

**Participant manual**  
**of the 13<sup>th</sup> International Form and exhibition**  
**«High Technology of XXI - 2012»**

(In accordance with the Participation terms in Forum «High Technology of XXI - 2012»)

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**1 CONTACT INFORMATION**

<b>Company, Position</b>	<b>Name, Surname</b>	<b>Tel.</b>	<b>Fax</b>	<b>E-mail</b>
Forum Executive Director, Director General EXPO-ECOS LLC	Valery Gradoboyev	+7 (495) 332 3528	+7 (495) 332 3684	vvg@vt21.ru
Project Top Manager, Deputy Director General EXPO-ECOS LLC	Galina Lezhava	+7 (495) 331 1333 +7 (495) 332 3651	+7 (495) 332 3684	lezhava@vt21.ru
Main Forum Manager	Elena Kasatkina	+7 (495) 332 3601 +7 (495) 331 2333	+7 (495) 332 3684	elena@vt21.ru
Main Exhibition Manager	Julia Scheblanova	+7 (495) 332 3595	+7 (495) 332 3684	arena@vt21.ru
Exhibition Manager	Polyakova Ludmila	+7 (495) 332 3595	+7 (495) 332 3684	polyakova_l@nii-ecos.ru
PR-Manager	Mariya Musarova	+7 (495) 332 3671	+7 (495) 332 3684	mary@vt21.ru
Exhibition Freights Freight Traffic Custom operation ZAO «Expowestrans»	Managers	+7 (495) 605 6650	+7 (495) 605 3431	exhib@ewt.ru www.ewt.ru
Exhibition Catalogue, Advertising Service Manager	Natalya Popova	+7 (495) 332 3656	+7 (495) 332 3684	vt21@vt21.ru
Technical support of Forum Events, Presentation Program	Sergey Mukhin	+7(495) 332 3535	+7 (495) 332 3684	msa@vt21.ru
International Conference  <i>Applications registration – Conference Manager EXPO-ECOS LLC</i>	Elena Kasatkina	+7 (495) 332 3529	+7 (495) 332 3684	elena@vt21.ru
<i>Conference Program Composing –</i>				info@hitechno.ru

Director Russian High-Tech Development Fund	Provintzev Pavel	+7 (495) 694 2631	+7 (495) 694 2631	<a href="http://www.hitechno.ru">http://www.hitechno.ru</a>
«Business-Club» Director on Exhibition & Congress and External Economic Activity Moscow Chamber of Trade and Commerce	Georgiy Anchikov	+7 (499) 132 0764 +7 (499) 132 0733	+7 (499) 132 7421	osvt@mtp.org, extrade@mtp.org

