid this, we urge all exhibitors not to hand over sold goods to the buyer directly. Arrange storage with BTG Expo to be sure customs clearance has been arranged by the buyer. BTG Expo will hand over the goods to the buyer you name only upon presentation of the definitive customs declaration.

You have to take into account that storage must be effected no later than the last day of the dismantling period. Please inform the BTG Expo on-site office which is responsible for the storage charges (buyer or seller).

## List of Appointed Freight Forwarding Agents

### BTG Expo GmbH

Main Co-ordinating Office in Germany

BTG Expo GmbH

Carl-Benz-Straße 21

D-60386 Frankfurt am Main

Tel: +49 (69) 408987-102

Fax: +49 (69) 408987-222

Contact: Mr Eric Awater e-mail: [eric.awater@btg.de](mailto:eric.awater@btg.de)

**ARGENTINA:** BTG Expotrans S.A.  
Azopardo 1337, 1° Piso, AR-C1107 ADW Buenos Aires  
Phone: + 54-(0) 11-43 62 50 30; Fax: + 54-(0) 11-43 62 50 80  
Mrs. Laura Anchava / e-mail: [Laura@btg-expotrans.com.ar](mailto:Laura@btg-expotrans.com.ar)

**Austria:** Schenker & CO AG  
Zweigniederlassung Linz  
Gewerbegebiet Flughafen 2, Flughafenstraße 20,  
A-4063 Hirschling  
Phone: +43-(0)5 7686 271520; Fax: +43-(0)5 7686 271529  
Mr. Walter Zehetner / e-mail: [walter.zehetner@schenker.at](mailto:walter.zehetner@schenker.at)

**BELGIUM / NETHERLANDS / LUXEMBURG:**  
Van der Helm – Hudig Rotterdam BV  
Debusstraat 2, NL-3161 WD Rhooen  
Phone: +31-(0) 10-506-61 89; Fax: +31-(0) 10-506-61 85  
Mr. Rene Koussen / e-mail: [r.koussen@hudig.com](mailto:r.koussen@hudig.com)  
Mr. Ger Kluter / e-mail: [g.kluter@hudig.com](mailto:g.kluter@hudig.com)

**CHINA:** BTG Intl. Freight Forwarding (Beijing) Company Ltd.  
Room 503, Dart Office Building, No. 12 Xinyuanxizhongjie,  
Chaoyang District 100027, Beijing P.R. China  
Phone: + 86-(10) 8460 1137; Fax: + 86-(10) 6461 9507  
Madame Zhong / e-mail: [Zhong.yun@btg.cn](mailto:Zhong.yun@btg.cn)

**CZECH REPUBLIC:** CENTRUMSPED s.r.o.  
Poinl 92, CZ-639 00 Brno  
Phone: + 420-(0) 547 423 165; Fax: + 420-(0) 547 423 160  
Mrs Zuzana Sandova / e-mail: [Sandova@centrumsped.cz](mailto:Sandova@centrumsped.cz)

**DENMARK:** On-Site Denmark Aps  
Kongevejen 18  
Phone: + 45-(0) 32-82 02 10; Fax: +45-(0) 32-82 02 11  
Mr. Lars Skovhøj / e-mail: [lars@onsitegroup.dk](mailto:lars@onsitegroup.dk)

**ESTONIA / LATVIA / LITHUANIA:** see Latvia

**FINLAND:** CHS Expo Freight  
Itämerenkatu 5, FIN-00180 Helsinki  
Phone: + 358-(0) 20-7669 422; Fax: + 358-(0) 20-7669 439  
Mr. Ossi Hämäläinen / e-mail: [ossi.hamalainen@chs.fi](mailto:ossi.hamalainen@chs.fi)

**FRANCE:** SDV Fairs & Events  
Zone de Fret 3, 95706 Roissy CDG  
Phone: +33-(0) 1 4919 1593; Fax: +33-(0) 1 4919 1591  
Mr. Laurent Canot / e-mail: [Lcanot@sdv.com](mailto:Lcanot@sdv.com)

**HUNGARY:** MASPED Logisztika Kft.  
Szikrataviró ut 17-21,  
H-1211 Budapest  
Phone: + 36-(0) 1-263-7891; Fax: + 36-(0) 1-263-7892  
Mrs. Kanyó Krisztina / e-mail: [kanyo.krisztina@masped.hu](mailto:kanyo.krisztina@masped.hu)

**INDIA:** PSBediGroup  
D-10, 3rd Floor, South Extension Part-II,  
New Delhi-110 049, INDIA  
Phone: +91-11 4605 5231; Fax: +91-11 4155 2911  
Mrs. Anshu Shori / e-mail: [ashori@psbedi.com](mailto:ashori@psbedi.com)

**ISRAEL:** ORANGE LINE  
6th Hazorfim st. North Ind. Zone, PO BOX 1118, 71100 Lod, Israel  
Phone: + 972-(0) 8 915 5192; Fax: + 972-(0) 8-760 2253  
Mr. Alex Berman / e-mail: [alex@orange-line.biz](mailto:alex@orange-line.biz)

**ITALY:** COGEFRIN Group  
Via Sommacampagna 61, C/O Interporto Q.E.  
I-37137 Verona (VR)  
Phone: +39 045 8623094; Fax: +39-045-956924  
Mr. Simone Rigon / e-mail: [srigon@cogefrin.it](mailto:srigon@cogefrin.it)

**LATVIA / LITHUANIA:** JSC "PAN-LITSERVICE"  
Laisves Ave 5, LT-04215 Vilnius, Lithuania  
Phone: +370 5 244 5677; Fax: +370 5 244 5803  
Valdas Benlulis / e-mail: [valdas@pls.lt](mailto:valdas@pls.lt) or [info@pls.lt](mailto:info@pls.lt)

**LUXEMBURG / NETHERLANDS:** see Belgium

**POLAND:** netlog Polska Sp. z o.o.  
ul. Prądzyńskiego 12/14, 01-222 Warszawa  
Phone: +48 22 258 70 12; Fax: +48 22 258 70 88  
Mr. Izabela Wronowska / e-mail: [izabela.wronowska@netlog.org.pl](mailto:izabela.wronowska@netlog.org.pl)

**PORTUGAL:** FeirExpo SA  
Avenida Severiano Falcao, 12; 2685-378 Prior Velho  
Phone: + 351-(0) 21 8310680; Fax: + 351-(0) 21 8310666  
Mr. Abilio Branco / e-mail: [abilio.branco@rangel.pt](mailto:abilio.branco@rangel.pt)

**SLOVENIA:** INTEREUROPA D.D., Letalska c. 35, 1000 Ljubljana  
Phone: +386-(0) 1-5868714; Fax: +386-(0) 1-5868719  
Mrs. Marija Rebenik / e-mail: [marija.rebenik@intereuropa.si](mailto:marija.rebenik@intereuropa.si)

