

**FOR ATTENTION OF “ 5pEXPO-2009” EXHIBITORS!**

Dear participant!

5pEXPO division is glad to welcome you as a participant of the International Forum of Exhibition Industry 5pEXPO-2009. We would like to draw your attention to the following manual which will help you for preparation to the Forum.

The Forum division is ready to provide you with all necessary information in realization of your organizing questions.

We wish you successful work at the Forum!

ZAO Expocentre  
5pEXPO-2009 division

**Attention!**

During the build-up period the 5pEXPO division will be located in pavilion№3.

**Content:**

<b>1. Contacts.....</b>	<b>Page 2</b>
<b>2. Time and venue .....</b>	<b>Page 2</b>
<b>3. Payment for participation .....</b>	<b>Page 3</b>
<b>4. Services .....</b>	<b>Page 3</b>
<b>5. Stand construction .....</b>	<b>Page 3</b>
<b>6. Catalogue entry .....</b>	<b>Page 3</b>
<b>7. Exhibitors' badges for participants .....</b>	<b>Page 4</b>
<b>8. Passes for mounting and dismounting .....</b>	<b>Page 4</b>
<b>9. Entry of exhibits and equipment .....</b>	<b>Page 5</b>
<b>10. Transportation and forwarding services. Loading and unloading. ....</b>	<b>Page 6</b>
<b>11. Invitation cards.....</b>	<b>Page 6</b>
<b>12. Security.....</b>	<b>Page 6</b>
<b>13. Business programme.....</b>	<b>Page 7</b>
<b>14. Visa support.....</b>	<b>Page 7</b>
<b>15. On-line Matchmaking System.....</b>	<b>Page 7</b>
<b>17. Useful Information.....</b>	<b>Page 8</b>
<b>Form No 1 Letter of Authority.....</b>	<b>Page 9</b>
<b>Form No 2 Letter for obtaining exhibitors' badges.....</b>	<b>Page 10</b>
<b>Form No 3 Letter for obtaining passes for mounting and dismounting.....</b>	<b>Page 11</b>
<b>Form No 4 Letter for entry of exhibits and equipment.....</b>	<b>Page 12</b>
<b>Form No 5 Letter for obtaining invitation cards.....</b>	<b>Page 13</b>
<b>Form No 6 Holding Seminar/ Presentation</b>	<b>Page 14</b>
<b>Form No 7 Application Form for publication in the Official Catalogue</b>	<b>Page 15-17</b>

	<b>Name</b>	<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>
Director of the exhibition	Mr. Alexey Kormnov	(499) 795 2891	(495) 605 6935 (499)795-2675	<a href="mailto:kaa@expocontr.ru">kaa@expocontr.ru</a>
Manager	Mrs. Vicky Rodionova	(495) 6057534	(495) 605 6935 (499)795-2675	<a href="mailto:rodionovava@expocontr.ru">rodionovava@expocontr.ru</a>
Manager	Mrs. Alexandra Tipkova	(499) 795 2598	(495) 605 6935 (499)795-2675	<a href="mailto:tipkova@expocontr.ru">tipkova@expocontr.ru</a>
Accountant	Mrs. Irina Poliakova	(495)605 2963	(495)605 2963	<a href="mailto:poliakova@expocontr.ru">poliakova@expocontr.ru</a>
Stand construction	EXPOCONSTA Mr. Mikhail Alekseev	(499) 795 25 36	<a href="http://www.expoconsta.ru">www.expoconsta.ru</a>	<a href="mailto:sales@expoconsta.ru">sales@expoconsta.ru</a>
Exhibition catalogue	Mr. Sergey Arzumanov	(499) 795-2952	(499)795-2900	<a href="mailto:arzumanov@expocontr.ru">arzumanov@expocontr.ru</a>
Outdoor advertising	Mrs. Elena G. Bulantseva	(499) 795 2597	(499)795-2675	<a href="mailto:bulan@expocontr.ru">bulan@expocontr.ru</a>
Services	SERVICEEXPO	(499) 795 3779	605-07-57, 499-244-07-29	<a href="mailto:expocervice@expocontr.ru">expocervice@expocontr.ru</a>
Transportation services Loading/ unloading/storage	EXPO- WESTRANS,	(495) 605 0327 (495) 605 7421	(495) 605 9584	<a href="mailto:exhib@ewt.ru">exhib@ewt.ru</a> <a href="http://www.expowestrans.ru">www.expowestrans.ru</a>
Hotels	IntelService Mrs. Elena Zalenskaya	(495)956 44 22	(495)956 22 44	<a href="mailto:ezalenskaya@intelservice.ru">ezalenskaya@intelservice.ru</a>
Congress-Services	EXPO- CONGRESS Mr. Andrey Boucharsky	(499) 795 2743	(495) 255 2768	<a href="mailto:boucharsky@expocontr.ru">boucharsky@expocontr.ru</a>
Audio/ video- advertising	EXPOTELECOM	(499) 795 3737	(499)795-28-38	<a href="mailto:gvp@expocontr.ru">gvp@expocontr.ru</a>

