



ChipEXPO - 2010

Technical manual

**October 26-28, 2010, Moscow
EXPOCENTRE FAIRGROUNDS
FORUM Pavilion**

www.chipexpo.ru



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Exhibition Organizer

JSC «ChipEXPO»
Begovaja st. 20, build.1, entr. 2, 5 floor
Moscow, 125284 Russia
Tel/Fax: +7 (495) 221-5015
E-mail: info@chipexpo.ru
<http://www.chipexpo.ru>

Fairgrounds

EXPOCENTRE
Russian Federation, 123100, Moscow
14, Krasnopresnenskaya nab.

Official cargo carriers

PANALPINA Welttransport GmbH
PAN-FAIRService
NageLsweg 37
20097 Hamburg
P.O.Box 10 50 40
20035 Hamburg
Telefax: +49 (0) 40 23 771 1245
Contact:
Mr. Volker Baumann
Тел: +49 (0) 40 23 771 1182
e-mail: Volker.baumann@panalpina.com

Official cargo carriers (only in Russia)

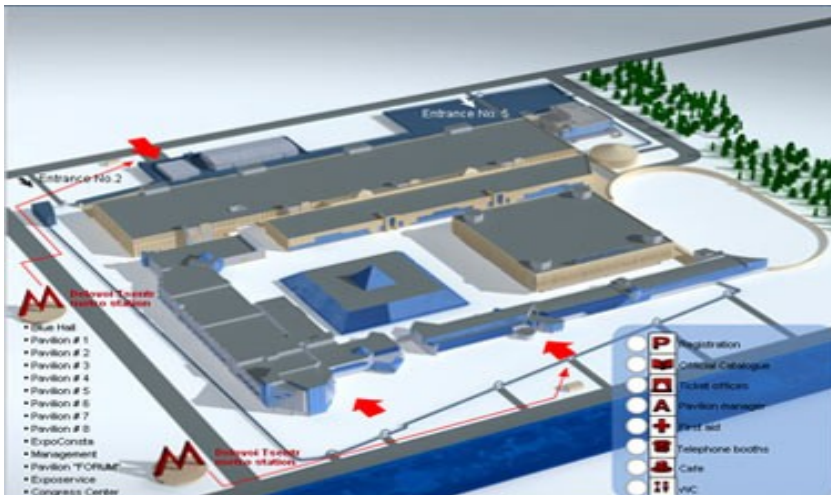
JSC «ExpoWestTrans»
123100, Moscow, 1 Krasnogvardeyskiy proezd, 12
Telefon.: +7 (495) 605 6650, Telefax: +7 (495) 253 9584
Web: www.ewt.ru
E-mail: ewt@ewt.ru

Service of hotel reservation, visa support, transfer, translation

In on-line mode: [http://rus-travel.net/promo/index.html?
Open&awn=chipexpo&sform=message&topic=travel](http://rus-travel.net/promo/index.html?Open&awn=chipexpo&sform=message&topic=travel)

How to get

EXPOCENTRE



Metro station "Business Centre"

From metro station " Ulitsa 1905 goda", by buses N 12, "Express" or mini-bus N100 to the bus-stop "Exhibition complex"

From metro station "Kievskaja" or "Kutuzovskaja", by buses NN 157,205,240 (except "Express") , trolley buses NN 2,7,17,39,44 to the bus-stop "Dunaevskogo street", than on the walking- bridge "Bagration" across the Moscow-river.

By car to Krasnopresnenskaya nab. 14

FORUM Pavilion



Address:

14, Krasnopresnenskaya nab.,123100, Moscow, Russia,
Phone: +7 (495) 605-7571 Fax: +7 (495) 605-7210



Show schedule

Build-up, Exhibition, Dismantling

Build-up/Installation of stands

24 October 8 a.m. – 8 p.m.

25 October 8 a.m. – 8 p.m.

Time for stand construction can be extended on request to the Organizer

The stand construction, installation and exhibits arranging should be completed by 6 p. m. on the 25th of October.

Exhibition open hours

26st October 10 a.m. – 6 p.m.,
12:00 - the ceremony of the official opening.