## 2 VENUE AND DATES

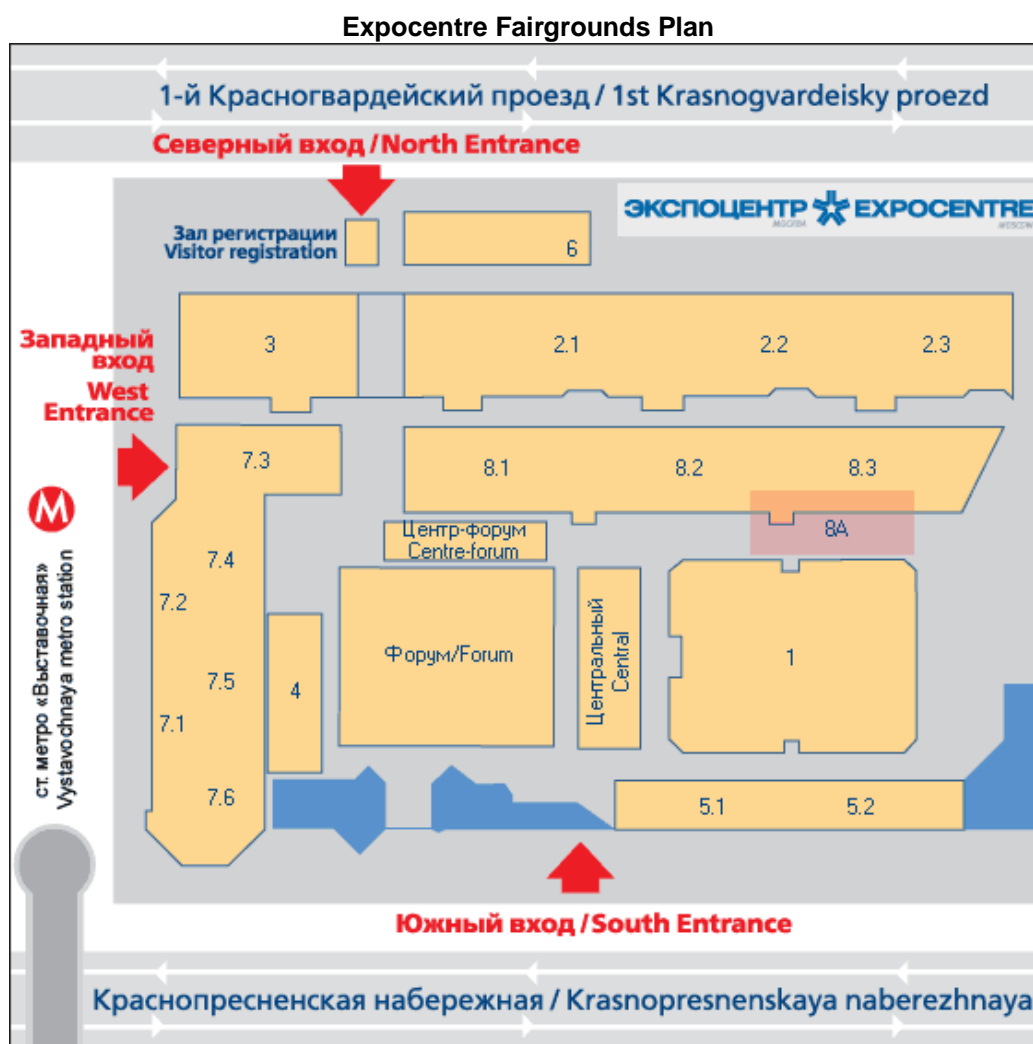
Address of the Central Exhibition Complex «EXPOCENTR» (Expocentre Fairgrounds):  
14, Krasnopresnenskaya naberezhnaya, Expocentre Fairgrounds, Moscow, 123100, Russia,  
Pavilion 7, halls 3, 4, 5.

### How to get to:

- **to Vystavochnaya metro station:** (50 m. from the West entrance of Expocentre Fairgrounds). Entrance to the Expocentre Fairgrounds from side of Krasnopresnenskaya naberezhnaya (South entrance) of from the 1<sup>st</sup> Krasnogvardeyskiy proyezd (North entrance).
- **to Ulitsa 1905 goda metro station:** by buses #12 or “Express” or mini-bus #100, 28, 254, 283, 318, 461, 545 to the Vystavochny Complex bus stop (Fairgrounds)

### By car to:

- Krasnopresnenskaya naberezhnaya 14 (South entrance).
- 1st Krasnogvardeyskiy proezd (North entrance).



**Exhibition pavilion & halls:** Pavilion 7, halls 3, 4, 5.

**Exhibition dates**

Exhibition assembly	April 15 – 16, 2012	08.00 a.m. – 08.00 p.m.
Exhibitors' registration day, convey of exhibits to the exhibition stand	April 17, 2012	12.00 a.m. – 06.00 p.m.
Running period	April 17 – 18, 2012	10.00 a.m. – 06.00 p.m.
	April 19, 2012	10.00 a.m. – 04.00 p.m.
Exhibition disassembly	April 20, 2012	08.00 a.m. – 08.00 p.m.

During **assembly, running and disassembly periods** exhibition pavilion for exhibitors is open: **8.00 a.m – 8.00 p.m.**

**We would like to draw your attention** that during the exhibition running days: **April 17 – 20, 2012** including opening day transport means for convey and removal of exhibits are admitted to the exhibition grounds **only: 8.00 a.m. - 9.30 a.m. and 6.00 p.m – 8 p.m.**

**For Visitors the exhibition is open**

April 17 – 18, 2012	10.00 a.m. – 05.00 p.m.
April 19, 2012	10.00 a.m. – 03.00 p.m.

**3 BASIC DOCUMENTS REGULATING THE PARTICIPATION OF THE EXHIBITOR:**

- 3.1. Application-Contract on Participation in the Exhibition **(Form 1);**
- 3.2. Application-Contract on participation in the Conference **(Form 2);**
- 3.3. Participation Terms **(Form 3);**
- 3.4. Participant's Manual.