**2. VENUE:**

"Expocentr Fairgrounds":

**pavilion 3.****TIME:**

**During the build-up, work and dismantling periods the exhibition halls are open from 8.00 a.m. to 8.00 p.m.**

**Build-up:** January 11 –12, 2009 from 8.00 a.m. till 8.00 p.m.

**Forum:** **January 13 - 16, 2009.**

**The Forum is open for public:**

13 –15, 2009 from 10.00 a.m. till 6.00 p.m.  
January 16, 2009 from 10.00 a.m. till 4.00 p.m.

**Dismantling:** January 17, 2009 from 8.00 a.m. till 8.00 p.m.

## 2. PAYMENT FOR PARTICAPATION

**We would like to remind you, that all transfers must be made by the date mentioned in the Invoices.**

A copy of the payment instruction as well as the bank payment confirmation should be sent to the Forum accountant by fax +7(495) 605 2963.

The company is admitted to the exhibition complex for the installation of the stand only after rent payments transferred to the Expocentr's account.

## 3. SERVICES

**Services are rendered ONLY AFTER the payments for the ordered services are transferred in full to the Expocentr's account.**

**Services** related to your work at the Forum and your stay in Moscow:

- **for accommodation in Moscow hotels** please call Elena Zalenskaya tel., 7(495)9564422 **IntelService Center**.
- Internet, computer salon, copying, cultural program, hiring of models, lease of flowers, etc are provided by SERVICE - EXPO Firm, ZAO "Expocentr". Tel.: 7-499-795 3779, fax: 499-244-07-29.

**Attention!** We would like to draw your attention to the following: if you place an order for rent of a **telephone or a telefax you must pay in cash the bills for your telephone conversations in Service - Expo on the closing day of the Forum. On the condition of having no telecommunication debts you will acquire the permission for carrying out exhibits and exhibition materials.**

## 4. STAND CONSTRUCTION

On all questions concerning stand construction please consult "EXPOCONSTA" – Expocentr's general constructor.

If your company has ordered full equipped space, please contact Mikhail Alekseev manager of "EXPOCONSTA" to discuss all the details: tel. 7 499 795 2534,945 57 41 fax 7 495 253 9513, E-mail [misha@expoconsta.ru](mailto:misha@expoconsta.ru) Invoices for any additional equipment for stand construction are issued directly by "EXPOCONSTA".

Attention! Will you send the logo full colored, fascia panel with company name, that are included in one exhibition package

The standard height of the stand is 2.5 m. The maximum allowed height including additional constructions should not exceed 5,8 meters.

## 5. CATALOGUE ENTRY

According to the General Terms of Participation in International exhibitions held on Expocentr's Fairgrounds **every participant should submit the following data for publication in the Official Catalogue of the Forum:** company name, address, tel. numbers, fax, web address as well as the information concerning the company's activity (1000 symbols including spaces and punctuation marks).

Please contact Catalogue department: **Mr. Sergey Arzumanov tel. +7 499 795 2952, fax 795 2900.**

E-mail: [catalog@expocentr.ru](mailto:catalog@expocentr.ru) [arzumanov@expocentr.ru](mailto:arzumanov@expocentr.ru)

The **deadline** for providing the information for publication – **November 15, 2008!**

Each participant may receive 1 copy of the catalogue and the Forum guidebook at Service - Expo during the exhibition.

## 6. EXHIBITOR'S PASSES (BADGES) FOR PARTICIPANTS

### **Attention!**

Please note that the order of entry to the territory of the Fairgrounds has changed.