27nd October 10 a.m. – 6 p.m.

28rd October 10 a.m. – 4 p.m.

Dismantling

Removal of small exhibits/decoration elements: 28rd October 4 p. m. – 8 p. m.

Exhibition dismantling: 29th October 0 a.m. – 8 a. m.

Dismantling reminder

Exhibitors are to be at the stands and the stands are to operate till 4 p. m. on October 28rd.

No exhibition materials or equipment may be removed from the exhibition.

No small exhibits, personal belongings or valuables are allowed at the stand after the exhibition is closed. Contractors or Exhibitors who leave exhibits or stand equipment in the hall unattended after the exhibition is closed will be fully liable for such exhibits or equipment.

All Exhibitors who use standard equipped stands are to remove their exhibits and other belongings by 8 p.m. on October 28rd.

Any stand equipment left in the stand area after 8 a.m. October 29 , 2010, will be considered waste and will be removed at the Exhibitor's expense.

Access to the exhibition

General provisions for all stands

Each employee working at the stand shall be duly accredited and have a badge with his/her name.

He/She will be allowed to enter the exhibition hall only wearing the personalized badge. Badge cannot be passed to another person.

The passes to the EXPOCENTRE Fairgrounds are issued in the following manner – 1 pass per 4 sq. m. You may also order additional passes for extra payment in marketing exhibitor manual. The passes may be used for entering the exhibition center territory throughout the period of installation, exhibition and dismantling.

You are also to produce your ID to use the pass. You may get passes starting from September 15th in our office in Moscow. Exhibitors are entitled to have sub-exhibitors at their stands, which are to observe the general rules of participation in the exhibition and pay the registration fee. The exhibitors' registration is to take place on October 24th or 25th (arrival date).

Visitors may enter EXPOCENTRE exhibition center territory only if they have invitation tickets. Each invitation tickets is valid for one person for one visit. You may obtain the invitation tickets:

- By mail (in advance) after registration on Web site;
- from the organizers by mail;
- at change points, which will be located at the Northern and Southern entrances to EXPOCENTRE territory during the exhibition. It will be necessary to show one of the following documents to receive an invitation ticket: visitor's badge, Internet invitation letter (which can be received after registration on the exhibition web-site), ChipEXPO invitation or business card.

In August – September 2009 you may get invitation tickets in the exhibition organizer office in Moscow.

JSC «ChipEXPO»
Begovaja st. 20, build.1, entr. 2, floor 5
Moscow, 125284 Russia
Tel/Fax: +7 (495) 221-5015
E-mail: info@chipexpo.ru
<http://www.chipexpo.ru>

Requests for 100 and more complimentary tickets should be sent to the exhibition organizer to info@chipexpo.ru or contact Andrey Sergienko (phone: +7 (495) 221-50-15)



Procedures for exhibits/exhibition equipment delivery and removal (See Annex #1)

You are to submit a letter (4 copies) to Ratushnaya Marina , ChipEXPO--2010 Exhibition Director, EXPOCENTRE Exhibition Center to get a permit for delivery of exhibits and equipment which are not subject to customs clearance by the exhibition customs office. The letter shall be prepared on the company's letterhead, signed and sealed by the head of the company (see letter samples in the annex hereto).

The letter shall be countersigned:

- before starting installation works – in Room 122 of EXPOCENTRE administrative building;
- during the installation works – in EXPOCENTRE ZAO directorate in the exhibition pavilion.
The exhibitors shall obtain free passes for their trucks' entry to the territory of EXPOCENTRE territory on the day of arrival from the hall administrator. They are to present the above-mention letter to the hall administrator to get the pass. (The first copy of the letter shall be retained by the Exhibition Director, the second copy – by the hall administrator, the third copy shall be presented to the security guards at the entrance and the fourth copy shall be retained by the exhibitor as an authorization for the exhibits removal after the end of the exhibition).

Exhibitors are to get a one-time pass to enter EXPOCENTRE territory to get all necessary approvals on the letter authorizing the exhibits delivery and removal. You may get the pass at pass issue offices (entrances at Krasnogvardeyskiy Proezd and Krasnopresnenskaya Embankment) upon presenting the letter and your passport.