**SPAIN:** Resa Expo Logistic, Division Internacional  
C/Clencias – Entrada Nr. 1, Recinto Ferial Gran Via  
P.O. Box: Apartado de correos 2045, 08908-Hospitalet (BARCELONA)  
Phone: + 34-(0) 93 233 4748; Fax: +34-(0) 93 263 1894  
Mrs. Yolanda de Paz / e-mail: [ydepaz@resainternacional.com](mailto:ydepaz@resainternacional.com)

**SWEDEN:** On-Site Exhibition AB  
P.O. Box 6289, S-400 60 Gothenburg  
Phone: + 46-(0) 31-707 30 70; Fax: + 46-(0) 31-707 30 75  
Mr. Göran Magnusson / e-mail: [goran@onsi-cygroup.se](mailto:goran@onsi-cygroup.se)

**SWISS:** SWISS EXPO LOGISTICS AG  
Zürcherstrasse 46, 8400 Winterthur / Switzerland  
Phone: +41 52 213 33 23; Fax: +41 52 213 33 22  
Mrs. Alexandra Erdmann / e-mail: [alexandra.erdmann@swiss-expo-logistics.com](mailto:alexandra.erdmann@swiss-expo-logistics.com)

**TAIWAN:** OTIM-Taiwan  
1Fl., No. 119, Hsinhai Road, Sec. 2, Taipei, Taiwan  
Phone: + 886-(0) 2-8733 1725 ext. # 13; Fax: + 886-(0) 2-8733 1726  
Mr. Eddy Huang / e-mail: [eddy@otim.com.tw](mailto:eddy@otim.com.tw)

**TAIWAN:** G.T.C. Glory Transwell Corporation  
4F-1, NO. 101, Song Jian Road, 104, Taipei, Taiwan  
Phone: + 886 (0) 2-25090366; Fax: + 886-(0) 2-25090356  
Mr. Steven Guo / e-mail: [seven@glorytc.com.tw](mailto:seven@glorytc.com.tw)

**TURKEY:** DHL GLOBAL FORWARDING TASIMACILIK A.S.  
Intek Tesisi Iktelil Cad. No. 178,  
TR-34303 Halkali Istanbul  
Phone: + 90 212 495 11 01 ext.5902; Mobil + 90 53392204072  
Mr. Zafer Keskin / e-mail: [zafer.keskin@dhl.com](mailto:zafer.keskin@dhl.com)  
Mr. Ersin Zafer / e-mail: [ersin.zafer@dhl.com](mailto:ersin.zafer@dhl.com)

**UKRAINE:** FE "Scherp ILS"  
Heroev Oborony str. 10A, 03127 Kiev, Ukraine  
Phone: +38 044 498 66 40; Fax: +38 044 498 66 41  
Denis Gellon / e-mail: [denis@scherp.com.ua](mailto:denis@scherp.com.ua)

**UNITED KINGDOM:** MERITEX INTL. FREIGHT SERVICES LTD  
The Coach House, 20, Northernhay Street,  
Exeter, Devon EX4 3ER  
Phone: + 44-(0) 1392 454 999; Fax: + 44-(0) 1392 454 998  
Henry Osborne / e-mail: [henry@meritex.co.uk](mailto:henry@meritex.co.uk)

**USA:** Airways Freight Corp,  
3849 W. Wedington Drive Fayetteville, AR 72704 USA  
Phone: +1 800 -843-3525-101; Fax: +1 479-442-6080  
Michael J. Beckers / e-mail: [michael@airwaysfreight.com](mailto:michael@airwaysfreight.com)

# Plan of the Exhibition Site

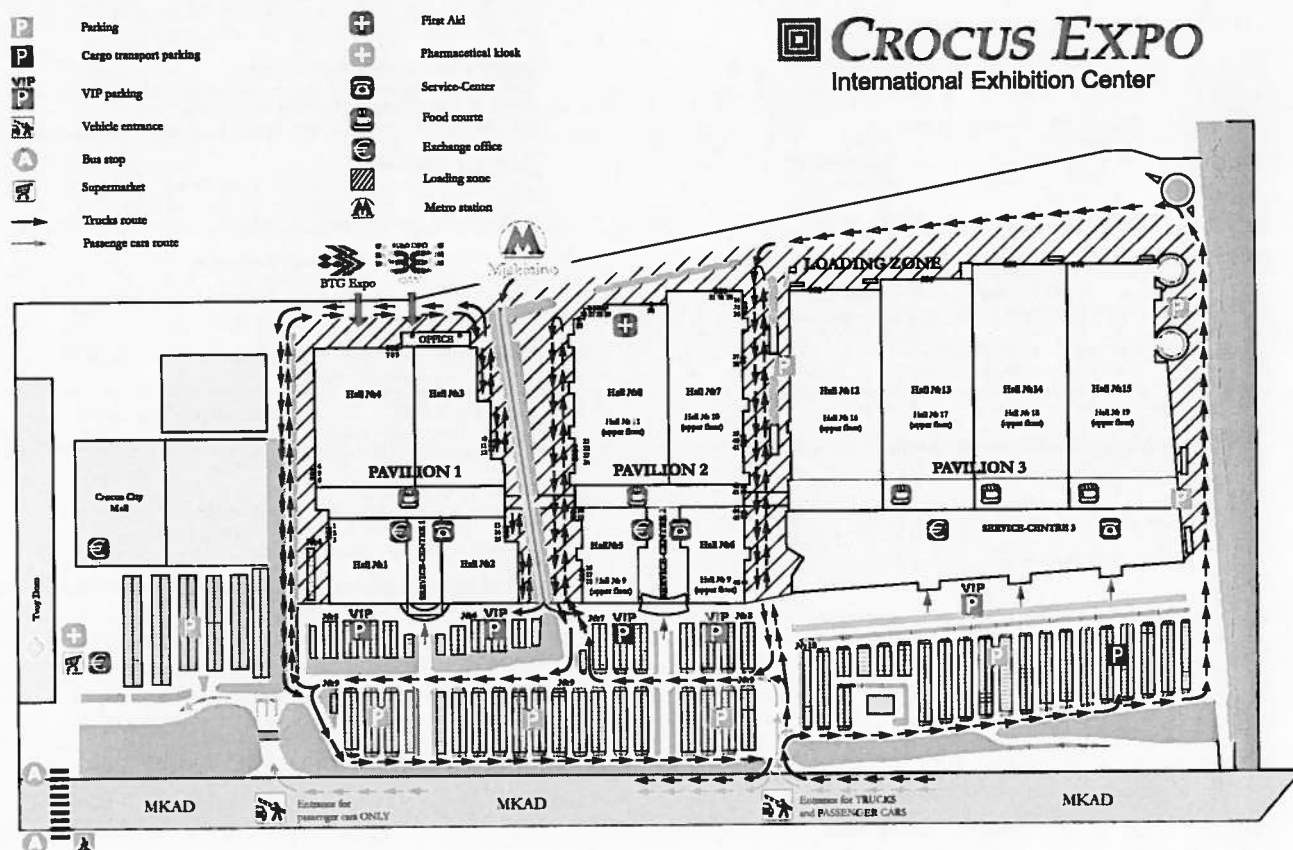


## Public Transport:

Metro Station MYAKININO - last carriage from centre, 5 minute walk to Pavilion 1 and 2, 10 minute walk to Pavilion 3