**4 EXHIBITION BOOTH CONSTRUCTION AND EQUIPMENT**

**4.1. Exhibitors can order exhibition booth construction and equipment submitting **Form 4.****

<p><b>Equipped exhibition area <u>depending on size</u> rented includes:</b></p> <table border="1"> <thead> <tr> <th>Booth size, sq.m</th> <th>Standard equipment</th> </tr> </thead> <tbody> <tr> <td>9 - 12</td> <td>1 podium, 1 table, 3 chairs, 1 electric socket</td> </tr> <tr> <td>12 - 18</td> <td>1 podium, 1 table, 4 chairs, 2 electric sockets, 3 shelf unit 1 pcs</td> </tr> <tr> <td>20 - 36</td> <td>2 podiums, 2 tables, 7 chairs, 3 electric sockets, 3 shelf unit 1 pcs</td> </tr> <tr> <td>more than 36</td> <td>2 podiums, 2 tables, 9 chairs, 3 electric sockets, 3 shelf unit 1 pcs, office (wall panels and a door), fluorescent tubes for office</td> </tr> </tbody> </table> <p><b>Exhibition stands are constructed of frame system «Octanorm», H = 2,5 m.</b></p> <p><b>At refusal of any standard equipment, the cost of such equipment is not to be refunded.</b></p>		Booth size, sq.m	Standard equipment	9 - 12	1 podium, 1 table, 3 chairs, 1 electric socket	12 - 18	1 podium, 1 table, 4 chairs, 2 electric sockets, 3 shelf unit 1 pcs	20 - 36	2 podiums, 2 tables, 7 chairs, 3 electric sockets, 3 shelf unit 1 pcs	more than 36	2 podiums, 2 tables, 9 chairs, 3 electric sockets, 3 shelf unit 1 pcs, office (wall panels and a door), fluorescent tubes for office	<p><b>Equipped exhibition booth <u>not depending on size</u> includes:</b></p> <ul style="list-style-type: none"> <li>• exhibition area,</li> <li>• exhibition booth of the size ordered collected of white wall panels;</li> <li>• fascia with the exhibitor's name in standard font up to 10 letters, H=10cm;</li> <li>• 1 spot-bra for each 4 sq.m of rented exhibition area;</li> <li>• wall hanger, waste bin;</li> <li>• constant exhibitor passes: 1 pass for each 4 sq.m of rented exhibition area;</li> <li>• 1 visitor invitation ticket fir each 2 sq.m of rented exhibition area;</li> <li>• carpet floor;</li> <li>• power source for connection of standard lighting equipment – 100 watt for each 1 sq.m (220V);</li> <li>• booth cleaning: once before the exhibition beginning at the opening day;</li> <li>• general electric lighting of the exhibition pavilion;</li> <li>• general security of the exhibition pavilion;</li> <li>• cleaning of the gangways and common purpose places in the pavilion;</li> <li>• exhibition area insurance.</li> </ul>
Booth size, sq.m	Standard equipment											
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**The exhibitor can order additional services, equipment and furniture for additional cost submitting Application on additional services and equipment **(Form 5).****

**4.2.** In case the exhibitor rents **a raw exhibition area** and attracts a third-party stand construction company the exhibitor submits to the Organizer the **Form 6. Letter for third-party construction company.**

**Important:** In case the participant attracts for performing the build-up of the exhibition booth **the third-party stand construction company**, the contractor shall pass the technical control of consistency of engineering documentation and obtain the approval to build-up the exhibition booth according to requirements of the Expocentre Fairgrounds in the Technical Control Department of company ZAO «Expoconsta».