The contractors shall also prepare similar letters on their companies' letterheads (4 copies). The letter shall contain the following information: the list of construction equipment they bring to EXPOCENTRE territory, name of the exhibitor, stand No., the leased area.

They are to get approvals from EXPOCONSTA ZAO and fire safety department (in case of fire safety certificates for stand structure elements):

Firefighting depot No. 160

Address: left entrance, first floor, 13 1st Krasnogvardeyskiy Proezd, Moscow

Phone: +7 (495) 259 1312

Contact person: Kolodkin Sergey Al'bertovich

Contact person: Kotikov Egor Nikolaevich

All materials and structures, for which no fire safety certificates are available (wooden structures, floor carpeting, decorative flammable materials, clothing, etc.) shall be treated with fire retardants. Trucks shall be cleaned prior to entering EXPOCENTRE territory.

Access for exhibition participants/procedures for trucks entry to the exhibition territory

Trucks delivering/removing exhibits and exhibition equipment to/from EXPOCENTRE shall enter its territory free of charge. The exhibitors are to get a pass from the hall administrator upon presenting a relevant letter (see Annex No.1). In such a case the trucks shall leave the territory immediately upon loading/unloading of exhibits and exhibition equipment. Data on load per axle of the truck shall be given in the pass (with due consideration of type of cargo and weight of the trucks). It is forbidden to use trucks with load per axle higher than 5 t.



Access to the exhibition territory

Contractors:

Passes for erection personnel (the passes shall not be valid during the exhibition time) will be issued by Expo-Service to all personnel engaged in installation and dismantling of the stands. Please carry the passes at all times. The security service personnel will not allow persons without a valid pass to enter the exhibition center territory.

Rules on use of paid passes

The paid pass form contains the number of the pass, name of the exhibition, validity term, control gateways and location of parking lot. The pass shall be stamped by ExpoServis of EXPOCENTRE ZAO seal. The pass contains instructions on its use. The pass is issued for a specific vehicle.

You may park your vehicles only at the assigned parking lot.

You may use service and transport entries:

- during the exhibition – 8 a.m. - 9:30 a.m.
- during the period of installation/dismantling –8 a.m. – 19:30 p.m. (for loading/unloading only).

Cargo delivery and removal

You are to obtain entry/exit passes to deliver cargoes (after customs clearance or Russian-made products) to the territory of the exhibition center and to remove such cargoes from its territory. More detailed information is given at page 6

Attention!!! If you plan to bring large-sized exhibits please inform us on the exact dimensions of the cargo to agree upon the date of delivery.

Pavilion ceiling height

The stand height shall not exceed 5,8 m.

Pavilion floor loading

The pavilion floor loading shall not exceed **3,000 kg/m**

The weight of exhibits shall not exceed **5,000 kg**.

Forwarding services and customs clearance

The organizers recommend to place orders for all types of services related to transportation of exhibits from the border of the Russian Federation to the exhibition and back (forwarding, legal, information, consulting services, etc.) ExpoWestTrans ZAO, EXPOCENTRE general forwarder. The services shall be provided under a separate agreement to be concluded between the exhibitor and the exhibition's customs clearance agent.

Official forwarding agent:

ExpoWestTrans ZAO

Address: 12 1st Krasnogvardeyskiy Proezd, Moscow 123100

Phone: +7 (495) 605 6650, Fax: +7 (495) 253 9584 E-mail: ewt@ewt.ru

Only authorized customs brokers may issue documents for import/export of exhibits.

Official cargo handling agent of the exhibition:

Panalpina Welttransport GmbH / PAN-FAIRService®, Hamburg

Contact person: Mr. Volker Schmidt (Manager Eastern- and

Western-Europe / C.I.S.), Nagelsweg 37, D-20097 Hamburg / Germany

Phone: +49 (0) 40 23771 – 1182 Fax: +49 (0) 40 23771 – 1245

E-mail: volker.schmidt@panalpina.com Internet: www.panalpina.com

Services after deadlines The exhibitors placing orders for services after the deadlines will have to pay a 50% extra charge. The charge will be increased to 100% if the order is placed during the exhibition.



