

SEMICON®
Russia2012

SOLARCON®
Russia2012
Conference and Pavilion

15-16 May 2012
Moscow, Expocentr Krasnaya Presnya

EXHIBITOR MANUAL

CONTENTS

| | |
|--|-------|
| GENERAL INFORMATION | |
| DATES & DEADLINES..... | 1 |
| VENUE | |
| SECURITY | |
| ACCESS | |
| DELIVERY AND REMOVAL OF LOCAL GOODS | |
| UNLOADING AND LOADING OF GOODS | |
| SERVICE CENTER | |
| INSURANCE | |
| OFFICIAL HOTEL AND TRAVEL AGENT | |
| NOISE LEVELS | |
| STAND LOCATION IN PAVILION | |
| STAND DIMENSIONS | 2 |
| EQUIPPED BOOTHS | |
| RAW SPACE | |
| DEADLINES ON-SITE | |
| CUSTOM DESIGN | 3 |
| FIRE SAFETY REGULATIONS | 4 |
| ELECTRICALS WORK REQUIREMENT | |
| DELIVERY OF CARGO, CUSTOM CLEARANCE..... | 5 |
| MARKETING SERVICES | |
| FORMS M (additional marketing services) | 6 |
| FORM M1 | |
| ADVERTISING IN THE OFFICIAL CATALOGUE | |
| VISITOR TICKETS | |
| ADVERTISING IN SPECIALIZED MAGAZINES | |
| SPONSORSHIP OPPORTUNITIES..... | 7 |
| FORM M2 | |
| EXHIBITOR REGISTRATION / GATE PASSES, BADGES | 8 |
| TECHNICAL SERVICES | |
| FORMS T (additional stand equipment)..... | 9 |
| FORM T1 | |
| ELECTRICITY | |
| TELECOMMUNICATION | |
| CAR PASSES | |
| WATER | |
| COMPRESSED AIR | |
| EXTRA TIME FOR BUILD-UP/DISMANTLING..... | 10 |
| FORM T2 | |
| TEMPORARY PERSONNEL | |
| FASCIA NAME | |
| GRAPHIC WORKS | |
| DOUBLE-DECKER BOOTHS..... | 11 |
| FORM T3 | |
| STANDART PACKAGE..... | 12 |
| SAMPLES OF BOOTH EQUIPMENT | 13 |
| FORM T4 | |
| STAND CONSTRUCTION, FURNITURE | |
| STAND LAYOUT..... | 14 |
| FORM T5 and T6 | |
| STANDART +..... | 15,16 |
| FORM Renaissance Moscow Centre Hotel | |
| | 17 |
| FORM Visa support | |
| | 18,19 |

GENERAL INFORMATION

EXHIBITOR MANUAL

Order deadline:

13 April 2012

■ Completed forms, pro-forma invoice and stand layout to be returned to the Organiser before the deadline

EXHIBITION TIMETABLE

| | | | |
|-----------|--------|-------------|--|
| SUNDAY | 13 May | 8.00-20.00 | Access for Set-up (raw space only) |
| MONDAY | 14 May | 8.00-16.00 | Access for Set-up (raw space and equipped booth) |
| | | 16.00 | Latest time to finish the Set-up |
| | | 16.00-20.00 | Stand Decoration |
| | | 20.00 | Latest time to finish stand decoration |
| TUESDAY | 15 May | 10.00-18.00 | Exhibition Hours |
| WEDNESDAY | 16 May | 10.00-18.00 | Exhibition Hours |
| | | 18.00-20.00 | Dismantling / Packing of Exhibits |
| THURSDAY | 17 May | 8.00-20.00 | Dismantling / Packing of Exhibits |

ORGANISING TEAM



Address
 Semiconductor Equipment and Materials Int'l
 3081 Zanker Road
 San Jose
 CA 95134
 USA
 Phone: + 7 495 649 6911
 Fax: + 7 495 649 6911

Official Show Operator



Phone: +7 (495) 649-6911

yulia.solovieva@businessmediarussia.ru

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Sergey Dubovickiy, sergey.dubovickiy@businessmediarussia.ru

Danila Salenko, danila.salenko@businessmediarussia.ru

GENERAL INFORMATION

EXHIBITOR MANUAL

VENUE

Address: EXPOCENTR KRASNAYA PRESNYA, Pavilion 7, Hall 1
 1st Krasnogvardeyskiy proezd, 12, 123100, Moscow, Russia



Floor Loading: The maximum permitted load on the pavilion floor is 3,000 kg per m².
Attention: Point loading is not allowed; stress must be always be distributed.
Ceiling Height: The maximum ceiling height in pavilion is :
 Hall 1 - 380 cm.

SECURITY

General pavilion security will be maintained by guards during fair hours. The area of pavilion will be closed from 20.00 till 8.00.
Attention: Exhibitors are responsible for ensuring their booths are manned when the doors are opened.
 For the individual security of your stand during the fair hours and/or overnight, place an order using Form T2.

ACCESS TO THE VENUE

Exhibitors: Gate Passes allow exhibitors and their personnel access to the exhibition centre. Exhibitor Badges allow exhibitors and their personnel access to the exhibition hall. For details, please refer to the section "Gate Passes/Badges" on page 9.
Contractors: Work passes (which are not valid during the exhibition) will be issued by Expocentr to all personnel involved in the set-up and dismantling of your stand. To receive these passes upon arrival you need to present the Expocentr on-site office with 2 copies of letter asking for these work passes and listing the names, nationalities and passport numbers of the set-up personnel. These 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 AND REMOVAL OF LOCAL GOODS

There is a move-in and move-out system for local products (of Russian origin or goods already customs cleared) into and out of the venue. The exhibitor has to follow the below procedure:
 - write a letter in triplicate listing all exhibits /equipment that you bring into your stand on your company letterhead;
 - have it signed by the local Expocentr Exhibition Director.
 - have it registered by the Manager of your pavilion/hall to get the pass (Propusk) to enter the exhibition site and to take the goods into the pavilion.
Attention: Please save the third copy of the letter to get the permission to remove the goods from the booth, out of the pavilion and the exhibition site. Delivery and removal of goods during the exhibition is not allowed.
Attention: Exhibitors with raw space must agree booth project with Organizer to receive the permission for move in.

UNLOADING/LOADING OF GOODS / STORAGE AREAS

Technical assistance for unloading and loading of goods as well as storage areas for packing materials can be ordered only on prior request. For more details about the service please contact the ExpoWesTrans Ltd.: +7(495) 605-74-21


SERVICE CENTRE

Photocopying facilities and secretarial services are available in the Service Centre which is located in the tower of the Pavilion 4. You can exchange foreign currency or get cash using a VISA card only in the bank within the Service Centre.

INSURANCE

The Organisers have insured public liability for the duration of the show on behalf of those Exhibitors who have paid for this service. Exhibitors are responsible for the arrangement of any other insurance, including loss expenses caused by cancellation or abandonment of the show and loss of or damage to exhibits or other property on their stands.

OFFICIAL HOTEL

 Renaissance Moscow Monarch Centre Hotel
 125284 Russia, Moscow, 31 A bld.1 Leningradsky prospect

To make a reservation, please, fill the form on the page 16.

You also may call tel.: + 7 (495) 995-00-09 or e-mail your request reservations@renaissancemcmoscow.ru

Please, mention Promo Code: SEMICON Russia, Expocentre

To get more information about the hotel and its facilities, please visit hotel web-site: renaissancemonarchmoscow.com

OFFICIAL TRAVEL AGENT

For detailed information about visa support, hotel accommodation, airport transfers, please contact our official travel agent:

"Demlink Travel"

tel.: +7 (495) 661-0561

e-mail: svetlana.belova@demlink.ru

FIRE REGULATIONS

Exhibitors are asked to pay careful attention to the Fire Regulations on page 4 and if space only is special to provide their stand builders with a copy of those regulations.

Before delivery of stand construction materials, Fire Certificates, issued by the producer of the relevant materials and confirming that these materials are non-flammable or fire resistant/flameproof, must be presented on-site to the Fire Police in Russian. Any wooden materials must be soaked with a special liquid, proof of which also needs to be presented in the form of a certificate.