**Detailed information about the procedure you find on:**

[http://www.expoconsta.ru/eng/tech\\_control.php](http://www.expoconsta.ru/eng/tech_control.php)

Contacts: tel.: +7 (499) 795 39 03, fax: +7 (499) 795 28 44  
Employees of Technical Control Department (TCD):

Vladimir I. Rostopka – Director of TCD  
Kaygorodova Tatiana - [stk@expoconsta.ru](mailto:stk@expoconsta.ru)  
Lavrenova Nadezhda - [lavrenova@expoconsta.ru](mailto:lavrenova@expoconsta.ru)  
Svetlana Pluzhnikova - [psa@expoconsta.ru](mailto:psa@expoconsta.ru)  
Gromov Nikita - [gromov@expoconsta.ru](mailto:gromov@expoconsta.ru)

## 5 TERMS OF PAYMENT

“EXPO-ECOS” LLC on the basis of the submitted application, exposes the invoice for paying the registration fee, rent of the exhibition area, additional equipment and services. Payment can be made in two steps:

- **100% payment** of exhibition booth renting fee and registration fee which is made within 5 bank days from the date of exposing the invoice.
- The deadline for final payment – **March 22, 2011**.

**Additional equipment and services** are provided by the Organizer on the basis of the submitted **Application on additional equipment and services (Form 5)**. Application on additional equipment and services is to be submitted till **March 22, 2012**. **After March 22, 2012** Organizer doesn't guarantee the performance of the given services. Additional equipment and services are to be paid within 3 bank days from the date of exposing the invoice.

The exhibition area specified in the application contract and the floor plan is considered ordered after having received the 100% payment for the ordered booth. In case of incomplete payment, «EXPO-ECOS» has the right to cancel the application or change the booth location.

**We would like to draw your attention, that the company is admitted to the exhibition complex for the installation of the stand only after the rent payments are transferred in full to the EXPO-ECOS's account . If the payment will not be provided till April 11, 2012, the participant will not be admitted to the exhibition booth.**

**The authorized representative of the company at the Exhibition must have the Power of attorney on the right to sign the certificate taking-over of works, certified by signatures and a seal.**

## 6 ADVERTISING AND INFORMATION SERVICES

### 6.1. Forum advertising opportunities

Forum participants and any other interested companies (organizations) can use following promotion opportunities during Forum Events:

1. **Publishing advertising module in the Exhibition Catalogue**, size 148x210mm (2 000 copies);
2. **Publishing advertising module in the Conference Collection**, size A5 (1 000 copies).
3. **Publishing your company's logo on the Invitation ticket** to the Event (30 000 copies);
4. **Enclosing promotion materials and/or press-releases** into Package of the Participant (sheet size max. A4, 5 pages);
5. **Demonstration of video clips of exhibitors** on the screen in the Presentation area;
6. **Internet-exhibition on the Event's web-site**. Forum Organizers invite you to publish on the official web-site in section «Internet-exhibition» information materials, news or press-releases of your company and most interesting products exhibiting at «High Technology of XXI - 2012».

### Requirements to the submitted materials:

- Information about your company up to 4000 letters (history, now days, production overview);
- Photo of company's head, short biography;
- Enterprise's photo;
- Contact details (address, tel., fax, E-mail, URL);
- Exhibited production up to 4000 letters (short description, photos);

### Notes:

Photos shall be sent separately from the text in formats jpg, gif, psd, cdr, eps.

Please send the materials by e-mail: [elena@vt21.ru](mailto:elena@vt21.ru) (with note «**Exhibitor**»).

You can order this service by submitting APPLICATION ON ADVERTISING AND INFORMATION SERVICES that you find in **Form 1 Appendix 3**.

## 6.2. Presentation Program

The unique format of 13<sup>th</sup> Forum representing high technologies and high technology production of the widest spectrum, allows holding in the limited space of the exhibition pavilion presentation of production and services of your enterprise with the invitation of your colleagues and partners, and also representatives of the mass media accredited at the Forum. Participation in the Presentation program gives fine possibility to promote your company, production and services to a wide audience of participants and visitors of the Forum.

Presentations are held in the Presentation Area in the exhibition pavilion 7 «Expocentre Fairgrounds» since Tuesday, April, 17<sup>th</sup> till Friday, April, 20<sup>th</sup>, 2012. The Exhibition Organizer provides a fully equipped Presentation Area by means of audio-visual equipment.

You can order this service by submitting the **Form 1 Appendix 4**.

## 6.3. Radio announcements in the exhibition pavilion

Participants can order radio announcements in the exhibition pavilion during exhibition working days. Price per 1 radio announcement up to 30 seconds in pavilion 7 – 20 Euro (including VAT). Advertising broadcasting in the exhibition pavilion is carried out by the company “Expotelecom”. Price can be changed in case of changing the price of Expocentre Fairgrounds.