HANGING FITTINGS

All hanging works at the exhibition are to be approved by the Organizers. Any requests to suspend banners, lighting supports, stand design components, etc. to the pavilion's ceiling are to be submitted to Reed Exhibitions. Reed Exhibitions is to define whether such works are feasible, to arrange all elevated works and charge the Exhibitor for such works. Please note that hanging workers of the exhibition center are only entitled to perform any elevated works.

LIGHTING AND ELECTRICAL EQUIPMENT *(Please use the respective form)*

The Prime Builder of the exhibition center is only allowed to connect stands to the power supply and perform electrical works on standard stands. Exhibitors which build their stands by themselves (i.e. purchased unequipped area) are to order and pay for their stands connection to the power supply and power consumption during the exhibition period, make sure their contractors have all the required licenses and permits and obtain the permit to connect the stand to the power supply.

Please also note that you are to book spare electrical lamps for the stand. All Exhibitors are requested to comply with the electrical safety rules.

Types of power supply connection: single-phase 220V, 50Hz; three-phase 380V, 50Hz.

Please note, that electricity is not included in space price and should be ordered separately by Form 1

Standard plug socket load:

Computer/printer/video player/TV/refrigerator: 500W, 2A Vacuum cleaner: 1,000 W, 4.2 A

Coffee percolator: 2,000 W, 8.4A

Kettles/water heaters are to be connected through designated grounded sockets.

All stands electrical circuits will be checked and tested before connecting them by the exhibition center's technical staff.

EXHIBITS

Hazardous Exhibits and Equipment

No hazardous equipment may be used unless approved in writing by Organizers, exhibition center's management or, when applicable, local authorities. The Organizers disclaim any liability if no such permits may be obtained due to any reasons.

Operating Equipment and Exhibits

a) Any equipment which moves during the demonstration will be installed and enclosed at the Exhibitor's expense and approved by the Organizer. If the Organizer believes than such equipment is too noisy or may cause inconvenience or put other Exhibitors or visitors in jeopardy, the Organizer reserve the right to request such equipment disconnection.

b) No engines, generators, motors, furnaces or other power equipment and devices may be demonstrated at the exhibition without proper fire safety measures taken or without the Organizer's prior written approval. The Organizer may suspend or revoke such approval, if such equipment causes inconvenience and disturbs other Exhibitors or visitors.

Safety stops and other safety devices may only be removed from the equipment when it is offline and disconnected from the power supply, solely for the purpose of demonstrative to the visitor design and structure of removable parts. When such demonstration of the safety device is completed, the device should be immediately returned to its place.



FASCIA PANEL (please use Form 4)

Standard package of the stand equipment ordered from the Organizer includes fascia panels with the Exhibitor's name on open sides of the stand. Unless you return the respective form, the Organizer will use the Exhibitor's corporate name from the exhibition services contract to make the panel. To make any changes to the panel during the show build-up you will have to pay a extra-charge (unless a mistake was made by the contractor).

FIRE SAFETY REQUIREMENTS

In case of any fire or smoke generation, however insignificant they can seem, please advise the Organizer's office or the guard post. Please do not contact emergency services such as 911 from your mobile – this can create confusion. Should need arise to evacuate employees, Organizer's security department will make the respective order.

All passages, access ramps, entrances, exits, corridors, lobbies, halls, access roads and approaches to electrical, fire fighting and water systems in the exhibition halls are to be free, unblocked and may not be used for any purposes other than accessing exit. All fire fighting panels and hatches in the exhibition hall and outside are to be easily accessible. Demonstration and other equipment as well as Exhibitors' stand structures are to be located within the stand area and may not block passages between the stands.

All promotional materials and pamphlets are to be kept in closed contains which may not be placed in passages or near exits. Fire safety requirements do not allow storing flammable materials outside the stand walls and in service spaces between them.