NOISE LEVELS

The noise level coming from the stand must not exceed 75 dB at the stand boundary. Please be advised that the Organizer and the local management reserve the right to close down the noise source after a verbal warning and to impose a fine according to Expocentr prices. **Attention.** The Organizer reserves the right to switch off the noise source and imply the penalty if the noisemaker ignores the previous notice.

BOOTH LOCATION IN PAVILION, BOOTH DIMENSION

Columns, pillars, fire points and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible, possibly across your stand.

The exhibitor or the his stand builder must provide rear and side walls of a minimum height of 250 cm. Construction may exceed a height of 250 cm, but only with the permission in writing for the Organizer. No part of the stand structure may extend beyond the boundaries of the site allocated.

■ GENERAL INFORMATION

EXHIBITOR MANUAL

EQUIPPED BOOTHS

Equipped Booths - built by the Organiser

All ordered stand equipment (according to your application contract and additional order on this manual forms) will be available on a loan basis only for the duration of the exhibition. Wall panels and other stand material must be returned after the exhibition without any damage caused by nailing, drilling, wall papering, inappropriate self adhesive tape etc. The cost of repair or replacement of damaged equipment will be charged to the exhibitor. No additional stand fittings or display may be attached to the stand shell structure so please ensure that you have enough chain, hooks etc. to hang posters and other displays. Stands will be built using Octanorm or other systems using aluminium poles and beams and plastic laminated panels.

The overall size of the wallpanels used as a standard is ~ 100 x 250 cm

No financial credit can be given for items included in these packages but not utilised.

Keys for folding or hinged doors and/or **locks** for cupboards and/or showcases can be collected in the Organiser's office on-site against a returnable deposit of 20 EUR.

The stand layout is to be drawn on page 16 (Form T4) of the manual. Please indicate the positions of all ordered items using the metre-scaled grid and return it with your order forms.

To stabilise construction it might be essential to include additional supporting poles and beams or wall panels which are not necessarily shown on our stand layouts. For further information please contact the Organiser's Technical Division.

RAW SPACE

Raw Space - not built by the Organiser

Exhibitors with space only sites must comply with the following rules and regulations with regards to their stand designing, building up and decorating:

1. The name of the exhibitor's stand builder incl. contact details has to be advised to the Organiser immediately upon receipt of this information. The Organiser reserves the right to refuse entry to the set-up those stand builders who systematically break accident prevention rules and fire safety regulations currently in force.

2. You need to fulfill the following requirements regarding your stand construction:

- A floor covering (eg. 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, but only with the permission in writing of the Organiser, after receipt of the proposed stand design, prior to the exhibition.

- Exhibitors are permitted to place logos and advertising constructions on the inner surface of the stand only.

- The outer surface (wall panels 2.5 m height) must be decorated if visible from the aisles.

- No part of the stand structure may extend beyond the boundaries of the site allocated. In case this rule is broken, the Organiser reserves the right to stop the set-up of your stand.

- The exhibitor and/or his stand constructor have to provide the stand with the fascia panel which prominently displays the name of the exhibitor as well as the stand number to the aisles.

3. Before erecting your stand or positioning your outdoor exhibits, the Organiser's 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 the Organiser 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.

4. Exhibitors or their stand builders have to completely remove from the floor any double-sided sticky tape that has been used for carpeting.

5. The cost of repair or replacement of damaged pavilion facilities/equipment will be charged to the exhibitor.

6. Double-Decker Booths

There is a surcharge on the space occupied by double-decker stands.

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 a sprinkler system and with fire extinguishers.

7. Approval of space only stands:

Your stand design requires approval by both the Organiser.

7.1. The following documents have to be presented to Organizer for approval at least two months before set-up:

- A technical stand layout indicating all measurements incl. heights. The position of entry points for ordered electricity, water, telephone connections, etc., must also be clearly marked on the stand layout.

- An electrical plan indicating the power of each energy consumer.

7.2. The following documents have to be presented to EXPOCENTR for approval at least two months before set-up:

- Licenses permitting to do the work for the companies that have worked out the project documentation and licenses to building and electrical activities.

- Technical drawing of the stand including the name of the company, stand number and size, marking the existence of the 2nd level and its space, plan of the 1st and 2nd levels, side view, specification of the type of building materials.

- Electric project of the stand with specifications of voltage, maximum capacity of load for every equipment unit, all the power points with detailed interpretation of symbols.

- List of electricians of at least 3rd qualification level who take part in electrical activities at the stand together with copies of their identification cards.

- Copy of the electricians' examination journal according to the rules and regulations of Russian Federation
- Copy of the assignment order for the electrician in charge (at least 4th level).

- List of assembling workers who take part in assembling/dismantling of the stand.

- Copy of the assignment order for a person in charge of assembling/dismantling activities and for a person responsible for safety measures at the stand.

- Letter with the name of the company for which the building is done with the list of the equipment which is brought in and taken out.

- Certificates of fire safety for all stand materials incl. floor coverings, acts about fireproofing treatment of burning materials used in stand decoration.

In case the above listed documents have not been presented to Expoconstr in time, the permission to carry out stand construction and installation is granted by Expoconstr, the general stand constructor on the territory of the Exhibition Centre. This will be on the basis of a commercial agreement between the exhibitor or his stand constructor and Expoconstr and will depend on the date you provide the documents. To find out details about the approval procedure, please contact: Expoconstr, Mr. Vladimir Rostopko, phone: +7 (495) 255 2536

Attention! If you entrust a third party company with your stand building, please advise them of all details of this section.

DEADLINES ON-SITE

All stands must be equipped and decorated by the official closing time of build-up (see page 1). Any boxes/cartons which have not been unpacked by 16:00 on the last day of set-up may be removed from your stand at your expense.

Attention! The removal and packing of exhibits as well as the dismantling of stands are not allowed before the close of the exhibition. The dismantling of stands must be finished by the time indicated on page 1 at the latest. Please note that the Organiser is not responsible for any loss on the exhibitors stand after the dismantling deadline.

CUSTOM BUILT STANDS

A custom built stand will raise your company's profile and maximise your exposure at the show. If you are interested in an individually designed exhibition stand, please contact the Organiser