Metro Station TUSHINSKAYA - bus no. 631 and 640 and, bus taxi no. 450m and 631m, to bus stop UL. ISAKOVSKOGO

Metro Station STROGINO - Bus no. 631 and 736, to bus stop UL. ISAKOVSKOGO



# Furniture and Stand Equipment

				
303 Conference Chair	306 Bar Stool	310 Table small	311 Table medium	314 Table round
				
300 Plastic Chair	318 Bar Counter	319 Info Counter	Bar Counter Curved	324 Literature Stand
				
331 Coat Rack	320 Cupboard short	321 Cupboard tall	340 5-Shelf Unit plast	342 5-Sh. System built
				
380 Shelf wall mounted	381 Sloping Shelf	382 Podium small	384 Podium large	388 TV stand tall
				
394 Showcase short	396 Showcase medium	398 Showcase tall+light	350 Refrigerator small	351 Refrigerator med.
				
370 Coffee Percolator	600 Sink + Boiler	510 Spot Light 100W	514 Metallo-Hal. 150W	515 Halogen Light 50W
				
516 Halogen Light 150W	520 Fluorescent L. 40W	504 Plug socket 220V	506 Plug Socket 380V	508 24 hr plug 220V

# Sample Letters

## A) For Personnel Involved in the Construction/Assembling of Exhibition Stands and Displays

Please provide below ALL requested details and make sure that the persons, named as responsible for health and fire safety are present on the stand during set-up, exhibition period and dismantling.

### On exhibitor's headed company letter

Service Centre IEC "Crocus Expo"  
Exhibition "TRANSRUSSIA 2014"

(Company name)

(Address, Phone number, e-mail)

Please provide us with \_\_\_ passes for admission of personnel for setting up the stand of  
participating in the exhibition TRANSRUSSIA 2014, stand number \_\_\_\_\_.  
Stand size is \_\_\_\_\_.

No	Name, surname	Passport details

Person in charge of Health and Safety aspects: \_\_\_\_\_ (Name, surname, phone number)

Person in charge of Fire Protection aspects  
: \_\_\_\_\_ (Name, surname phone number)

Head of Company/Organisation \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Name, Surname)

Company Seal

## B) For Entry/Exit of Local Exhibition Goods

### On exhibitor's headed company letter

Service Centre IEC "Crocus Expo"  
Exhibition "TRANSRUSSIA 2014"

(Company name)

(Address, Phone number, e-mail)

Please issue a permit to deliver/unload the following exhibition equipment and materials which will be  
demonstrated or used on stand \_\_\_\_\_  
(stand number, size.)

No	Description	Quantity	Comments

Vehicle taking in/out equipment, exhibits: Make, model \_\_\_\_\_ Registration Nr. \_\_\_\_\_

Person in charge of Health and Safety aspects: \_\_\_\_\_ (Name, surname, phone number)

Person in charge of Fire Protection aspects: \_\_\_\_\_ (Name, surname, phone number)

Head of Company/Organisation \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Name, Surname)

Company Seal

# Pro-Forma Invoice

Cust. ID \_\_\_\_\_

**Please send to: ITE Technical Division, Ms. Lina Kazlauskienė**

**Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskienė@ITE-exhibitions.com**

**Company Name:** ..... ( ..... )  
Name of ordering company Name of exhibitor if different from ordering company

**Contact:** Ms/Mrs/Mr **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Street/PO Box:** \_\_\_\_\_ **Town/Postcode:** \_\_\_\_\_

**Country:** \_\_\_\_\_ **VAT-Number:** \_\_\_\_\_

ITE will raise the invoice to the above-mentioned company/address. If you need the invoice to be raised differently, please advise all necessary details in a separate cover letter.

Form No.	Form returned	Services ordered	Total in € excl. VAT
1	<input type="checkbox"/> yes <input type="checkbox"/> no	Interpreter	
		Stand Attendant	
		Security	
		Daily Stand Cleaning	
		Car Parking Passes	
2.1	<input type="checkbox"/> yes <input type="checkbox"/> no	Electricity	
		Water Connection	
		Compressed Air	
2.2	<input type="checkbox"/> yes <input type="checkbox"/> no	Telecommunications	
		Internet Connection	
		Audio, Visual Equipment	
3	<input type="checkbox"/> yes <input type="checkbox"/> no	Fascia Panel Details, Graphic Works	
4.1+2	<input type="checkbox"/> yes <input type="checkbox"/> no	Upgrade to Standard Shell Scheme .....m <sup>2</sup>	
		Additional Stand Equipment	
4.3+4	<input type="checkbox"/> yes <input type="checkbox"/> no	Upgrade to Premium Stand from Space Only .....m <sup>2</sup>	
		Upgrade to Premium Stand from Standard Shell Scheme	
		Additional Stand Equipment	
n/a	n/a	..... % surcharge for late orders	
		<b>Total cost of services total in €</b>	

**Authorised by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The confirmation of this order and its receipt by ITE is deemed conclusive evidence of the customers' agreement to pay the total costs of services ordered from that moment. **Orders returned without this pro-forma invoice duly signed cannot be processed.**

*The above-mentioned total amount has to be paid immediately:*

by Credit Card: I, \_\_\_\_\_, authorise ITE to deduct the amount of € \_\_\_\_\_  
(Signature of Cardholder)

from Credit Card: \_\_\_\_\_  
(type, e.g., VISA, Amex...) (Card Number) (3 digit security code) (Expiry Date)

or by Bank Transfer to: International Trade and Exhibitions (IV) Limited, Barclays Bank Plc, 27 SOHO SQUARE, LONDON, W1D 3QR, UK, Account Code: 74427211 Sort Code: 20-78-98, Swift Code: BARCGB22, IBAN Code: GB63 BARC 2078 9874 4272 11

*Orders received on 7.3.2014 or later are not only subject to a 50% surcharge (100% as of 4.4.2014) but can only be accepted if Credit Card details are provided above for immediate payment.*

# Form 1 Temporary Personnel, Cleaning, Car Parking

**Please send to:** ITE Technical Division, Ms. Lina Kazlauskienė

Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskienė@ITE-exhibitions.com

## Exhibitor:

Please advise your telephone and fax number and your name on the pro-forma invoice.