To order the radio announcements, please contact the event press-manager before the event beginning:

Tel.: +7 495 332-36-01,

E-mail: [elena@vt21.ru](mailto:elena@vt21.ru)

Participant provides the Organizer with the text of the announcement.

## 7 ADMISSION OF TRANSPORT VEHICLES (PASSENGER CARS AND TRUCKS) TO THE EXHIBITION GROUNDS

### 7.1. ADMISSION OF TRUCKS INTO THE MOSCOW THIRD RING ROAD

The Expocentre Fairgrounds is situated inside the Moscow Third Ring Road. The admission of trucks is strictly prohibited since 7.00 a.m till 11 p.m. The carrier company must have the permission to drive into the limits of the Moscow Third Ring Road.

We pay your attention that Expocentre Fairgrounds is located within the limits of the Third transport ring road in a zone with the limited movement of truck transport more than 1 ton. Entrance to the central part of a city limited to the Third transport ring road, is carried out under special admission passes.

The admission pass for entrance and movement in zones with the limited access of a truck transport can be:

- Constant pass (valid for no more than one year);
- Single pass (valid within five days).

The admission pass gives out Official body of a city of Moscow – the Center of the traffic organization of the Government of Moscow of Department of transport and development of a road and transport infrastructure of a city of Moscow.

Reception of inquiries about granting of admission passes and their obtaining are carried out to the address:  
5d Vavilova st., Moscow.

**Further information you find on the web-site of Expocentre Fairgrounds:**

<http://www.expocentr.ru/ru/menu2/exhibitors/ttk/>

### 7.2. ADMISSION OF TRANSPORTATION MEANS TO THE EXHIBITION GROUNDS

The admissions of transportation means to the exhibition grounds for **convey and removal of exhibits is FREE-OF-CHARGE**. The pass received from the administrator of the pavilion on the basis of the **letter for convey and removal of exhibits** should be shown at the gates checkpoint. For the convey or removal of exhibits the exhibitor's vehicle can stay at the territory of the Expocentre Fairgrounds 1 hour maximum, after this time the exhibitor's vehicle should leave the territory of the Expocentre Fairground.

### 7.3. GUARDED PARKING SPOT ON THE TERRITORY OF THE FAIRGROUNDS FOR THE RUNNING, MOUNTING/DISMANTLING PERIODS

There are two types of **passenger car passes** for guarded parking spots for admission to the territory of Expocentre Fairgrounds:

1. PASS FOR A PASSENGER CAR for the **mounting/dismantling period**,
2. PASS FOR A PASSENGER CAR for the **exhibition running period**.

In case you need a **guarded parking spot** on the territory of the Expocentre Fairgrounds you may order a PASS FOR A PASSENGER CAR for the period of the exhibition and/or the mounting-dismantling period. It is paid through bank transfer.

To order a PASS FOR A PASSENGER CAR please submit **Form 05. Application on additional equipment and services** to EXPO-ECOS LLC **not later than April 09, 2012**.

**After April 09, 2012** participants can order a PASS FOR A PASSANGER CAR directly in the Expocentre Fairgrounds in the company "ServiceExpo", tel.: +7 (499) 795 37 79.

A PASS FOR A PASSANGER CAR allows to park at the territory of Expocentre Fairgrounds **from 8.00 am. till 8.00 p.m.**

The registration number of the passenger car must be written in the PASS FOR A PASSANGER CAR.

NIGHT PARKING on the territory of the Fairgrounds is **STRICTLY PROHIBITED!**

## **8 Admission of participants for convey of exhibits to the exhibition stand**

8.1. **Working hours:** April 17 – 18, 10.00 a.m. - 06.00 p.m.; April 19, 10.00 a.m. - 04.00 p.m.

**Exhibition assembly:** April 15 – 16, 08.00 a.m. - 08.00 p.m.

**Exhibitors' arrival, exhibits and booth decoration delivery:** April 16, 12.00 a.m. - 06.00 p.m.

**Opening ceremony:** April 17, 2011.

**Exhibitor's departure, exhibits and booth decoration export:** April 19, 04.00 p.m. - 08.00 p.m.

**Exhibition disassembly:** April 19, 04.00 p.m. - 08.00 p.m., April 20, 08.00 a.m. - 08.00 p.m.

**The prolongation of exhibition assembly and disassembly hours should be registered in written form according additional application of Exhibitor for additional payment.**

8.2. For import of exhibits and the equipment on territory "Expocentre Fairgrounds" from territory of Russia (**not passing customs clearing in exhibition customs**) the Exhibitor shall have **3 copies of the letter for convey and removal of exhibits (Form 11)**. The participant can enter the Expocentre Fairgrounds having Exhibitor's badge or 3 copies of the letter for convey and removal and personal identification document.