Organizer's written permit will be required to:

- demonstrate (in operation and idle mode) any mechanical, chemical and other equipment, which may be classified as hazardous in terms of fire safety. If there are any doubts whether a piece of equipment is safe or not, you should present it for inspection to identify any potential hazard;
- demonstrate any toxic or hazardous materials, including inflammable liquids, compressed gases and hazardous chemicals.

All materials used to build stands or make visual aids are to be treated with fireproof substances or to be made of non- flammable components. All materials and products used at the Exhibitor's stand will be considered part of the stand and are to comply with the fire safety requirements.

FIRST AID

Please call 03 in case of emergency. There is also a sick room in Pavilion 1 (to the right from the main entrance) where you can turn to in case of minor medical problems (minor injuries, headache, etc.).

FLOORING

The floor of standard stands is covered with grey exhibition carpeting. Exhibitors which equip their exhibition area themselves may order any kind of flooring through their contractors.

All stands built by the third party contractors or by Exhibitors themselves MUST have carpet flooring and walls.

CARGO TRANSPORTATION AND HANDLING

The Organizers have appointed PANALPINA the exhibition official cargo carriers. Unless you are using your own transport for cargo transportation, you are highly recommended to engage the services of the official carrier for this purpose, as it may track the cargos dispatched to the exhibition (please see information list in the beginning of the Guidelines).



VACANT CONTAINERS

The carrier will be responsible for storing vacant containers during the exhibition. No vacant boxes, packages, pallets or packaging materials are allowed within the stand area – they are to be removed for the exhibition period by the carrier or by the Exhibitor itself. Any package materials found in the exhibition area without marking will be disposed of as wastes.

All packages must be removed from the halls by 4 p. m. on October 25. Any boxes remaining after this time will be removed at extra charge.

FURNITURE RENT

Standard stand packages will include basic furniture set. Any additional pieces are to be ordered using the respective forms attached to these Guidelines.

The Exhibitors may use their own furniture. You are recommended to mark your furniture to avoid any mistakes during show build-up and dismantling. You can also rent a refrigerator through the furniture suppliers. Please contact the Organizer.

REQUIREMENTS TO GRAPHIC FILES

If you place an order for graphic materials for your stand (logos, banners, etc.) you are kindly requested to prepare your graphic files in accordance with the following requirements:

Files are to be submitted on CD-ROM or e-mail.

A colored print-out is to be enclosed with the CD-ROM.

Roman letters and figures may only be used in the names of files and folders. The disc is to be recorded in one session, ISO.

Only ZIP format (PC) can be used for compressing files. Color model can only be CMYK.

Please note that if another color model is used for the image or its part, no color rendition can be guaranteed, and no claims regarding color deviations will be accepted.

File formats

Raster-type files: TIFF (.tif, no compression) PSD layers (.psd)

Vector files: Adobe Illustrator 8.0 EPS or AI (.eps, .ai), CDR (Coral Draw)
(no QuarkXPress files will be accepted)

Scale and resolution

Raster-type for printing up to 150x250cm 1:1, 56 dpi at least

Raster-type for printing above 150x250cm 1:10, 400 dpi at least

Vector 1:10

Other requirements

If a vector file contains raster images, such images are to be enclosed in separate files. All raster images are to be prepared in accordance with the above requirements. If a vector file is scaled down, 1:10 for example, the inserted raster files are to be also scaled down proportionally, and their resolution is to be increased accordingly.

You are not recommended to use pure black and grey colors (proportion of a pure black), for example CMYK 0-0-0-100. Such pure colors may be distorted in printing. Instead, you are recommended to use composite colors, such as CMYK 50-50-50-100, and present the required grey colors as percentage of such composite color, for example CMYK 10-10-10-20.

Image areas with coverage less than 2% and more than 300% may be printed incorrectly. Light areas with coverage less than 2% will be printed as white, while areas with 300% coverage may not dry, and the paint will smudge.

All fonts in vector files must be transformed into lines. If a raster file resolution is not sufficient, please do not try to improve it artificially. It may harm the print-out quality.