## Temporary Personnel

Please indicate the dates you require.

**Dates (from - to)**

**Interpreter Russian** - ..... € 255 per day ..... total €:.....  
1 Language – English, German, French, Italian or Spanish, please advise above

**Interpreter Russian** - ..... € 295 per day ..... total €:.....  
1 other Language, please advise above not all languages are available

**Stand Attendant** (with basic English) € 245 per day ..... total €:.....

**Security Guard** 10:00 – 18:00 hrs € 130 per day ..... total €:.....

18:00 – 10:00 hrs € 260 per night ..... total €:.....

Larger stands may need more than 1 guard. Surcharge for outdoor stands is 50%.  
For an order during set-up and dismantling, please contact your Technical Manager.

**Cancellations of any personnel at short notice will incur a 3-full-day penalty!!**

## Daily Stand Cleaning

Includes once-a-day: floor cleaning with vacuum cleaner, emptying of waste baskets and disposal of rubbish from the stand for the 4 day exhibition period.

We order \_\_\_\_ m<sup>2</sup> vacuum cleaning on ground level @ € 10 per m<sup>2</sup> less .....% discount total €: .....

We order \_\_\_\_ m<sup>2</sup> vacuum cleaning on upper level of 2storey stand @ € 15 per m<sup>2</sup> less .....% discount total €: .....

Discounts for stands: above: 50 m<sup>2</sup> – 10% 100 m<sup>2</sup> – 15% 150 m<sup>2</sup> – 20% 200 m<sup>2</sup> – 25%  
250 m<sup>2</sup> – 30% 300 m<sup>2</sup> – 35% 350 m<sup>2</sup> – 40% 400 m<sup>2</sup> – 45%

## Car Parking Passes for passenger cars

We order \_\_\_\_ Parking Passes for set-up and dismantling<sup>1)</sup> @ € 100 per pass total €: .....

We order \_\_\_\_ Parking Passes for the Exhibition<sup>2)</sup> @ € 185 per pass total €: .....

We order \_\_\_\_ Parking Passes for set-up, the Exhibition and dismantling<sup>2)</sup> @ € 240 per pass total €: .....

<sup>1)</sup> The parking pass does not allow access to the loading/unloading zones.

<sup>2)</sup> The registration number of the car must be entered in the pass. Exchange of passes in case of car number change is not possible.

# Form 2.1 Electricity, Water, Compressed Air

**Please send to: ITE Technical Division, Ms. Lina Kazlauskienė**

**Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskienė@ITE-exhibitions.com**

**Exhibitor:** \_\_\_\_\_

Please advise your telephone and fax number and your name on the pro-forma invoice.

## Electricity – Shell scheme stands built by ITE

### ● We order Supply, Connection and Consumption

220 V - 2 kW ____ @ € 370 incl. 1 plug socket (220V-1 kW)	380 V - 20 kW ____ @ € 1390
220 V - 5 kW ____ @ € 590 incl. 1 plug socket (220V-1 kW)	380 V - 40 kW ____ @ € 2140
220 V - 10 kW ____ @ € 910 incl. 1 plug socket (220V-1 kW)	

Additional plug sockets or lights can be ordered on Form 4.2. Please note that the maximum power consumption through a socket is 10 kW. When connecting a power consumer of over 10 kW on an equipped stand, or setting up an internal power supply network, you must comply with the regulations for space only sites (please see below and Venue Regulations).

total €: .....

## Electricity – space only sites

### ● We order Supply and Consumption

220 V - 2 kW ____ @ € 350	380 V - 20 kW ____ @ € 1230	total €: .....
220 V - 5 kW ____ @ € 530	380 V - 40 kW ____ @ € 1980	
220 V - 10 kW ____ @ € 780		

Connection of electric supply to stands should be done by exhibitors themselves (or their stand builders) in observation of the Requirements for electrical and technical work and for those carrying it out (page 11). Stands must be equipped with a fuse box, and a cable corresponding to the section load (at least 30m in length) must be supplied from the stand to the power source. Direct connection of exhibits to power sources in the pavilion (machine tools, industrial items) is allowed if the requirements above are followed. In this case, power supply should be ordered for each exhibit separately. Power supply points in the halls are equipped with 16A, 32A, 63A and 125A type ABB electric sockets. Connecting exhibitors' electrical equipment to power supply points takes place after the insulating resistance of the connected electric circuit has been measured.

### ● We order Fusebox and Cable to Main Supply

Order only, if your stand builder does not provide this.

up to 10 kW: ____ @ € 360 Indoor	
up to 20 kW: ____ @ € 470 Indoor	
up to 40 kW: ____ @ € 520 Indoor	There is a surcharge of € 400 per fuse box for fuse boxes outdoor.

total €: .....

## Water

We order connection to 1 item (e.g. sink) incl. drainage and consumption

Cold water only \_\_\_\_ @ € 590 Indoor total €: .....

Cold and Hot water \_\_\_\_ @ € 860 Indoor total €: .....

Sinks etc. are not included, but can be ordered on Form 4.2. Water pipes have a diameter of 15 mm and the drainage pipes 40-50 mm. Any other pipes or adapters need to be provided by the exhibitor. There is a surcharge of € 80 for a connection on a 2<sup>nd</sup> level. Rates for filling/discharging of pools/tubs are available upon request. If you have more than 1 item to be connected, please order the according number of connections. There are no water connections available outdoor, only filling/discharging of pools/tubs.

## Compressed Air

We order \_\_\_\_ Compressed Air (6 bar) up to 30 cubic metres / hour @ € 540 per conn. total €: .....

We order \_\_\_\_ Compressed Air (6 bar) over 30 cubic metres / hour @ € 750 per conn. total €: .....

Pipes have a diameter of 15 mm. If you need another diameter you need to bring your own adapter. If you have more than 1 item to be connected, please order the according number of connections.

## Form 2.2 Telecommunication, Audio/Visual Equipment

**Please send to:** ITE Technical Division, Ms. Lina Kazlauskienė

Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskienė@ITE-exhibitions.com

### Exhibitor:

\_\_\_\_\_

Please advise your telephone and fax number and your name on the pro-forma invoice.

### Telephone and Fax

Prices below do include ITE handling charge

We order \_\_\_\_ Telephone/s with Line @ € 310 each incl. 1<sup>st</sup> € 20 of calls total €: .....

We order \_\_\_\_ Fax Machine/s with Line @ € 390 each incl. 1<sup>st</sup> € 20 of calls total €: .....

To be filled in for above: I, \_\_\_\_\_, authorise ITE to deduct the call charges<sup>\*)</sup> after the end of the show  
(Signature of Cardholder)

from Credit Card: \_\_\_\_\_  
(type, e.g., VISA, Amex) (Card Number) (3 digit security code) (Expiry Date)

<sup>\*)</sup> a break down of the call charges billed to the credit card will be sent upon request.