The entry to the exhibition Fairgrounds is possible through the turnstile at the entrances.

### **THE ENTRY SYSTEM:**

1. When entering the Fairgrounds one should place the badge into the reading element of the turnstile.

2. Please note that when leaving the territory of the Fair you should pass through the turnstile ONCE AGAIN, otherwise the pass becomes invalid and your access to the territory this day is denied.

3. If you do not need to re-enter the territory this day it is necessary to observe p. 2.

### **In order to obtain passes the exhibitor should:**

**1) provide a LETTER of AUTHORITY filled in on a standard Expoentr form, signed and stamped by the head of the company.**

The Letter of Authority (in two copies) is registered for the representative of your company who is authorized to sign financial documents, orders at "Service - Expo", receive personnel passes (badges) and etc. (samples of the signature and a seal of firm are required).

*Please see FORM No 1.*

**2) provide a letter addressed to the director of the Forum filled in on a standard company form with the list of persons working at the stand during the Forum.**

*Please see FORM No 2.*

3) The letter is visaed by the forum Division within the period of **January 10-12.**

**During this period the 5pexpo division will be located in Pavilion 3.**

You may obtain exhibitor's passes according to the visaed letter in the hall of "**Service - Expo**" (25 free pass if your booth space in up to 50 sq. m of space rented

; 18 free pass if your booth space in up to 36 sq. m of space rented; 9 free pass if your booth space in up to 18 sq. m of space rented; 4 free pass if your booth space in up to 9 sq. m of space rented.)

Additional passes are to be paid for either in cash or through bank transfer (according to the **Order for additional services** (sent together with the invoice).

## 7. PASSES FOR MOUNTING AND DISMANTLING

Please note that passes for mounting and dismantling are also issued against the **Letter of Authority.**

In order to obtain free passes for the personnel working at your stand during the **mounting and dismantling period, please list them in a SEPARATE letter; passport data** must also be provided.

It is necessary that non Moscow residents provide a copy of their Moscow registration and the name and tel. number of a person in charge of safety regulations compliance.

**Please see FORM No 3.**

The letter is also visaed by the Forum Division within the period of January **10-12** and the passes are obtained in the hall of "**Service - Expo**".

## 8. ENTRY OF THE EXHIBITS AND EQUIPMENT

**Attention! The company is admitted to the exhibition complex for the installation of the stand only after the payments for rented space and ordered services are transferred in full to the Expocentr's account.**

The admission of transportation means to the exhibition grounds **for convey and removal of exhibits is FREE-OF-CHARGE** (the vehicles are admitted to the territory for 1 hour and a half).

Please note that for the convey of the exhibits **which are not subject to customs clearance** companies are to:

- 1) prepare a letter addressed to the director of the Forum.

**Please see FORM No 4.**

**ATTENTION: The entry of plasma-panel display, audio-, video- and office equipment** is to be coordinated with "**Expotelecom**" firm tel. 7 499 795 2777. e-mail: [karavashkin@expoctr.ru](mailto:karavashkin@expoctr.ru). The coordination is provided free of charge in case the exhibitor submits the invoice for the numerated above equipment, otherwise the rate for coordination is of 4700 rub.

**The letter for the entry of exhibits cannot be visaed by the Forum Division without "Expotelecom's" visa.**

If any **additional** exhibits enter the exhibition grounds during the exhibition period they are to be declared and added to **the two copies** of the letter (to your copy and the one handed to the pavilion manager in order to avoid misunderstanding while taking your exhibits out).

- 2) The letter should be visaed by the Forum Division.

3) On the basis of the visaed letter you may receive a **one-time pass** for the vehicle from the **administrator** of your pavilion.

4) The visaed letter and the one-time pass should be should be shown at the **gates checkpoint**.

**Additional entry** of exhibits to the Fairgrounds during **the working days of the exhibition** is permitted only from **8.00 a.m. till 9.30 a.m.** and from **6.00 p.m. till 7.30 p.m.**

**Pre-term departure** from the exhibition is not permitted.

The exit of exhibits is allowed on January 17, 2009 after **4.00 p.m.** only in passenger vehicles.