All dummies must be prepared "edge to edge", without any picture whites, such as invisible objects, masks, etc. If graphic files presented by the Exhibitors do not comply with the requirements, our designers will have to work on them, which will be charged extra.



COMPUTER HARDWARE AND AUDIO/VIDEO EQUIPMENT

You should have permission from EXPOCENTRE for using LCD/Plasma panels at the show
Please contact audio/video department on venue: +7(495) 605-3793

Should your company have any requests regarding computer hardware and audio or video equipment at the exhibition, you can contact the Organizer.

INTELLECTUAL PROPERTY

By signing the contract to take part in the **ChipEXPO- 2010**, the Exhibitor warrants to the Organizer that the stand design itself and all its decorative elements, as well as any articles displayed at the stand, do not infringe any trade laws, copyright or any other intellectual property rights of any third parties.

PHOTOS

The Exhibitors may take photos of their stands and general photos of the exhibition. However, photos of other stands or certain areas of the exhibition may only be taken upon the express consent of other Exhibitors or Organizers.

SECURITY

Exhibitors will be fully responsible for the security of their own stands at any time. Stands must be attended by the employees, especially during installation and dismantling, when the stand is especially vulnerable.

The Organizers will provide general security of the exhibition during installation and dismantling. However, neither Organizer nor administration of the exhibition center will bear any liability for any loss or damage to the stands, exhibits, goods, property or personal belongings, regardless of the way in which such loss/damage occurred. The Exhibitor will be fully liable for the security of the stand, exhibits and personal belongings at any time. If the Exhibitor needs to arrange night storage of any valuable or fragile items, it must contact the Organizers.

YOU ARE REQUESTED TO NOTIFY ORGANIZER OFFICE OF ANY LOSS OR DAMAGE. SHOULD YOU FAIL TO COMPLY WITH THIS PROVISION, INSURANCE COMPANY MAY REJECT YOUR CLAIM FOR INSURANCE REIMBURSEMENT.

The Organizers reserve the right to take any measures they may consider necessary to ensure the exhibition security. The guards may detain and inspect any person, box, bag, etc., as well as any vehicles entering or leaving the exhibition. Besides, the Organizer reserves the right to handle the situation with any suspicious items or vehicles left unattended at the exhibition or near the exhibition hall using any methods which the Organizer may consider necessary.

ADDITIONAL EQUIPMENT OF STANDARD STANDS

(Please see forms 5(1), 5(2))

To order additional equipment please fill in the respective form or contact the Organizer.

NOISE LEVEL

Maximum noise level generated by the speakers may not exceed 70db+/-3db over the surrounding noise level at each stand. The Organizer reserves the right to monitor the compliance with this rule and set the acceptable volume level of any audio background or audio and video presentations.



STAND LIMITS

All exhibits must be placed within the stand limits. No Exhibitors may be allowed to block the passages with exhibition materials or place demonstration materials outside the stand limits. Any information materials must be distributed from the stand area and in NO CASE in the passages between the stands or in other areas of the halls.

STAND DESIGN APPROVAL. SUBMISSION OF THE CUSTOM-BUILT STAND DESIGN

Exhibitors which build their exhibition area themselves are to submit their stands design for approval not later than 45 days before the exhibition begins. The stand design will be approved by the Organizers. You do not have to submit any information in relation to standard equipped stands, provided such stands comply with the requirements regarding limits, heights of displayed exhibits and fascia panel decoration. All used materials must comply with the fire safety requirements set by the local administration.

STAND DESIGN

The Exhibitor shall bear full responsibility for preliminary inspection of the place allocated for the stand building. This inspection is required to avoid any costly stand changes due to any obstacles or limited ceiling height, which are not always marked on the exhibition layout. Unequipped area must be built up by the Exhibitor's contractor in full; still, the Organizer is to approve the stand design before the installation.

Corner stands have only a back wall and a side wall. Peninsular stands (three open sides) have only a back wall.

No stands can be built on open sides due to two reasons. First of all, open space is preferable at intersections 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. Additional elements of standard stands may be provided at extra charge. You can order them using a respective form attached hereto, or contacting the Organizer.