**On the day of convey the exhibits to the Exhibition booth** the participant shall have 3 copies of signed letter by the Exhibition manager from Expocentre Fairgrounds – Mrs. Elena Slomchinskaya. The participant shall register this letter at the Administration of the Exhibition pavilion 7 and receive from the administration the disposable admission on entrance of the car for unloading/loading of exhibits. Then the participant goes back to the vehicle and enters the Expocentre Fairgrounds.

If the exhibitor during the exhibition working days add to the exposition some new exhibits that were not mentioned in the Letter, it is necessary to include them into all 3 copies of the Letter.

Storage the container and packing in which transportation of exhibits is made, within the limits of the exhibition booths is **strictly forbidden**.

8.3. **Passes for assembly and dismantling periods for employees of stand construction company** exhibitors can be received submitting the **Form 7**.

8.4. **Passes («Participant's badge»)** for employees providing set up and connection of exhibits during **assembly and dismantling periods** can be received submitting the **Form 8**.

8.5. **Exhibitor's badges** for employees working during exhibition running period can be received submitting the **Form 7**.

8.6. **Exhibitors' passes, package of participant, invitation tickets and keys** from archive holder or showcase exhibitors can receive **during the registration day** in pavilion 7 at the Information desk.

8.7. **Invitation tickets** exhibitors can receive on the basis of the submitted **Application on free invitation tickets** by post or in Organizer's office after March 29, 2012. Address: 6, build. 2, Zyuzinskaya street, Moscow.

8.8. **Convey and using of own plasma panels, audio and video equipment is carried out only after the coordination with company "EXPOTELECOM"**, contact person Karavashkin Eduard, Tel. +7 (499) 795 3739. Without the visa of the representative of the company "EXPOTELECOM" the **letter for convey and removal** cannot be signed and registered by the exhibition management.

8.9. **The authorized representative of the company at the Exhibition must have the Power of attorney** on the right to sign the certificate taking-over of works, certified by signatures and a seal.

8.10. If you need services, such as: **exhibits freights, freight, custom operation** please read Article 10 of the present Participant Manual. If you need loading and unloading services at the Expocentre Fairgrounds please read the article 11 of the present Participant Manual.

The Expocentre Fairgrounds is situated inside the Moscow Third Ring Road. The admission of trucks is strictly prohibited since 7.00 a.m till 11 p.m. The carrier company must have the **permission** to drive into the limits of the Moscow Third Ring Road.

## **9 ADMISSION OF PARTICIPANTS TO THE EXHIBITION GROUNDS**

9.1. **PARTICIPANTS WITH EXHIBITOR'S PASS (BADGE)**

Admission to Expocentre Fairgrounds during assembly, running and disassembly periods is strictly carried out under passes “**Participants’ badges**”. Exhibitors shall submit the filled in **Forms 8, 9 for Exhibitor’s badges** not later than **March 25, 2012** to the Organizer EXPO-ECOS, LLC. Exhibitors can obtain passes at the Organizer’s office before the beginning of the event.

Exhibitors may obtain exhibitor’s passes according following quota: 1 free pass per each 4 sq. m of your rented booth area.

**The participants can obtain their passes only after providing the 100% payment for the participation in the event.**

Additional passes are to be paid through bank transfer according to the **Application on additional equipment and services**. To order additional passes please submit the **Form 05. Application on additional equipment and services**.

Participants of the Exhibition and Forum, who has obtained the participant’s pass, can enter the Expocentre Fairgrounds during the exhibition running, mounting and dismantling periods from 8.00 a.m. till 8.00 p.m.

## 9.2. PARTICIPANTS WITHOUT EXHIBITOR’S PASS (BADGE)

In case the participant didn’t obtain the participant’s passes before the registration day (or at the moment of entering the Expocentre Fairgrounds) at the office of Expo-Ecos LLC, he can enter the Exhibition grounds on disposable pass that will be issued at the entrance on the basis the **Letter for convey and removal of exhibits** and an identification document.