### Internet Connection

We order \_\_\_\_ Internet connection/s 512 Kb/s + 1 IP-address @ € 240 per connection total €: .....

We order \_\_\_\_ Internet connection/s 2048 Kb/s + 1 IP-address @ € 485 per connection total €: .....

We order \_\_\_\_ Internet connection/s 10 Mb/s + 1 IP-address @ € 1715 per connection total €: .....

We order \_\_\_\_ additional IP addresses @ € 160 per address total €: .....

Prices include 5 GB of traffic. Internet is provided for exhibitor own computers through the exhibition's network Ethernet. The exhibitor's stand is provided with a standard RJ-45 socket and 1 IP address. Exhibitors are only allowed to connect more than 1 computer, if they have ordered the corresponding quantity of additional IP addresses. Your computer must be equipped with a 100 Mb/s network card.

### Audio / Visual Equipment (only on exhibitor's stand)

We order \_\_\_\_ DVD player/s @ € 50 total €: .....

We order \_\_\_\_ Plasma Screen Panasonic 42" freestanding incl. speakers @ € 525 total €: .....

We order \_\_\_\_ Plasma Screen Panasonic 50" freestanding incl. speakers @ € 785 total €: .....

We order \_\_\_\_ Plasma Screen Panasonic 60" freestanding incl. speakers @ € 895 total €: .....

Rental prices are for 4 days of the exhibition and include delivery and set-up on the day before the show and include collection on the last day of the show. Rental prices for other equipment upon request.

**!!! Please let us know what equipment you intend to connect to the plasma panel – DVD or computer?**

# Form 3 Fascia Panel Details, Graphic Work

**Please send to: ITE Technical Division, Ms. Lina Kazlauskienė**

**Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskienė@ITE-exhibitions.com**

**Exhibitor:**

Please advise your telephone and fax number and your name on the pro-forma invoice.

**Inscription on Fascia Panel for STANDARD stands** - in dark grey on white fascia panel \*

name in one language inclusive

\*): If you would like to have your fascia panel in a colour other than white, please order laminating on Form 4.1

**Inscription on PREMIUM stands (Verona, Ferrara, Ravenna, Kremona)**

name in one language inclusive

**Additional Inscription** – prices see below

We order \_\_\_\_ additional inscriptions on Standard Stand @ € 54 per panel/name

total €: .....

We order \_\_\_\_ additional inscriptions on Premium Stand @ € 80 per banner/name

total €: .....

**Logo on Fascia Panel** maximum 30 x 100 cm

We order \_\_\_\_ (state no. of appearances) – in 1 colour @ € 60 per appearance

total €: .....

We order \_\_\_\_ (state no. of appearances) – in 2 colours @ € 80 per appearance

total €: .....

We order \_\_\_\_ (state no. of appearances) – in 3 colours @ € 102 per appearance

total €: .....

**Logo on Wall Panel / Towers** maximum 100 x 100 cm

We order \_\_\_\_ (state no. of appearances) – in 1 colour @ € 80 per appearance

total €: .....

We order \_\_\_\_ (state no. of appearances) – in 2 colours @ € 118 per appearance

total €: .....

We order \_\_\_\_ (state no. of appearances) – in 3 colours @ € 160 per appearance

total €: .....

**Logo on Banner Fabric** excluding price of banner

We order \_\_\_\_ (state no. of appearances) – in one colour @ € 60 per appearance

total €: .....

We order \_\_\_\_ (state no. of appearances) – in more than one colour @ € 118 per appearance

total €: .....

**Digital Print on adhesive film**

We order \_\_\_\_ m<sup>2</sup> @ € 80 per m<sup>2</sup> including application to panels

total €: .....

The logos must be sent in either .eps or .cdr format as vector images and the design projects for digital print in real size with m/m resolution of 100 dpi to the above mentioned e-mail address or according to instructions of the Technical Manager.

**Application of Exhibitor own self-adhesive graphics**

We order \_\_\_\_ m<sup>2</sup> @ € 38 per m<sup>2</sup>

total €: .....

Exhibitors are not allowed to apply self-adhesive graphics to stand elements themselves.  
Please check with the Technical Manager when and where your material must be delivered to.

# Form 4.1 Additional Stand Equipment for STANDARD Stands

**Please send to: ITE Technical Division, Ms. Lina Kazlauskienė**

**Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskienė@ITE-exhibitions.com**

## Exhibitor:

Please advise your telephone and fax number and your name on the pro-forma invoice.

All items are only available to those companies who order the whole stand construction from ITE.  
Please do not re-order items which are included in your Shell Scheme package.

Code	Unit	Description	€ / unit	Quantity	Amount
<b>STAND CONSTRUCTION</b>					
	1m <sup>2</sup>	Upgrade to STANDARD shell scheme includes rear and side walls, carpet, fascia panel with company names, 1 table and 2 chairs. No lights or sockets included.	65.00		
210	1m <sup>2</sup>	Carpet, grey	21.00		
220	1	Wall Panel, white 100 x 250 cm	80.00		
221	1	Wall Panel, white 50 x 250 cm	59.00		
224	1	Wall Panel, white diagonal ~ 67 x 250 cm	80.00		
222	1	Wall Panel, white curved big R= 1000	112.00		
223	1	Wall Panel, white curved small R= 500	83.00		
403	1	Plexy glass Wall 100 x 250 cm (height of glass 197 cm)	118.00		
402	1	Plexy glass Wall 50 x 250 cm (height of glass 127 cm)	107.00		
	1	Vertical Fabric Banner 100 x 250 cm colour: ..... order name on Form 3	208.00		
	1m	Ceiling Fabric Banner 100 x 100 cm colour: .....	65.00		
280	1m	Chain (allow 1.5m length for each 1m run)	11.00		
267	1m	Front Partition, white height 50,80 or 100 cm indicate height	43.00		
	1 m	Venetian blinds	54.00		
240	1	Folding Door, lockable 100 x 250 cm	166.00		
241	1	Hinged Door, lockable 100 x 250 cm	166.00		
242	1	Curtain, grey 100 x 250 cm	59.00		
250	1m <sup>2</sup>	Ceiling Lattice 100 x 100 cm	34.00		
260	1m <sup>2</sup>	Ceiling Lattice with Ceiling Panel, gridded	62.00		
270	1m	Fascia Panel, white excl. name Height 30 cm (order name on Form 3)	28.00		
707	1	Square Tower, white ~ 100 x 100 x 100 cm rotating	166.00		
707	1	Ellipse, white R. 100 cm H. 100 cm rotating	166.00		
<b>COLOURING of wall panels, bar counter fronts etc.</b>					
		Colour laminating up to a total of 2 m <sup>2</sup> per m <sup>2</sup>	39.00		
		Colour laminating of more than 2 m <sup>2</sup> per m <sup>2</sup>	28.00		
		Please advise colour, Pantone No. and which items are to be laminated			
<b>FURNITURE</b>					
300	1	Plastic Chair	34.00		
303	1	Conference Chair, grey	48.00		
306	1	Bar Stool, black	50.00		
310	1	Table, small 80 x 80 cm	64.00		
311	1	Table, medium 80 x 120 cm	70.00		
314	1	Table, round Ø 80 cm	70.00		
315	1	Bar/Bistro Table ø 70 cm 120 cm high	73.00		
318	1m	Bar counter 43 x 93 x 110 cm	160.00		
319	1m	Info counter 43 x 93 x 110 cm	160.00		
		Bar counter, curved section 1 m <sup>2</sup>	241.00		
331	1	Clothes Rack, wall mounted	29.00		
324	1	Literature Stand, 9 pockets, Height 150 cm	75.00		
<b>Please carry forward to the next page</b>			<b>Sub - Total:</b>		