STAND TEMPORARY PERSONNEL

If you are going to need temporary personnel for your exhibition stand, please place an order using the respective form attached hereto or contact the Organizer.

WATER SUPPLY

To have the water supply connection works performed before the installation begins, you have to order and pay for water supply not later than on August 31, 2010. Late orders will be subject to extra-charge. If you need to connect a water heater, please order 13A plug socket using electrical equipment order form.

Quite often water supply connection is delayed because fork-lift trucks work in the halls. You are kindly asked NOT to use water at the stand until the final connection, as it may lead to water flood and stand damage. You are unlikely to be able to use the water supply system before the first day of the exhibition.



STAND BUILDING

The Exhibitors may either rent one of the stands offered by the Organizer, or rent an unequipped area and engage the contractor to build a stand. Please note that the Exhibitors with custom-built stands are to submit the stand design to the organizers for approval not later than 45 days before the show build-up begins. These Guidelines contain the list of binding requirements which must be observed to make sure the exhibition runs smoothly. Please, read this list carefully and observe these requirements. Should you have any questions or need advice, please contact the Organizer.

Wall elements and other additional structure components shall remain intact after the exhibition. Scotch tape shall be removed from such elements. It is strictly forbidden to attach any equipment to the stand structures, to attach any materials to the panels using glue, to apply logos, to drill holes in the panels, to attach advertising and other materials to the panels by pins, fasteners, scotch tape, etc.

The exhibition participants will have to cover the cost of damaged stand elements and additional equipment. Please, be informed that the cost of equipment is included in the total cost of exhibition area provided under your request. However even if you do not use some of the elements the lease costs are not reimbursable.

The drawings of the equipment you may find in our web-site in list of additional equipment.

Cost of equipment includes: delivering, installation and dismantling.

Light aluminum structures and plastic laminated panels are to be used for the stands installation. Each wall panel has the following dimensions: 250 cm (H) x appr. 100 cm (W) including upper and lower boards, with the front side of appr. 95 x 235 cm. To get precise information on the stand elements sizes please contact the Organizer.

CUSTOM-BUILD STANDS

Exhibition Center Requirements to Building

Your stand shall have back and side walls of 2.5 m height and floor covering. The height of your stand shall not exceed 2.5 m (otherwise you are to get an approval from EXPOCONSTA, which may be provided only upon receipt of the stand layout where all sizes shall be shown. You are to submit the layout at least 45 days prior to the beginning of installation works).

Any way, the stand height shall not exceed 5,8 m.

None of the stand structures shall be located beyond the leased area. It is not allowed to place any inscriptions and company logos on the reverse sides of panels located at the stand border (near the boarder) and facing stands of other companies. In case of these provisions violation Reed Exhibitions reserves the right to suspend installation of your stand.

External structure surfaces visible from the aisles and neighboring stands shall be properly decorated (only white color is allowed, no logos).

Exhibition participants leasing unfurnished areas and personnel to be engaged in installation work, shall get an approval for such works (subject to additional payment) and provide the following documents to EXPOCONSTA ZAO within the deadlines specified below:

- 15 days prior to the beginning of installation works for one-storey stands;
- 45 days prior to the beginning of installation works for two-storey stands;

-

- license to design two-storey stands;
- license to conduct electric and other engineering works;
- isometrical drawing of the stand;
- certificate for load-bearing structure of the two-storey stand;
- static calculation for the load-bearing structure of the two-storey stand with the layout of the structure elements;
- 1:100 scale drawing, which indicates all sizes of the two-storey stand, with sectional views, signed by the designer in charge and stamped by the seal of the design company;
- electrical specifications indicating necessary power load, lay-outs of exhibition stands indicating locations of electric power and lighting installations;
- a list of electricians taking part in the installation of the stand signed by the company's head (to be printed out on the company's letterhead);
- copies of the listed electricians' certificates (electrical safety category shall not be less than 3). The certificates shall have relevant approval marks;
- a copy of the examination journal of electricians;
- a copy of the assignment order for the electrician in charge (including safety measures);
- fire safety certificates for all materials used in the stand structure (the certificates are to be submitted to the firefighting depot);
- approval of firefighting depot No. 160.