### **PARKING:**

In case you need a **guarded parking spot** on the territory of the Fairgrounds you may order a **PASS FOR A PASSANGER CAR** for the period of the exhibition and/or the mounting-dismantling

period at **SERVICE - EXPO**. It is paid for either in cash or through bank transfer (according to the **Order for additional services**).

NIGHT PARKING on the territory of the Fairgrounds is STRICKTLY PROHIBITED!

## 9. TRANSPORTATION AND FORWARDING SERVICES LOADING AND UNLOADING

If transportation and forwarding services (cargo convey, loading and unloading of exhibits) are required, please contact **"EXPOWESTRANS" ZAO**. The territory of exhibition complex is customized during the exhibition. The request for loading and unloading works is accepted not later than one day before the date. Cash payment or advance payment.

In order to forward freights by air appropriately, the corresponding documents should specify the following.

1. The CONSIGNEE'S NAME AND ADDRESS column:

**EXPOWESTRANS 123100  
MOSCOW  
1 KRASNOGVARDEISKI PROEZD 12.**

2. The "HANDLING INFORMATION" column: **the name of the Exhibition or Fair, numbers of the Pavilion, booth, exhibit.**

Besides,

3. The invoices designating the CIP prices should be attached to the relevant consignment notes.
4. Upon the completion of the discharge, send the copies of the relevant consignment notes at the fax number: (7-495) 605 7935.

For detailed information please address: phone: 7 495 605-74-21, 6050163, 6050327 (fax: 7 495 6057935), E-mail: [exhib@ewt.ru](mailto:exhib@ewt.ru). The office is situated at Expocentr's Fairgrounds, Krasnaya Presnya, Hall 2, Tower 4.

For details please contact: tel: (7-495) 605 6650, 605 7421, 605 01 63; fax: 253 95 84, E-mail: [exhib@ewt.ru](mailto:exhib@ewt.ru) , [ewt@ewt.ru](mailto:ewt@ewt.ru)

**ATTENTION! The cargo handling, build-up and tear-down works carried out by heavy lifting mechanisms, are to be ordered and made only by "EXPOWESTRANS". The use of any outside means and mechanisms is forbidden.**

## 11. INVITATION CARDS

**Please note that the entry to the exhibition Fairgrounds with invitation cards is possible through the turnstile at the entrances.**

**Free-of-charge invitation cards** can be given to you by **"5pEXPO'09" Division** against your written request in accordance with the size of the space occupied by your company.

In order to obtain free-of-charge invitation cards it is necessary to **provide a letter** addressed to the director of the Forum filled in on a standard company form.

***Please see FORM No 5.***

## 13. SECURITY

The cost of the **general security surveillance of pavilion** is included in the rental of the exhibit space.

To maintain the safety of small exhibits that have not been placed in closed show-windows, we advise you to insure the **presence of your employee** on the stand during the

build-up period and during the working days of the Forum from 8.00 a.m. till 10.00 a.m. and from 6.00 p.m. till 8.00 p.m., i.e. **before opening and after closing of the Forum for visitors**. During Forum hours we kindly ask you to watch your stand to maintain the safety of exhibits and property. If you notice packages, bags and other subjects left without supervision or a suspicious behavior of visitors, you are kindly requested to urgently inform the pavilion administration and not to undertake any actions all by yourself.

You can also order a commercial **guard post** for your stand. The order is accepted not later than 48 hours beforehand.

#### **14. BUSINESS PROGRAMME**

**All events including talks and business meetings are to be coordinated with "Expo-Congress". Tel. 7 499 795 3965, fax 7 499 795 2768.**

#### **16. VISA SUPPORT**

For obtaining entry visas support you are to contact IntelService (tel. 7-495-956 4422, fax 7-495-956-2244, E-mail: [aarefieva@intelservice.ru](mailto:aarefieva@intelservice.ru).)

#### **Dear participants!**

We would like to remind you that according to the General Terms of participation in International exhibitions held on Expocentr's Fairgrounds, retail of exhibits at the stands during the exhibition period is prohibited.

All violators of this regulation shall be liable and excluded from the list of future participants in all the Exhibitions held at Expocentr's Fairgrounds.

#### **THE ON-LINE MATCHMAKING SYSTEM**

**We are pleased to offer you a new free service from Expocentr - the on-line MatchMaking System.**

Now you are welcome to use our **Web-based platform** to schedule your appointments at 5pEXPO'2009.