# Form 4.2 Additional Stand Equipment for STANDARD Stands

Please send to: ITE Technical Division, Ms. Lina Kazlauskienė

Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskienė@ITE-exhibitions.com

Exhibitor:

Please advise your telephone and fax number and your name on the pro-forma invoice.

All items are only available to those companies who order the whole stand construction from ITE.  
Please do not re-order items which are included in your Standard equipped package.

Code	Unit	Description	€ per unit	Quantity	Amount
Carried forward from Form 4.1			Sub - Total:		
FURNITURE					
320	1	Cupboard, short 43 x 93 x 80 cm	102.00		
321	1	Cupboard, tall 43 x 93 x 100 cm	123.00		
340	1	5-shelf unit 30 x 105 x 207 cm (does not fit in 1m wide storage)	102.00		
701	1	5-shelf unit 50 x 93 x 250 cm (suitable for 1m wide storage)	150.00		
380	1	Straight shelf on wall ~ 30 x 100 cm indicate height	27.00		
381	1	Sloping shelf on wall ~ 30 x 100 cm indicate height	37.00		
382	1	Podium, small 50 x 100 x 80 cm	102.00		
384	1	Podium, large 100 x 100 x 80 cm	128.00		
394	1	Showcase, short 50 x 100 x 100 cm	192.00		
396	1	Showcase, medium 50 x 100 x 205 cm	278.00		
398	1	Showcase, tall, with lighting 50 x 100 x 250 cm	305.00		
	1	As above, but with lockable sliding doors also in lower section	353.00		
	1	Additional glass shelf for 396 or 398	21.00		
399	1	Rounded Showcase with lighting + 2 shelves, Radius: outer 100	385.00		
388	1	TV Stand, tall 50 x 50 x 110 cm	75.00		
	1	Wall Mirror	40.00		
Locks for cupboards, etc., are available for a deposit of \$20					
KITCHEN EQUIPMENT					
350	1	Refrigerator, small 140 l incl. 24 hr plug 60 x 60 x ~130 cm	182.00		
351	1	Refrigerator, medium 280 l incl. 24 hr plug 60 x 60 x 175 cm	278.00		
600	1	Sink 60 x 100 cm order water connection on Form 2.1	251.00		
370	1	Coffee Percolator 10 cups order a plug socket	59.00		
	1+1	Hot + Cold Cooler (500 W) and 1 bottle of water order a plug socket	160.00		
	1	Bottles of Water (19 litres)	43.00		
ELECTRICAL APPLIANCES/FITTINGS					
510	1	Spotlight, single 100 W	40.00		
515	1	Halogen Light 75 W	70.00		
516	1	Halogen Light on long arm 150 W	91.00		
511	1	Metallo-Halogen Spot 70 W	80.00		
514	1	Metallo-Halogen Projector 150 W	112.00		
520	1	Fluorescent Light 40 W (requires ceiling lattice)	48.00		
504 a	1	Plug Socket, Standard 220 V – 1 kW	40.00		
504 b	1	Plug Socket, High Current 220 V – 2.5 kW	80.00		
506 a	1	Plug Socket, High Current 380 V – 10kW	102.00		
506 b	1	Plug Socket, High Current 380 V – 20kW	198.00		
508	1	Plug Socket, 24 hour 220 V – 1 kW not necessary for refrigerator as	55.00		
Electrical supply and consumption to be ordered on Form 2.1					
Total (of Forms 4.1 – 4.2):					

Subject to alterations. All items are available on a loan basis only. Orders on-site are subject to a 100% surcharge!!  
Exhibitors are not allowed to use their own lighting unless they have undergone technical expertise and been approved by Buildexpo to be used.

## Form 4.3 Premium Shell Scheme Stands

**Please send to:** ITE Technical Division, Ms. Lina Kazlauskienė

Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskienė@ITE-exhibitions.com

### Exhibitor:

Please advise your telephone and fax number and your name on the pro-forma invoice.

All items are only available to those companies who order the whole stand construction from ITE.

Please do not re-order items which are included in your Premium shell scheme package.

Code	Unit	Description	€ / unit	Quantity	Amount
<b>STAND CONSTRUCTION</b>					
Upgrade to Premium shell scheme Verona					
Carpet: grey, blue, red or green (please choose/circle)					
Colour for company name and stand no.: .....					
1m <sup>2</sup>		• from Space Only	105.00		
1m <sup>2</sup>		• from Equipped Space	45.00		
Upgrade to Premium shell scheme Ferrara					
Carpet: grey, blue, red or green (please choose/circle)					
Fabric: orange, blue, red or green (please choose/circle)					
1m <sup>2</sup>		• from Space Only to Version 1 (Incl. Info counter)	135.00		
1m <sup>2</sup>		• from Space Only to Version 2 (excl. Info counter)	115.00		
1m <sup>2</sup>		• from Equipped Space to Version 1 (Incl. Info counter)	75.00		
1m <sup>2</sup>		• from Equipped Space to Version 2 (excl. Info counter)	55.00		
Upgrade to Premium shell scheme Ravenna					
Carpet: grey, blue, red or green (please choose/circle)					
Please advise laminate and logo details separately					
1m <sup>2</sup>		• from Space Only	140.00		
1m <sup>2</sup>		• from Standard Shell Scheme	80.00		
Upgrade to Premium shell scheme Kremona					
Carpet: grey, blue, red or green (please choose/circle)					
1m <sup>2</sup>		• from Space Only	145.00		
1m <sup>2</sup>		• from Equipped Space	85.00		
220	1	Wall Panel, white 100 x 250 cm (280 cm for Kremona)	112.00		
221	1	Wall Panel, white 50 x 250 cm (280 cm for Kremona)	80.00		
	1	Plexy glass Wall 100 x 250 cm (not available for Kremona)	123.00		
282	1m	Front Partition, white height 80 or 105 cm Indicate height	48.00		
240	1	Folding Door, lockable 100 x 250 cm	219.00		
241	1	Hinged Door, lockable 100 x 250 cm	262.00		
242	1	Curtain, grey 100 x 300 cm	70.00		
<b>COLOURING of wall panels, bar counters etc.</b>					
		Colour laminating up to a total of 2 m <sup>2</sup> per m <sup>2</sup>	39.00		
		Colour laminating of more than 2 m <sup>2</sup> per m <sup>2</sup>	28.00		
Please advise colour, Pantone No. and which items are to be laminated					
<b>FURNITURE</b>					
303	1	Conference Chair, grey	48.00		
308	1	Armchair – 1 seat	130.00		
306	1	Bar Stool, black	50.00		
310	1	Table, small 67 x 67 cm	64.00		
311	1	Table, medium 70 x 100 cm	70.00		
314	1	Table, round Ø 75 cm	70.00		
315	1	Bar/Bistro Table Ø 70 cm 120 cm high	73.00		
<b>Please carry forward to the next page</b>				<b>Sub - Total:</b>	