■ GENERAL INFORMATION

EXHIBITOR MANUAL

FIRE SAFETY REGULATIONS

1. The management of the exhibition provides pavilions (premises) in good condition for an exhibition and guarantees basic firesafety conditions, taking account of construction rules and regulations.
2. Exhibitors are responsible for fire safety and compliance with these fire safety regulations during installation, actual operation and dismantling of exhibitions.
3. Compliance with the present rules is supervised by the technical personnel of ZAO "Expocentr", the management of the exhibition and by the state fire protection authorities.
4. The exposition plan of space only stands shall be submitted by the exhibitor or his stand builder to ZAO "Expocentr" as regards fire safety regulations at least two months before the announced commencement date of installation.. (Exhibitors with equipped space or having booked a custom build stand do not need to submit plans to ZAO "Expocentr", but have to provide information according to 4.1, 4.2, 4.3 to the Organiser).
- 4.1. The layout of exhibits, offices, various auxiliary premises (cinema hall, film projecting rooms, kitchen, dining rooms, restaurants, bars, information desk), showing all dimensions and tied up with a particular exposition area.
- 4.2. Location of evacuation exits, fire hydrants, internal fire cocks and power cabinets, according to the copy of the pavilion plan from ZAO "Expocentr". Unobstructed access to the exits, fire hydrants, internal fire cocks and power cabinets and an adequate zone required for their normal operation must be provided.
- 4.3. Cars and other exhibits displayed in operation, operating principles of engines, fuel and lubricants used, and raw materials processed.
Attention: Exposition plans shall be provided in 2 copies. The legends and inscriptions in the plans shall be made in Russian language.
5. The exhibitor shall submit, at least one month before the commencement of set-up, to ZAO "Expocentr" information about all radioactive, inflammable and explosion-hazardous materials and exhibits to enable co-ordinated safety measures to be taken. Importation of the above-said materials and exhibits without the authorisation of ZAO "Expocentr" shall not be allowed.
6. Stationary stand structures may be made of conventional building materials (of a normal flammability class). Fireproof and slow burning materials shall be used for finishing the interior of stands, offices, podiums, ceilings and fencing. All flammable materials must be treated with a fireproofing compound. The use of draping materials from flammable plastics which are not susceptible to treatment with a fireproofing compound, shall not be allowed. Double-decker stand constructions as well as stands with a higher fire risk must be additionally equipped with fire alarms connected to the central fire alarm station of the exhibition complex.
Documents describing the flammability degree of all stand materials used in the organisation/build up of the exhibition shall be submitted.
7. Carpets and runners used in pavilions shall be securely attached to the floor along the perimeter and at the joints thereof. These shall be made of a slow burning material (resisting a burning cigarette or match).
8. Stationary film projectors should be placed in areas or chambers made of fireproof materials and have isolated exit to staircases which are not connected with areas occupied by people.
9. During set-up and dismantling of exhibits, the approach ways (passages) pavilions shall be kept vacant. Unneeded transportation crates, packaging and other materials and equipment shall immediately be removed from the pavilions.
10. Threshold and turnstiles shall not be set up in evacuation and traffic paths visitors. Aisles for visitors shall have a width of at least three (3) meters and a circular layout and offer free access to evacuation passages, power cabinets, fire boxes and other fire fighting facilities. Stairwells, evacuation exits, passages, corridors and vestibule should always be kept free from any objects preventing the flow of people.
It shall not be allowed to arrange expositions made of flammable materials, and layout offices and service rooms in the stairwells and under stair flights.
11. The use of electrical and gas-fired devices for making tea or coffee shall be allowed only in rooms specially allocated and equipped for these purposes by agreement with the fire safety service.
Electrical heating devices, refrigerators and air conditioners shall be connected to separate networks equipped with starting protection devices.
12. The following is forbidden in the exhibition pavilions / stands: construction of storage and workshops, storage of combustible and flammable liquids, installation of combustible gas containers and demonstration of operating exhibits using naked flame.
13. If the permissible current of low-power electrical devices (electric motors, transformers, etc.) mounted on an electrically powered stand is below the rated value of the automatic protection device of the network, additional electrical protection shall be provided. All electrical units shall be adequately grounded. It is necessary to have certificates of measurements of impedance of electrical wiring, which need to be provided to the fire police of ZAO "Expocentr".
14. In the absence of a threat of mechanical damage being done to open electric networks, it shall be allowed to use cables clad in a non-combustible or slow burning out sheathing. All wire and cable connections and tapings shall be made by welding, soldering, moulding or the use of special-purpose clamps. Wire and cable strands must be reliably insulated at connecting and tapping points.
15. Mobile power equipment shall be connected with the use of flexible conductor safely protected against mechanical damage. All power installation devices (distribution boxes, sockets, etc.) used must be certified products only.
16. Electric lighting devices adapted to fire-hazardous premises of class P-P shall be used for illuminating halls and stands. It shall not be allowed to use diffusers made of acrylic plastic, polystyrene and other flammable materials in lighting fixtures. The distance between intensifying lighting fixtures and combustible or slow burning surfaces shall be equal to at least 40cm.
17. Demonstration of operating models and units using flammable liquids or combustible gases in exhibition halls shall be allowed with the provision that these are pumped via pipelines from containers installed outside the building and the exhaust gases are vented to the outside. Installation and demonstration of fire-hazardous exhibits and processes (welding and soldering jobs, other jobs involving naked fire, combustible solvents, etc.) shall be subject to approval by the fair (exhibition) management.
18. Storage of promotional materials and goods shall not be arranged in the pavilion buildings. They shall be kept in office premises in quantities not exceeding daily requirements. Exhibits, standby equipment, crates and packages shall be stored outside the pavilions or in specially allocated premises.
19. Smoking inside exhibition pavilions shall be allowed only in places which are especially allocated for this purpose and in negotiation rooms provided with ashtrays.
20. Welding and other fire-hazardous jobs shall be carried out with written authorisation of the fair or exhibition management and existing fire safety regulations shall be carefully followed in the process.
21. All other issues which remain beyond the scope of the present regulations and which might arise during set-up, operation and dismantling of fairs and exhibitions shall be settled on the spot by the management of the exhibition, the pavilion administration and a representative of the fire brigade.
22. If the design of an exposition does not meet the present regulations, the exhibition management shall be entitled to demand from the exhibitor and/or his stand builder that the exposition is dismantled.
23. All fair and exhibition participants shall be required to know and follow fire safety regulations and know how to behave in case of a fire and use first-hand fire-fighting means. Penalties shall be imposed on foreign representatives by State Fire Fighting Service bodies in legally established procedure for the breach of fire safety regulations.

GENERAL INFORMATION

EXHIBITOR MANUAL

ELECTRICIAN'S WORK REQUIREMENT

1 ELECTRICAL INSTALLATION REQUIREMENTS

1.1. Only companies and organisations licensed to conduct electrical installations can be assigned with carrying out such services at exhibitors' stands.

1.2. Electrical installation and maintenance of the equipment at exhibitors' stands can be carried out only by persons complying with the professional requirements and qualified according to electrical safety standards (corresponding to the 3rd or higher grade of the Russian electrical safety standard).

1.3. In the case where a subcontractor is commissioned by the exhibitor to carry out electrical installation and services at the exhibition stand (or in case where the exhibitor carries out the installation on his own) EXPOCONSTA will authorise the subcontractor's personnel assigned to carry out such services according to the personnel list signed by the subcontractor. EXPOCONSTA and EXPOCENTR's Energocentr will supervise the installation progress. The manager of the installation company (or the exhibitor himself) will assign a person to be responsible for the electrical equipment at the stand and will submit the authorised personnel list for permits to be issued by EXPOCENTR.

All electrical installations must be carried out according to the current Regulations for the Operation of Electrical Equipment (PTEEP), Safety Regulations (PTB) Regulations for Electrical Installation (PUE) Fire Protection Regulations and Construction Engineering Regulations of the Russian Federation (SNIP). Special requirements for fairs and exhibitions must be also observed.

1.4. Electrical installations must be carried out according to the stand layout to be provided by the exhibitor. The layout should detail the positions of the electric power and lighting equipment, rated voltage, maximum permissible loads for all electrical units, and terminal points for connecting the equipment to power supply sources.

1.5. Upon issuing the permits to work at the exhibitor's stand, installation companies shall be in charge of supervising the personnel authorised to carry out electrical installations.

1.6. All operations at or near power circuits must be carried out only after disabling the power supply.

1.7. When laying exposed circuits, provided no mechanical damaging is possible, cables with a fire protection shield must be used.

1.8. At exposed places and where people pass, cables must be protected with special ramps/gangways.

1.9. Open wiring and mounting of lighting equipment on structures are not permitted.

1.10. For all wire/cable connections and junctions, special clips and plugs must be used. Connection of power-consuming equipment to mains through direct wiring is not permitted.

The supply cable for the 380/220V leading-in device (power panel) of the exposition stand must be five-wire. The lines of single-phased electric wiring must be three-wire. It is permitted to use four-wire cable if the thread section is not less than 10 mm² along copper.

The stand hardware must have neutral earthing according to PUE requirements.

1.11. For mobile and portable power-consuming equipment, flexible wires/cables protected against mechanical damaging must be used.

1.12. All stands must be equipped with power panels with RSD (residual current protective device) according to PUE requirements and with proper

design load of extra current and overload protective devices installed separately for the lighting network and the power supply for equipment, as well as stand-by equipment which is permanently switched on (such as fax machines, refrigerators etc.).

1.13. Free access must be provided to the main electricity terminal.

1.14. Lighting equipment for halls and stands must comply with the Fire Hazard Regulations grade B2 Lighting equipment with lenses made of plexiglass, polystyrol and/or other easily flammable materials may not be used. Lights should be installed so that the distance to flammable surfaces shall be no less than 40 cm.

1.15. Upon completion of installation work and presenting the Act of Quality Control of Installation Work Conducted by Constructor at Exhibition signed by EXPOCONSTA, a representative of EXPOCENTR's Energocentr must check the quality of the installation and connect the installed equipment to the power supply sources of EXPOCENTR according to the layout.