**The on-line MatchMaking System** will enable you to browse in advance the list of Exhibitors and Visitors registered in the system, to identify your target clients and to arrange business meetings and early appointments with those of interest to you.

By using the platform you can schedule your meetings and talks either at your display stands or in **the Business Centre meeting rooms**. The service is completely free of charge.

#### **How to contact your MatchMaking partner?**

Please, register at our web-site [www.5p-expo.com](http://www.5p-expo.com) and let the System guide you. Your request for appointment will be immediately forwarded to your addressee and they will soon contact you.

The

system

operators:

[valkon@expocentr.ru](mailto:valkon@expocentr.ru)

Telephone: +7 (499) 795-2668

**USEFUL INFORMATION****Restaurants and cafes**

Restaurants and cafes are situated in all the permanent pavilions of Expocentr's Fairgrounds

You may also order lunch delivery to you stand: tel.(499) 795-26-37

**Money exchange**

You may exchange money and receive cash at Peresvet Bank.

**Wi-Fi access**

Wi-Fi access is available in pavilion 1,2,3, Forum, Expo-Service.

**Medical aid**

Emergency call – 03. You may also turn to our medical office located in pavilion 1 (to the left of the main entrance) (minor injuries, headache, etc.)

**WE WOULD LIKE TO REMIND YOU THAT A REPRESENTATIVE OF YOUR COMPANY SHOULD ARRIVE AT THE EXHIBITION NOT LATER THAN January 11-12, 2009.**

**YOUR BOOTH SHOULD BE COMPLETED BEFORE January 13, 2009**

*2 copies are to be submitted*

5pEXPO-2009  
International Forum of Exhibition Industry

**LETTER OF AUTHORITY**

**Company / Organization**

\_\_\_\_\_

**Country** \_\_\_\_\_ **Address**

\_\_\_\_\_

**The authority to sign documents and place orders for the above Forum is granted to the representative of the Company / Organization:**

**Mr./Ms.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(signature of the authorized person)

**Head of the Company / Organization** \_\_\_\_\_  
(name)

**SEAL**

\_\_\_\_\_  
(signature)

\_\_\_\_\_ 2009

**FORM No 2**

**JSC "Expocentr"  
5pEXPO-2009  
Management**

We ask you to issue \_\_\_\_\_ (quantity) permanent passes (badges) for  
\_\_\_\_\_ (company name)

Exhibitors at 5pEXPO-2009 Forum. Booth sq.m. \_\_\_\_\_.

**Exhibitors list:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Person in charge** \_\_\_\_\_  
(signature)

NOTE: After the letter is signed by a Management team representative, it is to be submitted to the Service Desk of JSC "Expocentr" to obtain passes.

**FORM No 3**

**JSC "Expocentr"  
5pEXPO-2009  
Management**

We ask you to issue \_\_\_\_\_ (quantity) temporary passes valid during construction and dismantling period for the below booth constructors of the Company\_\_\_\_\_

Exhibitor 5pEXPO-2009 Forum. Booth No\_\_\_\_\_

**List of constructors (ID information):**

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_  
\_\_\_\_\_

**Person responsible for work safety (ID information, telephone number):** \_\_\_\_\_  
\_\_\_\_\_

**Person in charge** \_\_\_\_\_  
(signature)

NOTE: After the letter is signed by a Management team representative, it is to be submitted to the Service Desk of JSC "Expocentr" to get passes.

*3 copies are to be submitted*

FORM No 4

JSC "Expocentr"  
5pEXPO-2009  
Management

We ask you to issue permission for delivery and removal of the below equipment and goods, those are to be presented by

\_\_\_\_\_ (company name), at booth No \_\_\_\_\_ at 5pEXPO-2009 Forum.

Name	Quantity
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	

*Please, add positions if needed*

Person in Charge \_\_\_\_\_

Seal

" " \_\_\_\_\_, 2009

NOTE: After the form is signed by a project team representative, it is to be submitted to the Person in Charge of the Pavilion at the Assembly Gates.

**FORM No 5**

**JSC “Expocentr”  
5pEXPO-2009  
Management**

We ask to issue \_\_\_\_\_ (quantity) complimentary invitation cards for distribution by

\_\_\_\_\_,  
*(Company's name)*

Exhibitor of 5pEXPO-2009 Forum. Exhibition space is \_\_\_\_\_ sq.m.