# Form 4.4 Premium Shell Scheme Stands

Please send to: ITE Technical Division, Ms. Lina Kazlauskiene

Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskiene@ITE-exhibitions.com

Exhibitor:

Please advise your telephone and fax number and your name on the pro-forma invoice.

All items are only available to those companies who order the whole stand construction from ITE.  
Please do not re-order items which are included in your Premium shell scheme package.

Code	Unit	Description	€ per unit	Quantity	Amount
Carried forward from Form 4.3			Sub - Total:		
FURNITURE					
318	1m	Bar counter 43 x 93 x 100 cm Made from Standard Octanorm	160.00		
318M	1m	Bar counter 43 x 93 x 110 cm Made from Premium Maxima (white)	187.00		
319	1m	Info counter 43 x 93 x 100 cm Made from Standard Octanorm	160.00		
		Bar counter, curved section 1 m <sup>2</sup> Made from Standard Octanorm	241.00		
332	1	Clothes Stand	50.00		
321	1	Cupboard, tall 43 x 93 x 100 cm	123.00		
325	1	Literature Stand, 9 pockets, Height 150 cm	75.00		
340	1	5-shelf unit 20 x 83 x 208 cm plastic, only suitable for storage	102.00		
380	1	Straight shelf on wall ~ 30 x 93 cm indicate height	27.00		
381	1	Sloping shelf on wall ~ 30 x 93 cm indicate height	37.00		
	1	Podium, small 43 x 93 x 50 cm Made from Standard Octanorm	86.00		
382	1	Podium, small 43 x 93 x 75 cm Made from Standard Octanorm	102.00		
382M	1	Podium, small (Premium-Maxima) 50 x 100 x 91cm	112.00		
	1	Podium, large 93 x 93 x 50 cm Made from Standard Octanorm	112.00		
384	1	Podium, large 93 x 93 x 75 cm Made from Standard Octanorm	128.00		
384M	1	Podium, large (Premium-Maxima) 100 x 100 x 91 cm	144.00		
394	1	Showcase, short 43 x 93 x 100 cm Made from Standard Octanorm	192.00		
398	1	Showcase, tall, with light 43x93x250 cm Made from Standard Octanorm	305.00		
330	1	Mirror floor type	32.00		
Locks for cupboards, etc., are available for a deposit of \$20					
KITCHEN EQUIPMENT					
350	1	Refrigerator, small 150 l incl. 24 hr plug 60 x 60 x 80 cm	182.00		
	1	Microwave	70.00		
601	1	Sink, boiler 55 x 55 cm order water connection on Form 2.1	134.00		
370	1	Coffee Percolator 10 cups order a plug socket	59.00		
	1+1	Hot + Cold Cooler (500 W) and 1 bottle of water order a plug socket	160.00		
	1	Bottles of Water (19 litres)	43.00		
ELECTRICAL APPLIANCES/FITTINGS					
516	1	Halogen Light 150 W on a long arm	91.00		
	1	Metallo-Halogen Light 150W	112.00		
504	1	Plug Socket, Standard 220 V - 2 kW	40.00		
	1	Plug Socket, Heavy 380 V up to 5 kW	102.00		
506	1	Plug Socket, Heavy 380 V up to 10 kW	139.00		
508	1	Plug Socket, 24 hour 220 V – 2kW not necessary for refrigerator as included	43.00		

Electrical supply and consumption to be ordered on Form 2.1

**Total (of Forms 4.3 - 4.4):**

**Euro**

Subject to alterations. All items are available on a loan basis only. Orders on-site are subject to a 100% surcharge!!  
Exhibitors are not allowed to use their own lighting unless they have undergone technical expertise and been approved by Buildexpo to be used.

# List of Exhibits

**Please send to: ITE Technical Division, Ms. Lina Kazlauskiene**

**Fax: +44 (0)20 7 596 5120 or 5121, email: lina.kazlauskiene@ITE-exhibitions.com**

**Exhibitor:** \_\_\_\_\_

Please advise your telephone and fax number and your name on the pro-forma invoice.

Not necessary for information stands only with catalogues, posters, etc.

Description of Exhibits	Measurements L x W x H / cm	Weight Gross/net	Max. load kg / sq.m.	Value of Exhibits

Please also carefully read the general information especially with regards to:

- Floor loading
- Freight, Handling, Customs
- Access / Exit of local goods



**Inline Stand**



**Corner Stand**

**The Verona package includes:**

Carpet, colours: grey, blue, red or green

Height of front construction 3.5 m

Height of stand 2.5 m

Fascia panel 1.0 m height on open sides of stand

Fascia inscription in Oracal colour of your choice

Round table D. 700 mm (Code 314)

Conference chair (Code 303)

Waste basket

**per m<sup>2</sup>**   **9-12**   **15-16**   **18-35**   **36-48**   **50-60**

pc	1	1	2	2	3
pc	3	4	6	8	12
pc	1	1	1	2	2

**Euro**

**Price per m<sup>2</sup>**

**105.00** Upgrade from Space only

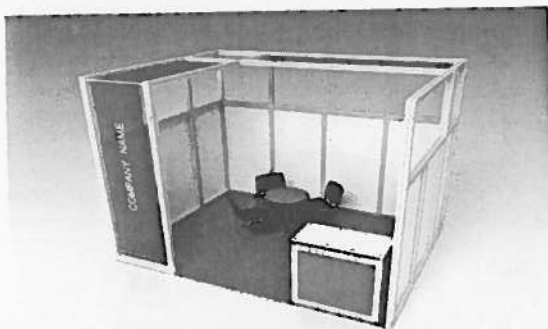
**45.00** Upgrade from Standard Shell Scheme

Please note that electricity and lighting is not included in the above package. Electricity can be ordered from Form 2.1 in the Technical Manual and additional furniture and stand equipment from Forms 4.3 + 4.4 for Premium Shell Scheme.