## 9.3. PASSES FOR ASSEMBLY AND DISASSEMBLY PERIODS

The personnel working at your stand during the mounting and dismantling period is admitted to enter the Expocentre Fairgrounds only having a special **pass for assembly and disassembly period**. This pass is valid for the period of mounting and dismantling. It is necessary to have with you a passport or other identification document.

Free passes for the personnel working at your stand during the mounting and dismantling period you can get at the EXPO-ECOS LLC. In order to obtain free passes, please submit the **Form 7. Form for obtaining constant passes for the assembly and disassembly period; 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.

Participants who would like to obtain passes for the personnel working at stand during assembly and disassembly period directly **in the Expocentre Fairground in the company «ServiceExpo»**, tel.: +7 (499) 795 37 79. It is necessary:

- to have a **Letter of authority** from your company on obtaining passes for assembly and disassembly period;
- to have a **Letter to the Exhibition Director of Expocentre Fairgrounds** for obtaining free passes for mounting and dismantling period;
- **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;
- **to visa this letter** in the Direction of the exhibition “HIGH-TECH 2011” in the Expocentre Fairgrounds;
- **to obtain the passes in the Expocentre Fairground, in the company «ServiceExpo»**.

**Attention:** If the stand construction will be provided **not by the organizer** – EXPO-ECOS LLC, the stand construction company should obtain free passes for its personnel **independent by itself**. Please contact in the Expocentre Fairground the company “ServiceExpo”.

## 9.4. INVITATION TICKETS

Pass under invitation tickets is carried out through entrances located on:

- South entrance (from the side of Krasnopresnenskaya naberezhnaya);
- North entrance (from side of the 1<sup>st</sup> Krasnogvardeisky proezd).
- West entrance (from side of the Vystavochnaya underground station).

The invitation ticket allows 1 entry for one person to the territory of the Expocentre Fairgrounds.

Free invitation tickets you can obtain in the office of the Organizer – EXPO-ECOS LLC on the basis of submitted **Form 10**. The quantity is indicated in the Terms of Participation. If you need more invitation tickets, please co-ordinate the quantity of tickets with the Organizer.

## 10 EXHIBITION FREIGHTS, FREIGHT TRAFFIC, CUSTOM OPERATION

This service is provided by the general exhibition forwarding agent of Expocentre Fairgrounds - "ExpoWesTrans" Ltd. "ExpoWesTrans" Ltd. is the leading exhibition forwarding agent in Russia and abroad. At present "ExpoWesTrans" represents a universal company capable of rendering all range of services in the area of exhibition forwarding at world standard level in Russian Federation, countries of CIS, and abroad.

ExpoWesTrans, building 2, 14 Krasnopresnenskaya quay, Moscow, Russia, 123100

e-mail: [exhib@ewt.ru](mailto:exhib@ewt.ru); [ewt@ewt.ru](mailto:ewt@ewt.ru)

Tel.: + 7 (495) 7421; + 7 (495) 7421 0163; + 7 (495) 605-66-50

Fax: + 7 (495) 605 3431

<http://www.ewt.ru>

## 11 LOADING AND UNLOADING SERVICE

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 request for loading and unloading works is accepted not later than one day before the date. Cash payment or advance payment.** The use of any outside means and mechanisms is forbidden.

Tel.: + 7 (495) 605 0327 / 7421 / 0163

Fax: + 7 (495) 605 3431

E-mail: [exhib@ewt.ru](mailto:exhib@ewt.ru)

Internet: [www.ewt.ru](http://www.ewt.ru)

## 12 SERVICE INFORMATION

### «WI-FI» Internet connection

PIN-codes for Wi-Fi Internet connection you can buy in the Expocentre Fairgrounds in the company «ServiceExpo», in pavilions 2 and 4 (Look at the plan of Expocentre Fairgrounds).

### Currency exchange

You can change currency or receive cash in the cash dispenses in the Expocentre Fairgrounds in the company «ServiceExpo» in pavilion 8 (Look at the plan of Expocentre Fairgrounds).

### Accommodation and travel services

The Officially appointed Travel Agent is ZAO «Aerotour». Contact details you find in the Event web site section «Travel services».