1.16. EXPOCENTR's Energocentr must switch on the power supply to the switchbox at the exhibitor's stand upon presenting the Act of Quality Control of Installation Work Conducted by Constructor at Exhibition and in the presence of the exhibitor's representative in charge of the electrical equipment (installation), and upon signing the Division of Liability Act for the Operation of Electrical Equipment Rated at max. 1000 V which specifies the division of liability between EXPOCENTR and the exhibitor (power consumer), see Section 3 of the present Enclosure.

1.17. The exhibitor must supervise the state of the electrical equipment installed and operated at exhibitors' stands for the duration of the exhibition in accordance with the Division of Liability Act.

1.18. Upon termination of the exhibition a representative of the exhibitor/subcontractor in charge of dismantling the electrical equipment must apply to a technician of EXPOCENTR's Energocentr authorised to disable the power supply to the switchbox of the exhibitor's stand.

1.19. The dismantling of electrical equipment and its disconnection must be carried out by the same personnel who carried out the installation.

2. LIABILITY

2.1. Property rights and liability for electrical equipment and networks for the duration of the exhibition are stipulated in the Division of Liability Act (see Section 3 of the present Enclosure) to be signed by the parties to the power supply contract (Power Supplier and Power Consumer) immediately prior to the delivery of power to the stand.

2.2. Energocentr is in charge of operating the power supply sources of EXPOCENTR's stands.

2.3. During mounting, running and dismantling periods of the exhibition, electrical equipment of the stand including the mains cable will be operated by the exhibitor.

2.4. EXPOCENTR's Energocentr as the electric power provider for the exhibitor's stand has the right to disable the power supply in case of emergency to prevent accidents and as a preventive measure in the case of incidents which may be caused by gross violation of the regulations specified in PTEEP and PTB.

2.5. The exhibitor as the electric power consumer at the exhibition may not connect additional loads which are not specified in the application to the stand terminal without obtaining the permission of EXPOCENTR's Energocentr.

2.6. In the case of violation of these Regulations, the exhibitor shall be liable according to the Russian law.

DELIVERY OF CARGO, CUSTOM CLEARANCE

BTG Expo GmbH is the official forwarding partner dealing with cargo delivery and customs clearing. To deliver your cargo to the exhibition venue you can turn to a different forwarder. Detailed information about the costs, terms and customs clearance procedure can be obtained at the main office of BTG Expo GmbH in Frankfurt am Main:

BTG Expo GmbH
 Carl-Benz-Strasse 21
 60386 Frankfurt/Main
 Tel.: +49 69 408 987 109
 Fax: +49 69 408 987 222
 Mr. Jacob Unruh
Jacob.unruh@btg.de

BTG Expo GmbH has its permanent representative office at the exhibition venue:

1st Krasnogvardeysky proezd, 12, building 3, office 206
 Contact person - Andrew Belyaev, Chief of Representative Office, Andrew.belyaev@btg-expo.ru

You can get the information about the status of your cargo delivery to your stand by calling the following phone numbers:

+7 499 795 28 88, +7 499 795 26 99.

EXPOTRANS is official forwarding partner dealing with cargo delivery and customs clearing. To deliver your cargo to the exhibition venue you can turn to a different forwarder. Detailed information about the costs, terms and customs clearance procedure can be obtained at the office of EXPOTRANS:

Commercity-Isola P44, Via Portuense, 1555
 00148 Roma, Italy
 Tel: 06 4004 1552
 Mrs. Mirella Giardina
mirella.giardina@expotrans.it

■ GENERAL INFORMATION

EXHIBITOR MANUAL

DELIVERY OF CARGO, CUSTOM CLEARANCE

EXPOTRANS has its permanent representative office at the exhibition venue - ExpoRusTrans:
7, Mantulinkaya Ul, building 1, office 402

Contact person – Alexei Belikov, alexei.belikov@exporustrans.com

You can get the information about the status of your cargo delivery to your stand by calling the following phone number:
+7 495 988 09 67

Customs clearance. Please, turn to the official forwarders of the trade fair for the customs clearance service.

NB. If you send the cargo directly, please, verify the delivery address with official forwarders .

Please, verify the number of the warehouse license with official forwarders before sending the cargo.

In order to avoid any problems with the delivery of your cargo, please, provide official forwarders with all the details of your delivery. The Exhibitor is financially responsible for all the customs fees, taxes, etc. liable on any cargoes that remain on the Russian territory after the fair is over. That is why we highly recommend the exhibitors not to give their goods to the customers during the fairs. You can arrange the storage of the cargo via official forwarders so that the customer could make the customs clearance of the purchased goods and take them from the official forwarders warehouse after submitting the customs declaration. The storage can be carried out up to the last dismantling day of the trade fair. Please, inform official forwarders who bears all the expenses for the cargo storage.

■ FORMS M: ADDITIONAL MARKETING SERVICES

CATALOGUE ENTRY FORM (will be sent out additionally)

The catalogue entry will allow professionals interested in your company's business to get your full contact details. The information is to be completed in two languages (Russian and English) on the Form and will be placed in the catalogue in alphabetical order. Please indicate the letter under which you wish to list your company. Please complete the form in block capital letters.

Your company description (up to 600 symbols) has to be provided in Russian and English. If you are not able to provide the Russian version, your description will be printed in English only. The description should be sent by e-mail only.

Co-exhibitor If you wish to share your stand with a company, you require a catalogue listing for them and need to pay additional co-exhibitor fee. In this case please make a copy of the Form and fill it in as indicated in the section "Co-exhibition Entry". The stand shrer must comply with the general rules and regulations of the trade fair.

FORM M1

Complimentary Visitor Tickets. You will be allocated with visitor tickets, allowing you to invite your clients to attend the show free of charge. If you require additional tickets, you can order the using by Form M1. Please contact the Organiser to obtain required number of tickets, you can order the using by Form M1.

Advertising in specialized magazines. We will help you to allocate your advertising, news articles in the most famous magazines in the technical textiles industry. Please contact the Organizer for detailed information.

Sponsorship Opportunities. For the companies who wish to maximise their exposure at the show, the Organizer has developed a set of additional sponsorship opportunities. For further information please contact the Organiser.

FORM M2

Gate Passes/Badges. Gate passes allow exhibitors and their personnel access to the exhibition centre during set-up, exhibition and dismantle. A badge is a personal card with the company name, exhibitor's first name, surname and his job title. Please note that a badge is not a pass to the exhibition centre, it is necessary for working at the stand. Each exhibitor is entitled to 1 gate pass and 1 badge 4 bages on 9 sq.m. free of charge. Additional gate passes/bages can be ordered on form M1.

All gate passes/badges can be obtained on-site from the Organiser's Management stand.

Please complete Form M2 for all personnel who will attend the show. It will save your time during the collection of your gate passes/badges on-site.

| | |
|--|---|
| Complimentary visitor tickets, Advertising, Sponsorship and Marketing opportunities | Exhibitor Manual / Marketing Services <div style="background-color: red; color: white; padding: 5px; font-weight: bold; font-size: 24px; display: inline-block;">FORM M1</div> |
| Bumazhny proezd 14, build.3, Moscow, Russia Tel.: +7 (495) 649 6911 Fax: +7 (495) 649 6911 E-mail: daria.novikova@businessmediarussia.ru | |

Deadline: 13 April

| |
|---------------|
| Company Name: |
| Contact: |

Advertising in the official catalogue

- Colour ad page - 750 Euro
- White&Black ad page - 500 Euro

Complimentary Visitor Tickets

Please note that the quantity of sets is limited (one set 20 tickets)

| | |
|-------------|----------------|
| Qty of sets | FREE OF CHARGE |
|-------------|----------------|

Advertising in specialized magazines

Please contact with us for further information by e-mail : yulia.solovieva@businessmediarussia.ru

| | | |
|-----|--------------------|---------------|
| Qty | Price upon request | Total: EUR |
|-----|--------------------|---------------|

Sponsorship and Marketing opportunities

Please contact with us for details information by e-mail: eweller@semi.org
 Please find all details about sponsorship online: www.semiconrussia.org

- | | |
|---|--|
| <ul style="list-style-type: none"> Microelectronics Market Conference Sponsorship TechArena Sponsorship Registration Sponsorship Visitor bag sponsorship Logo on badge sponsor | <ul style="list-style-type: none"> Lanyards Sponsorship Conference Pens Sponsorship Conference Notepads Sponsorship SEMI Reception Sponsorship |
|---|--|

Additional Gate Passes/Bages

| | | |
|-----|-----|---------------|
| Qty | x30 | Total: EUR |
|-----|-----|---------------|

Please note 100% of the invoice must be paid by the exhibitor within 5 working days from the date of invoicing but anyway before the May 01, 2012
Please note that the cost quoted in this manual do not include 18% VAT and other taxes of the Russian Federation.