Do not use Forms 4.1+2, as they are only valid for Standard Shell Scheme "Equipped" stands.

Displayed above is an 18 m<sup>2</sup> stand, inline and corner

**TRANSRUSSIA 2014**



## Inline Stand

## Corner Stand

Version No. 1 of the Ferrara package includes: per m<sup>2</sup> 9-12 15-16 18-35 36-48 50-60

Carpet, colours: grey, blue, red or green

Banners of net fabric, colours: orange, blue, red or green)  
with company name in white on open sides of the stand

Height of the construction 3.5 m

Height of the stand 2.5 m

Round table D. 700 mm (Code 314)	pc	1	1	2	2	3
Conference chair (Code 303)	pc	3	4	6	8	12
Waste basket	pc	1	1	1	2	2
Info counter (only included in Version No. 1) laminated with Oracal film (colour at your choice)	pc	1	1	1	2	2

### Euro

Upgrade from Space only

Price per m<sup>2</sup>

**135.00 Version No. 1** includes info counter

**115.00 Version No. 2** without info counter

Upgrade from Standard Shell Scheme

**75.00 Version No. 1** includes info counter

**55.00 Version No. 2** without info counter

Please note that electricity and lighting is not included in the above package. Electricity can be ordered from Form 2.1 in the Technical Manual and additional furniture and stand equipment from Forms 4.3 + 4.4 for Premium Shell Scheme.

Do not use Forms 4.1+2, as they are only valid for Standard Shell Scheme "Equipped" stands.

Displayed above is version no. 1 (with infocounter) 12 m<sup>2</sup>, inline and corner stand

# Ravenna



## Inline Stand

## Corner Stand

### The Ravenna package includes:

per m<sup>2</sup>   9-12   15-16   18-35   36-48   50-60

Carpet, colours: grey, blue, red or green

Height of the construction 3.0 m

Height of the wall fillings 2.5 m

Fascia panel on all open sides of stand with  
2 sections incl. company name and logo

Choice of white or colour laminated panels

Square table 700x700 mm (Code 310)

pc      1      1      2      2      3

Conference chair (Code 303)

pc      3      4      6      8      12

Waste basket

pc      1      1      1      2      2

### Euro

### Price per m<sup>2</sup>

**140.00** Upgrade from Space only

**80.00** Upgrade from Standard Shell Scheme

Please note that electricity and lighting is not included in the above package. Electricity can be ordered from Form 2.1 in the Technical Manual and additional furniture and stand equipment from Forms 4.3 + 4.4 for Premium Shell Scheme.

Do not use Forms 4.1+2, as they are only valid for Standard Shell Scheme "Equipped" stands.

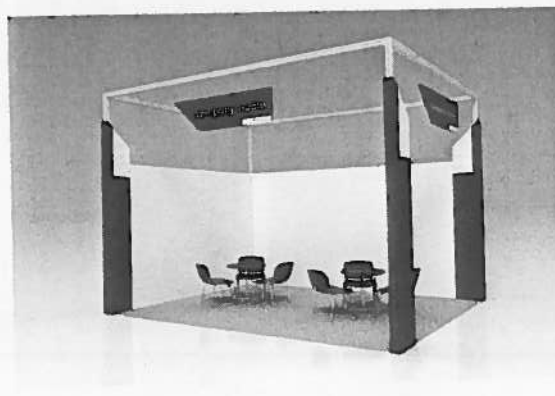
Displayed above is a 16 m<sup>2</sup> stand, inline and corner

**TRANSRUSSIA 2014**

# Kremona



**Inline Stand**



**Corner Stand**

**The Kremona package includes:**

Carpet, colours: grey, blue, red or green

Height of the construction 4.0 m

Height of the stand 2.8 m

Fascia panel on all open sides of stand with dark wood effect and company name in white

Round table D. 700 mm (Code 314)

Conference chair (Code 303)

Waste basket

**per m<sup>2</sup>**    **9-12**    **15-16**    **18-35**    **36-48**    **50-60**

pc	1	1	2	2	3
pc	3	4	6	8	12
pc	1	1	1	2	2

**Euro**

**Price per m<sup>2</sup>**

**145.00** Upgrade from Space only

**85.00** Upgrade from Standard Shell Scheme

Please note that electricity and lighting is not included in the above package. Electricity can be ordered from Form 2.1 in the Technical Manual and additional furniture and stand equipment from Forms 4.3 + 4.4 for Premium Shell Scheme.

Do not use Forms 4.1+2, as they are only valid for Standard Shell Scheme "Equipped" stands.

Displayed above is a 18 m<sup>2</sup> stand, inline and corner

**TRANSRUSSIA 2014**

**Príloha č. 3**  
**Výstup z elektronickej aukcie**

# ODTLAČOK E-AUKČNEJ SIENE

Názov výberových Realizácia výstavného stánku na medzinárodnej výstave Transrusssia 2014 v Moskve

Typ výberového I ERMMA (id 2988)

Dátum vytvorenia 2014-01-16 10:36:22

Dátum odoslania 2014-01-16 14:01:15

Začiatok aukčnej 2014-01-21 09:00:00

Ukončenie aukčnej 2014-01-21 09:22:00

Vyhlasovateli: Železničná spoločnosť Cargo Slovakia, a.s., Drieňová 24, Bratislava, PSČ: 820 09, Slovenská republika

Administrátor: Železničná spoločnosť Cargo Slovakia, a.s., Drieňová 24, Bratislava, PSČ: 820 09, Slovenská republika

Mena: EUR

Pre určenie porad Celková ponuka účastníka

Protokol je platný 21.01.2014 09:22:49

Protokol vygener 21.01.2014 09:22:49

Poradie	Kód	Názov	MJ	Množstvo	Čas mín. obdobia	Celkom	Min. ponuka	Progress Promotion Bratislava, s.r.o.
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Poradie podľa Celková ponuka účastníka

1.00

Realizácia výstavného stánku na medzinárodnej IV

1

Úspora	Finančné vyjadrenie	EUR
--------	---------------------	-----

% vyjadrenie

Úspora	Naj vstupná cena	33 000,00 EUR
--------	------------------	---------------

Naj výstupná cena

31 950,00 EUR

Úspora

1 050,00 EUR

% vyjadrenie

3,18 %

Celkom	Porovnávacia ponuka	0,00 EUR
--------	---------------------	----------

min. možná ponuka

31 950,00 EUR

max./železničná ponuka

31 950,00 EUR

Priebeh výberových predĺženie 161
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Čas vyhlásenia - 16.01.14 14:00

16.01.14 14:00:00:00:00

21.01.14 09:00:00:00:00:02

Čas ukončenia 21.01.14 09:22

Príčet predĺženi

1