**Person in charge** \_\_\_\_\_

**seal**

# HOLDING SEMINAR/PRESENTATION

Please return completed form to the 5pEXPO Organizers:

## Form 6

**DEADLINE:**  
**15 November 2008**

Company \_\_\_\_\_

Speaker (Full Name) \_\_\_\_\_

Country \_\_\_\_\_ City \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Internet \_\_\_\_\_

Number of participants \_\_\_\_\_ persons

5pEXPO Forum Exhibiting Company  yes  no

Topics of reports (if to be delivered) / Presentation title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Key points

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note that we can only offer you the times that are available.

Please indicate below the most suitable sessions:

Option 1: Date « \_\_\_ » \_\_\_\_\_ 2009      Time \_\_\_\_\_      Duration \_\_\_\_\_

Option 2: Date « \_\_\_ » \_\_\_\_\_ 2009      Time \_\_\_\_\_      Duration \_\_\_\_\_

Technical requirements (equipment): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# 5pEXPO'2009 • Application Form

for publication in the Official Catalogue

2  
form

## INDEX OF PRODUCTS AND SERVICES

Please fill in the form and fax it to us before **November 15, 2008**. Fax: + 7 (499) 795-29-00, 795-28-96 or by e-mail: [arzumanov@expocentr.ru](mailto:arzumanov@expocentr.ru) Contact person Mr. Arzumanov Sergey

**Please fill in the form in block capitals otherwise PUBLISHER bears no responsibility for possible misreading and mistakes.**

Company _____			
Company _____ Russian letters			
Country _____		Address _____	
Telephone _____		Fax _____	
E-mail _____		Internet _____	
Pavilion _____		Hall _____ Stand _____	
<b>Check in</b>			
1. Fairgrounds		8. Movable Stands/Pavilions	
2. Congress Centre		9. Audio, Video and Presentation Equipment	
3. Exhibition Organizer		10. Advertising Services	
4. Congress Organizer		11. Exhibition Personnel	
5. Exhibition Association/Union		12. Exhibition Audit/Registration Systems	
6. Design and Construction of Stands and Expositions		13. Marketing/Consulting	
7. Exhibition Equipment/Completing Units		14. Forwarding Services	

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**CANCELLATION of the application** or changing of the provided information are accepted not less than 20 days prior to the Forum opening date.

Full name and position of authorized person \_\_\_\_\_

Company stamp and signature \_\_\_\_\_ Date \_\_\_\_\_

3  
form

## 5pEXPO'2009 • Application Form

### Bank Details

**If you want to order additional chargeable information to be published in a Catalogue, Guide or Internet Catalogue, please fill in the form and fax it to +7 (499) 795-2900, 795-2896 or by e-mail: [arzmanov@expocentr.ru](mailto:arzmanov@expocentr.ru)**

Contact person Mr. Arzumanov Sergey

ADVERTISEMENTS IN THE CATALOGUE					
Alphabetical list of exhibitors			Format	Price	Check in
1	1 page, color		210 x 260 mm	17 500,00 rub.	
2	½ page color		85 x 213 mm 175 x 105 mm	10 500,00 rub.	

All materials for advertisements are accepted prepared for publication on electronic carriers (CD-ROM, ZIP) for programs: Adobe Illustrator, QuarkXPress 4-6, Adobe Photoshop, and in TIFF, EPS.

The format of advertisement is trimmed; please add 5 mm bleed off on all edges.

**Price for an advertisement dummy shall be fixed separately.**

100% prepayment. Prices for publication are listed in the application form. Prices **DO NOT INCLUDE VAT**. Payment is to be made in EUROs at the fixed rate of 34,00 RUB. Banking charges shall be paid by exhibitors.

#### Name of the company

/Название фирмы/

**The country:** \_\_\_\_\_ **Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Страна

тел

факс

#### Legal address

Юридический адрес

**Tel. for contacts:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Internet:** \_\_\_\_\_

Тел. для контакта

#### Postal

**address** \_\_\_\_\_

Почтовый адрес

**Bank details (if payment is done from abroad)** \_\_\_\_\_

Банковские реквизиты (если платеж был сделан из-за границы)

---



---



---