Authorised by: _____

Signature and stamp: _____ Date: 20 _____
Obligatory

*** All prices in Euro, VAT is not included**

| | |
|---------------|------------|
| TOTAL: | EUR |
|---------------|------------|

**Exhibitor staff Registration
Gate passes / Bages**

Exhibitor Manual / Marketing Services

FORM M2

Deadline:

13 April

To be returned to:

Fax + 7 495 6496911

E-mail: daria.novikova@businessmediarussia.ru

| | |
|-----------------------------|--|
| Company name: | |
| Booth number: | |
| Contact person: | |
| City Postal Code Country: | |
| Phone: | |
| E-mail: | |

List names of booth personal (Please, specify Name, Position, e-mail, address. Please use capital letters.) 4 badges on 9 sq.m.

| |
|---|
| 1. Name _____ Postion _____ E-mail _____ Contry/City _____ |
| 2. Name _____ Postion _____ E-mail _____ Contry/City _____ |
| 3. Name _____ Postion _____ E-mail _____ Contry/City _____ |
| 4. Name _____ Postion _____ E-mail _____ Contry/City _____ |
| 5. Name _____ Postion _____ E-mail _____ Contry/City _____ |
| 6. Name _____ Postion _____ E-mail _____ Contry/City _____ |
| 7. Name _____ Postion _____ E-mail _____ Contry/City _____ |

Note: you will receive a confirmation of your registration. This confirmation is needed to have access to the Expocentre. At the exhibitor registration desk onsite you will get your personalized badges.

Signature and stamp:

Date:

20

Obligatory

FORMS T: ADDITIONAL TECHNICAL SERVICES

EXHIBITOR MANUAL

FORM T1

Electricity

Equipped stands. The cost of the stand is included the electrical connection up to 1,5 kW. You can order an additional power in Form T1 and the required number of sockets and fixtures in Form T3.

Space Only sites. Electrical consumption and supply are not included in this type of stand but can be ordered using Form T1. Exhibitors with space only sites or their stand builders need to provide their own fused switchbox and cabling to the main supplies. If you or your stand builder do not have such equipment, please order it through the Technical Division in Form T1.

Electricity will be supplied for 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.

Exhibitors are obliged to order enough electrical capacity for their stand. Exhibitors are responsible for any damage to electrical networks being done due to incorrect information about maximum capacity of the equipment at the stand.

Telecommunication. You can order a card telephone or a fax for your stand using Form T1.

Internet connections through the exhibition's network Ethernet (port 10 Base-T) can be ordered on Form T1. Please note that the speed is variable with a rate of 256 Kbps and 512 Kbps. The connection prices include traffic volume of 1 GB.

Water Connection. Please place your order on Form T1. Items such as sinks, etc. are not included in the connection price but may be ordered separately on Form T3. If you wish to order this service, please contact the Technical Division for discussing technical details of the connection.

Compressed Air. You can order a compressed air connection on Form T1. Please advise details of gas consumption (cubic metres per hour, number of hours per day, number of days (dates)). The pressure is up to 6 Bar.

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

There are two types of car passes available: one for the set-up and dismantling period and one for the exhibition period. Please place your order on Form T1. Please note that the vehicle registration number must be entered in the car pass. Taxis are not allowed to enter the venue! Ordered car passes can be collected from the Organiser's Management stand.

Extra time for Build-up/Dismantling Pavilion working hours during build-up/dismantling 8.00 AM - 8.00 PM. You can prolong build-up/dismantling time by the Form T1.

FORM T2

Temporary Personnel. Interpreters, stand attendants, cleaning and security guards for your stand can be ordered using Form T2.

Security. Security guards will maintain general law enforcement in the exhibition hall. However they will not be responsible for any loss or damage to the property of exhibitors and their staff. Overnight security (from 18.30 hrs to 08.00 hrs) will be maintained by guards for the duration of the exhibition. To protect your property against loss or damage during the exhibition hours from 10.00 to 18.00, from 08.00 to 10.00 (the pavilion is opened but not guarded), you can order a security service. Individual security can be ordered in Form T2. Any security personnel of your own are not allowed to stay in the pavilion overnight.

Cleaning. 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 T2. Exhibitors are advised that their stand areas should be completely cleared before they leave. Exhibitors will be charged for the removal of any refuse left behind.

Fascia/Graphic Works. Exhibitors with equipped space have to indicate the company name on the fascia panel in Form T2. You can also order your company logo at an extra charge. If you need other graphic works for wall panels, etc., please specify these details in Form T2 and you will be given a quotation. Exhibitors with space only sites have to contact their stand builder to order their fascia panel or other graphic works.

Double-Decker Stands. There is a surcharge on the space occupied by double-decker stands. If this has not already been booked through the space application form it must be paid in full before the start of the exhibition. You can pay the surcharge through Form T2. Please note that for constructing this type of stand you have to meet the requirements indicated in the section "Space Only Sites" on Page 3.

FORM T3

Standard Package. You can order a standard equipped package using Form T3 if you have not booked this earlier through the application form. The standard package details are indicated in this form. Additional equipment can be ordered on Form T3 (see below).

Please refer to your space application form to see what is included in the type of stand you have booked.

Additional furniture, lights, kitchen equipment, etc., can be ordered using Form T3. Drawings of the most popular items (furniture, etc.) can be found on page 11. Please indicate the positions of all ordered items on your stand layout (Form T3) and return it with your order forms. If you are interested in ordering special items not listed in Form T3, please do not hesitate to contact the Technical Division for information about availability and cost. Please note that only those items that are listed in Form T3 or that have been confirmed/quoted by the Technical Division are available.

FORM T4

Please refer to your space application form to see what is included in the type of stand you have booked.

Additional furniture, lights, kitchen equipment, etc., can be ordered using Form T4. Drawings of the most popular items (furniture, etc.) can be found on page 13. Please indicate the positions of all ordered items on your stand layout (Form T4) and return it with your order forms. If you are interested in ordering special items not listed in Form T4, please do not hesitate to contact the Technical Division for information about availability and cost. Please note that only those items that are listed in Form T4 or that have been confirmed/quoted by the Technical Division are available.

FORMS T5 and T6

The Advanced stand in this Technical Manual it is a standard shell scheme stand with the elements of an individual design and with use of modern types of construction elements.

We are ready to offer you the construction of the stand, with elements of individual design, which is able to distinguish your company among others. This type of stand is optimally suited for the collective participation. Order an advanced shell schema filling stand you can in Form T5.

**Electricity, Telecommunication, Water,
 Car passes, Compressed Air, Clear Water**

Exhibitor Manual / Technical Services

FORM T1

Bumazhniy proezd 14, bld.3, Moscow, 127254, Russia | Tel.: +7(495) 649 69 11 | Fax: +7 (495) 649 69 11 | E-mail: sergey.dubovickiy@businessmediarussia.ru

Deadline: 13 April

Please fax back to: +7 (495) 649 6911

Company Name: _____

Contact: _____

Please note: Late orders - after the deadline - are obliged 50% surcharge.
 On-site orders and modifications will incur 100% surcharge.

Electricity

| KW | Qty | Cost | Total EUR |
|------------------|-----|------|-----------|
| 2KW | | 235 | |
| 5KW | | 305 | |
| 10KW | | 400 | |
| 15KW | | 505 | |
| 20KW | | 605 | |
| more 20KW | | 640 | |

Space Only Sites: Exhibitors with Space Only Sites or their stand builders need to provide their own fusebox and cabling (at least 25 m) to the main supplies.

Equipped stands: lights and extra sockets can be ordered on Form T4

Telecommunication

| Telephone, Fax | Qty | Cost | Total EUR |
|-------------------------|-----|------|-----------|
| Telephone/s with Line | | 105 | |
| Fax Machine/s with Line | | 135 | |

| Internet | | Qty | Cost | Total EUR |
|--------------------|---------------------|-----|------|-----------|
| Network Connection | Rate up to 128 Kb/s | | 265 | |
| | Rate up to 256 Kb/s | | 465 | |

The order Includes a telephone card with a value of Eur10

At the rate includes the cost of intercity telephone negotiations during of installations works and consumables. Intercity and international calls must be ordered separately.

Water (supply, connection, drainage and consumption)

| Description | Qty | Cost | Total EUR |
|--|--------------------------|------|-----------|
| Water connection hose up to 6 m. | | 85 | |
| Water connection over 6 m. each additional meter | | 5 | |
| Water consumption at stand | <input type="checkbox"/> | 400 | |

Water supply to the kitchen and/or other exhibitor's equipment is via floor-mounted connectors. The exhibitors or their stands constructor must provide their own water/waste water pipes and connecting fittings.

For technical details and ordering other services (filling tanks etc.) please contact the Organiser.

Car Passes

| Description | Qty | Cost | Total EUR |
|-----------------------------------|-----|------|-----------|
| For Set-Up and Dismantling Period | | 100 | |
| For the Exhibition Period | | 255 | |

Compressed Air (connection)

The pressure is up to 6 bar. Please advise details of what you want to have connected.

| | | |
|--------------------------|--------------------------------------|-----|
| <input type="checkbox"/> | Consumption <i>less than 30 m³/h</i> | 400 |
| <input type="checkbox"/> | Consumption <i>more than 30 m³/h</i> | 565 |

Suspention from the ceiling structures pavilion

To place your order or request the quote, please contact the Technical Department of the exhibition on t. +7 (495) 649-69-11. Prices for this service are available upon request.

Extra time for Build-up / Dismantling

| Description | Qty m | Qty hours | Cost | Total EUR |
|------------------------|-------|-----------|------|-----------|
| Build-up / Dismantling | | | | |

The price is given for 1 sq.m. 1 hour

Please note 100% of the invoice must be paid by the exhibitor within 5 working days from the date of invoicing but anyway before the May 01, 2012

Please note that the cost quoted in this manual do not include 18% VAT and other taxes of Russian Federation.

Authorised by: _____

*** All prices in Euro, VAT is not included**

Signature and stamp: _____ Date: _____ 20
Obligatory

TOTAL: EUR

Shell Scheme Stands, Standard Package

FORM T3

Bumazhnyy proezd 14, bld.3, Moscow, 127254, Russia | Tel.: +7(495) 649 69 11 | Fax: +7(495) 649 69 11 | E-mail: sergey.dubovickiy@businessmediarussia.ru

Deadline: 13 April

Please fax back to: +7 (495) 649 6911

| |
|---------------|
| Company Name: |
| Contact: |

Standard Package (for Space Only Sites)

| sqm | rate | Total EUR |
|-----|----------|-----------|
| | x 55 EUR | |

Standard stands are offered in the following configurations:

- In line (open from one side)
- Corner (open from two sides)
- Peninsular (open from three sides)

Stands offered by the Organizer, include the following:

Standard Shell Scheme specification

| | |
|-----------------------|---|
| Walls: | 2.5 m high, made of 4 mm thick and 1m wide panels |
| Floor: | floor is covered with the same carpet as the hall floor. |
| Carpet: | grey carpet flooring |
| Supports: | forged aluminum |
| Ceiling: | no ceiling |
| Furniture: | 4 standards chairs +1 table + 1 information counter (50x100x100 sm) + garbage bin |
| Lighting: | 2 spot light |
| Electrical equipment: | 1,5 kW |
| Fascia panel: | 15 characters on an each open side. White panel of 300 mm width containing company's name in small and capital letters. We will use the name of your company from our previous correspondence, unless otherwise instructed. |
| Services: | daily cleaning. |

Fascia panels are placed on open sides of standard stands. The walls are erected only from internal closed sides of the stands. No additional walls may be placed on open sides of stands due to two reasons. First of all, open space is preferable at interseptions of passages between the stands, so that the visitors can have a good view of the entire exhibition. Secondly, this allows avoiding conflicts with the next-by-stands, whose view can be blocked. Exhibitors with peninsular stands should obtain Organizer's approval before placing the order if they want to build walls on their stands. Walls of standard stands should not be damaged. You should be careful when placing your exhibits and displays on the walls. Light materials may be fixed using stickers or adhesive tape which can be easily removed. When placing heavy materials, please consult with the standard stand builder as you may need to install special beams.



Please note 100% of the invoice must be paid by the exhibitor within 5 working days from the date of invoicing but anyway before the May 01, 2012

Please note that the cost quoted in this manual do not include 18% VAT and other taxes of Russian Federation.

Authorised by: _____

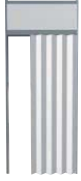




*** All prices in Euro, VAT is not included**

Signature and stamp: _____ Date: 20 _____
 Obligatory






TOTAL: EUR

SAMPLES OF ADDITIONAL STAND EQUIPMENT






EXHIBITOR MANUAL

| | | | | |
|--|---|--|--|--|
| 121 Folding Door, lockable 100x250cm  | 119 Curtain  | 103 Wall Panel, white 100x250 cm  | 107 Plexy glass Wall 100x250cm  | 111 Wall Panel, white curved big R-100  |
|--|---|--|--|--|

| | | | | |
|---|--|---|--|---|
| 203 Information Counter  | 202 Information Counter, Rounded  | 206 Podium, 100x100x75 cm  | 209 Podium, 100x50x75 cm  | 212 Showcase, short 50x100x110 cm  |
|---|--|---|--|---|

| | | | | |
|--|--|---|---|--|
| 216 Showcase high, 50x100x250 cm  | 218 Round showcase, R-1m, with lighting.  | 220 Plastic shelving unit (5 shelves)  | 221 Metal shelving unit (3 shelves)  | 132 Shelf on Wall, 30x100 cm  |
|--|--|---|---|--|

| | | | | |
|---|---|---|--|--|
| 623 Table 100x70 cm  | 630 Chair  | 629 Bar Stool  | 637 Filing cabinet  | 625 Table, round D 70 cm  |
|---|---|---|--|--|

| | | | | |
|---|---|--|---|--|
| 634 Refrigerator, medium 220 l (incl. 24 hr plug)  | 605 Venetian Blinds  | 615 Paper holder  | 614 Paper holder rotating  | 602 Clothes Rack, wall mounted  |
|---|---|--|---|--|

| | | | | |
|---|---|---|--|--|
| 603 Decorative tree  | 607 Mirror floor type  | 609 Waste bin  | 608 Kitchen Unit  | 123 Ceiling Lattice 100x100 cm  |
|---|---|---|--|--|

| | | | | |
|--|---|---|--|--|
| 314 Fluorescent Light 40 W  | 305 Spotlight 100 W  | 308 Halogen Spotlight 300 W  | 318 Plug Socket, standard 220V  | 319 Plug Socket, heavy 380 V  |
|--|---|---|--|--|

Stand Construction, Furniture, Stand Layout

FORM T4

Bumazhniy proezd 14, bld.3, Moscow, 127254, Russia | Tel.: +7 (495) 649 69 11 | Fax: +7 (495) 649 69 11 | E-mail: sergey.dubovickiy@businessmediarussia.ru

Deadline: 13 April

Please fax back to: +7 (495) 649 6911

Company Name: _____

Contact: _____

Please note: Late orders - after the deadline - are obliged 50% surcharge.
 On-site orders and modifications will incur 100% surcharge.

Additional Stand Equipment (for equipped stands only)

| STAND CONSTRUCTION | Qty | Cost | Total EUR |
|---|-----|------|-----------|
| Carpet, grey (fo 1 sq.m) | | 15 | |
| 103 Wall Panel, white 100X250 cm | | 40 | |
| 101 Wall Panel, white 50X250 cm | | 32 | |
| 106 Wall Panel, white 150X250 cm | | 50 | |
| 111 Wall Panel, white curved big R-100 | | 83 | |
| 109 Wall Panel, white curved small R-50 | | 46 | |
| 107 Plexy glass Wall 100x250cm | | 67 | |
| 105 Plexy glass Wall 50x250cm | | 64 | |
| 605 Venetian Blinds | | 18 | |
| 121 Folding Door, lockable 100x250cm | | 84 | |
| 119 Curtain | | 30 | |
| 123 Ceiling Lattice 100x100 cm | | 27 | |
| 635 Chain (allow 1.5m length for each 1m run) | | 9 | |
| 401 Pivoting cube box 100x100x100cm | | 200 | |
| 402 Pivoting oval box | | 220 | |
| 405 Lighting for pivoting box | | | |

* **KITCHEN EQUIPMENT**

| | Qty | Cost | Total EUR |
|---|-----|------|-----------|
| 633 Refrigerator, small 150 l | | 90 | |
| 634 Refrigerator, medium 220 l | | 160 | |
| 608 Kitchen Unit (please order water, electricity connection) | | 200 | |

OFFICE EQUIPMENT AND FURNITURE

| | Qty | Cost | Total EUR |
|---------------------------------------|-----|------|-----------|
| 630 Chair | | 15 | |
| 629 Bar Stool | | 31 | |
| 623 Table 100x70 cm | | 38 | |
| 625 Table, round diameter 70 cm | | 35 | |
| 203 Information Counter | | 90 | |
| 202 Information Counter, Rounded | | 94 | |
| 602 Clothes Rack, wall mounted | | 12 | |
| 221 Metal shelving unit (3 shelves) | | 95 | |
| 220 Plastic shelving unit (5 shelves) | | 33 | |
| 637 Filing cabinet | | 84 | |
| 607 Mirror floor type | | 45 | |
| 603 Decorative tree | | 55 | |

Samples of stand equipment can be found on page 12

OFFICE EQUIPMENT AND FURNITURE

| | Qty | Cost | Total EUR |
|--|-----|------|-----------|
| 132 Shelf on Wall ~ 30x100 cm | | 12 | |
| 206 Podium, 100x100x75 cm | | 75 | |
| 209 Podium, 100x50x75 cm | | 72 | |
| 135 Sliding doors for podium, pair | | 20 | |
| 212 Showcase, short 50x100x110 cm | | 88 | |
| 218 Round showcase, R-1m, with lighting. | | 330 | |
| 216 Showcase high, 50x100x250 cm | | 165 | |
| 217 Lighting for high showcase (1 lamp) | | 23 | |
| 615 Paper holder | | 27 | |
| 614 Paper holder rotating | | 44 | |

ELECTRICAL APPLIANCES / FITTINGS

| | Qty | Cost | Total EUR |
|--------------------------------|-----|------|-----------|
| 305 Spotlight 100 W | | 26 | |
| 308 Halogen Spotlight 300 W | | 60 | |
| 314 Fluorescent Light 40 W | | 35 | |
| 318 Plug Socket, standard 220V | | 16 | |
| 319 Plug Socket, heavy 380 V | | 55 | |
| 321 Plug Socket, 24 hour 220 V | | 42 | |
| * Plasma panel 42+DVD | | 550 | |

STAND LAYOUT

Please draw your stand layout. Please indicate the positions of all ordered items (walls, furniture, plug sockets, lights etc.) and return it with your order forms. Use the index to the left from the item to indicate the position.



| | | | | | | | |
|--|--|--|--|--|--|--|--|
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| | | | | | | | |

Please order plug sockets for items marked with *
 Please do not re-order items which are included in your standard package.

Please note 100% of the invoice must be paid by the exhibitor within 5 working days from the date of invoicing but anyway before the May 01, 2012

Please note that the cost quoted in this manual do not include 18% VAT and other taxes of Russian Federation.

Authorised by: _____

* All prices in Euro, VAT is not included

Signature and stamp: _____ Date: 20 _____
 Obligatory

| | |
|---------------|------------|
| TOTAL: | EUR |
|---------------|------------|

BOOTH PACKAGE. STANDART +

FORM T5

Bumazhniy proezd 14, bld.3, Moscow, 127254, Russia | Tel.: +7 (495) 649 69 11 | Fax: +7 (495) 649 69 11 | E-mail: sergey.dubovickiy@businessmediarussia.ru

Deadline: 13 April

Please fax back to: +7(495) 649 6911

Company Name: _____

Contact: _____

Please note: Late orders - after the deadline - are obliged 50% surcharge.
 On-site orders and modifications will incur 100% surcharge.

STANDART +



| Name | Number | | |
|---------------------------|---|------------|------------|
| | 9-14 sq.m | 15-18 sq.m | 19-24 sq.m |
| <i>Stand equipment</i> | | | |
| Carpet (color choice) | the entire area of the stand | | |
| Stand wall 2,5 m | | | |
| Fascia panel h = 300 mm | along the length of the stand from the side of the passage between blocks of stands | | |
| Plug Socket 220V | 1 | 1 | 2 |
| Information Counter H-1 m | 1 | 1 | 1 |
| Spot Light 100 W | 5 | 8 | 12 |
| Table | 1 | 1 | 2 |
| Chair | 3 | 4 | 6 |
| Coat Rack | 1 | 1 | 1 |
| Rubbish Bin | 1 | 1 | 1 |

| STANDART + | Cost | Total EUR |
|------------------|------|-----------|
| Quantity of sq.m | 100 | |

Color carpet:
 Grey Green Red Blue

STANDART +



| Name | Number | | |
|---------------------------|---|------------|------------|
| | 9-14 sq.m | 15-18 sq.m | 19-24 sq.m |
| <i>Stand equipment</i> | | | |
| Carpet (color choice) | the entire area of the stand | | |
| Stand wall 2,5 m | | | |
| Fascia panel h = 300 mm | along the length of the stand from the side of the passage between blocks of stands | | |
| Plug Socket 220V | 1 | 1 | 2 |
| Information Counter H-1 m | 1 | 1 | 1 |
| Spot Light 100 W | 5 | 8 | 12 |
| Table | 1 | 1 | 2 |
| Chair | 3 | 4 | 6 |
| Coat Rack | 1 | 1 | 1 |
| Rubbish Bin | 1 | 1 | 1 |

| STANDART + | Cost | Total EUR |
|------------------|------|-----------|
| Quantity of sq.m | 100 | |

Color carpet:
 Grey Green Red Blue

Please note 100% of the invoice must be paid by the exhibitor within 5 working days from the date of invoicing but anyway before the May 01, 2012

Please note that the cost quoted in this manual do not include 18% VAT and other taxes of Russian Federation.

Authorised by: _____

*** All prices in Euro is VAT not included**

Signature and stamp: _____ Date: _____ 20 _____
 Obligatory

TOTAL: EUR

BOOTH PACKAGE STANDART +

Exhibitor Manual / Technical Services

FORM T6

Bumazhniy proezd 14, bld.3, Moscow, 127254, Russia | Tel.: +7 (495) 649 69 11 | Fax: +7 (495) 649 69 11 | E-mail: sergey.dubovickiy@businessmediarussia.ru

Deadline: 13 April

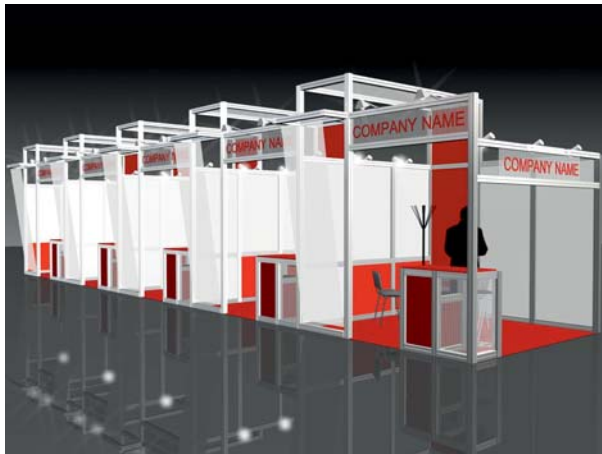
Please fax back to: +7 (495) 649 6911

Company Name: _____

Contact: _____

Please note: Late orders - after the deadline - are obliged 50% surcharge.
 On-site orders and modifications will incur 100% surcharge.

CONCEPT



| Name | Number | | |
|--|---|-------------|-------------|
| | 9-14 sq.m. | 15-18 sq.m. | 19-24 sq.m. |
| Stand equipment | the entire area of the stand | | |
| Carpet (color choice) | the entire area of the stand | | |
| Height of booth constructions - 3.5 m / stand wall - 2.5 m | | | |
| Storage room with door (sq.m) | - | 1 | 1 |
| Fascia panel with company name h-400 mm | along the length of the stand from the side of the passage between blocks of stands | | |
| Spot Light 100 W | 5 | 8 | 12 |
| Plug Socket 220V | 1 | 1 | 2 |
| Information Counter | 1 | 1 | 1 |
| Table | 1 | 1 | 2 |
| Chair | 3 | 4 | 6 |
| Coat Rack free standing | 1 | 1 | 1 |
| Rubbish Bin | 1 | 1 | 1 |

| CONCEPT | Cost | Total EUR |
|------------------|------|-----------|
| Quantity of sq.m | 120 | |

Color carpet:

Grey Green Red Blue

PREMIUM



| Name | Number | | |
|---|---|-------------|-------------|
| | 9-14 sq.m. | 15-18 sq.m. | 19-24 sq.m. |
| Stand equipment | the entire area of the stand | | |
| Carpet (color choice) | the entire area of the stand | | |
| Stand construction 3.5 m (DSP) stand wall 3 m | | | |
| Storage room with door (sq.m) | - | 1 | 2 |
| Fascia panel with company name h-400 mm | along the length of the stand from the side of the passage between blocks of stands | | |
| Halogen Light on an arm 150W local illumination | 2 | 3 | 4 |
| Spot Light 100 W | 5 | 8 | 12 |
| Plug Socket 220V | 1 | 1 | 2 |
| Information Counter (radius) | 1 | 1 | 1 |
| Table | 1 | 1 | 2 |
| Chair | 3 | 4 | 6 |
| Coat Rack free standing | 1 | 1 | 1 |
| Rubbish Bin | 1 | 1 | 1 |

| PREMIUM | Cost | Total EUR |
|------------------|------|-----------|
| Quantity of sq.m | 190 | |

Color carpet:

Grey Green Red Blue

Please note 100% of the invoice must be paid by the exhibitor within 5 working days from the date of invoicing but anyway before the May 01, 2012

Please note that the cost quoted in this manual do not include 18% VAT and other taxes of Russian Federation.

Authorized by: _____

*** All prices in Euro is VAT not included**

Signature and stamp: _____ Date: _____ 20
 Obligatory

TOTAL: EUR

RENAISSANCE®
MOSCOW MONARCH CENTRE
HOTEL**Dates: May 12 – May 16, 2012**
Renaissance Moscow Monarch Centre Hotel

First Name _____ Last Name _____

Arrival date _____ Departure date _____

Special Event Rate (12/05 – 14/05): single occupancy - 3540 RUB per room, per night, including VAT and breakfast.

Special Event Rate (14/05 – 16/05): single occupancy - 7080 RUB per room, per night, including VAT and breakfast.

Your preferences:

 Smoking Non-Smoking Room with a king-sized bed Room with two beds**All reservations and Visa Support should be guaranteed with a valid credit card****I authorize Renaissance Moscow Monarch Centre Hotel to guarantee with the following credit card:**Reservation Visa support

Credit Card # _____ Expiration Date _____

Card Holder _____ Signature _____

If you require a letter to obtain a visa to Russian Federation, please fill in this section:

Passport Number _____ Expiry Date _____ Citizenship _____

Date of Birth _____ Gender (M/F) _____ City of Departure _____

Telephone _____ Fax _____ Today's date _____

In case you require airport transfer please contact our reservations office:Telephone 7 (495) 995-1450; fax 7 (495) 995-1451; reservations@renaissancemcmoscow.ru**Terms and Conditions**

- 1) Check in time is 16:00
- 2) Check out time is 12:00
- 3) Special event rates can be booked only using this form
- 4) All changes and special requests should be sent in writing to the Hotel directly
- 5) On arrival the credit card should be presented to guarantee accommodation and extras
- 6) Reservation must be cancelled within **48 hours prior** to the day of arrival to avoid billing of one night's room and tax.

Reservation accepted until the April 30, 2012. After this date, reservations are accepted on availability basis and at Best Available rates.

Please, complete form and send it to our Reservations Department at 7 (495) 995-1451. Please forward your reservations early in order to ensure your choice.

THANK YOU AND WE ARE LOOKING FORWARD TO YOUR VISIT!!!

**VISA SUPPORT**
May 12-16, 2012**For your stay in Russia you need a VISA.**

Please do not forget to apply for it to the Russian Consulate early enough.

For the application you need:

- Valid passport (validity minimum 6 months left)
- 3 passport photos
- Consulate application form
- Invitation and voucher from our partner DEMLINK TRAVEL

Please note fair participants are supposed to have business visas only while traveling on business purposes. We offer one month business invitations for exhibitors which are available for the price of **54-85 Euro**

In addition to personal data (See Invitation for a visa, FORM 5.1) you should send us the copy of the 1st page of the passport at least 45 days before the date of issue a visa. After you receive the invitation from Demlink Travel you should apply for a visa in the nearest Russian Consulate in your country. For this you should go to the Consulate with our invitation and passport.

It takes 21 calendar days to make the official invitation to Russia in the local Department of the Passport & Visa Service (PVU) of the Russian International Ministry. **This is why it is very important to send us your application forms no later than 45 days before arrival.** Otherwise we could not guarantee you will grant a visa in the Russian Consulate.

Tourist invitation - for the visitors of the exhibition only

The cost of the touristic invitation is **24Euro- 54 Euro depending on citizenship ***. It takes 1day to make the official invitation to Russia. It is available only if you have a hotel booking. It takes 1-10 days (depends on the Consulate) to receive Russian visa according with invitation.

For the application you need:

- Valid passport (validity minimum 6 months left)
- Consulate application form
- Invitation and voucher

Please, be aware that prices can change. Precise prices before sending the request.

Should you have any questions please do not hesitate to contact DEMLINK TRAVEL.

Executive(Agent)
Raisa Dudareva
Demlink Travel Agency

Office 1, 1st Smolensky Pereulok 24,
Moscow, 121099, Russia
Tel: +7 (495) 797-64-00; 661 0561, ext. 2004
Fax: +7 (495) 797-94-00; 661 0470
E-mail: Raisa.Dudareva@demlink.ru
www.demlink.com

Executive(Agent)
Maria Klementieva
Demlink Travel Agency

Office 1, 1st Smolensky Pereulok 24,
Moscow, 121099, Russia
Tel: +7 (495) 797-64-00; 661 0561, ext.
1325
Fax: +7 (495) 797-94-00; 661 0470
E-mail: Maria.Klementieva@demlink.ru
www.demlink.com

Please fill the application form below.



VISA SUPPORT APPLICATION FORM 5.1
May 12-16, 2012

VISA INVITATION

I need (mark the required visa, see the above page) 1. Business visa 1. Tourist visa

Important: The invitation will be issued from Demlink to all applicants with the following personal data provided as required. Inaccurate information may cause delay or failure of invitation issue. Therefore, please type or write in print letters clearly and correctly. When you need an invitation for more than one person, please make a photocopy of this form and fill it in the same manner.

| | |
|------------------|--------------------|
| Surname: | First name: |
| Citizenship: | Date of Birth: |
| Passport No. | Sex: |
| Date of Arrival: | Date of Departure: |

| | |
|-----------------------------|-------------|
| Time of Arrival | Flight No.: |
| Exhibition/Conference/Date: | |

| | |
|-----------------|----------|
| Company Name: | |
| Address: | |
| Job Title: | Tel. No. |
| Contact Person: | Fax No. |
| | E-mail: |

Consulate outside of Russia at which you are going to apply for visa _____

I hereby request an invitation

Date: _____ Signature: _____