EXPOCONSTA shall have the right to request additional information related to the stand installation safety.

The exhibitor or its contractor shall have a power of attorney to sign the Agreement for provision of paid services related to technical control and the Act of Compliance of the submitted documents with the General Terms of Participation.

The exhibitor shall carry out permitted work in accordance with the General Terms of Participation. It is not allowed to introduce any changes in the approved design without EXPOCONSTA.

Two-storey stands. Exhibitors intending to install two-storey stands are to pay an additional charge for the exhibition area used. If an exhibitor fails to place an order and to make a relevant payment under the Application for Participation in the Exhibition, it shall fill in the relevant line in the proforma invoice and to pay the additional charge.

Two-storey stands shall have fire extinguisher, fire-fighting system and fire alarm sensors.

The two-storey stands structures shall have strength performance, which is in line with safety rules provisions. Relevant certificates are to be obtained.

Note: the duration of installation/dismantling works may be extended. A company engaged in the works is to submit a relevant request to the exhibition organizers which shall include the following information: pavilion No., stand No., company name, leased area (sq.m), timing required to complete works). The cost of each additional hour shall be EURO 7 per 1 sq.m (VAT excl.).

Please contact technical control service to get an approval for installation works
+7 (495) 244 0828, EXPOCONSTA building, floor 1.

Fire safety regulations

1. EXPOCENTRE shall maintain exhibition area in good condition and shall guarantee basic fire safety conditions taking into account construction rules and regulations.
2. Responsibility for fire safety and compliance with fire safety regulations during mounting, running and dismantling periods of exhibitions shall be borne by exhibitors and organizers of exhibitions, which are arranged and held by EXPOCENTRE and with its assistance.
3. Compliance with the present rules shall be supervised by EXPOCENTRE's technical departments, EXPOCENTRE's exhibition directorate and the local state fire fighting bodies.
4. The exposition plan shall be submitted to EXPOCENTRE as regards fire safety regulations at least 45 days before the announced commencement date of installation.
 - 4.1. The layout of exhibits, offices, various auxiliary premises (cinema hall, film projecting rooms, kitchen, dining rooms, restaurants, bars, information desks), 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 received by the firm from EXPOCENTRE. 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 Exhibits displayed in operation, operating principles of engines, fuel and lubricants used, and raw materials processed.
 - 4.4. Conventional signs and symbols to easily read drawings and the necessary legends. Exposition plans shall be submitted in duplicate.
5. Exhibitors or organizers shall submit, at least a month before the commencement of installation, to EXPOCENTRE information about all radioactive, inflammable and explosion-hazardous materials and exhibits to enable coordinated safety measures to be taken. Importation of the above-said materials and exhibits without the authorization of EXPOCENTRE 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 fire-proofing compound. The use of draping materials from flammable plastics which are not susceptible to treatment with a fire-proofing compound shall not be allowed. Painting and varnishing with the use of flammable paints in pavilion is prohibited. Double deck stands and other stands enclosed by a roof/ceiling, as well as stands with increased fire risks must be equipped with fire detectors connected to the central fire alarm board of the Fairgrounds (these are provided by Energocentre at a charge). Documents describing the flammability degree of all stand materials used in the organization of exhibitions 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 a match).
8. During installation and dismantling of exhibits, the approach ways (passages) in pavilions shall be kept vacant. Unneeded transportation crates, packaging and other materials and equipment shall immediately be removed from the pavilions.
9. Thresholds and turnstiles shall not be set up in evacuation and traffic paths of visitors. Aisles for visitors shall have a width of at least three (3) metres 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 vestibules shall 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 lay out offices and service rooms in the stairwells and under stair flights.

10. 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.

11. Exhibition pavilions shall not be adapted to purposes such as:

- construction of storages and workshops;
- storage of combustible and flammable liquids;
- installation of combustible gas containers;
- demonstration of operating exhibits using naked flame.

12. 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.

13. 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 outer sheathing.

All wire and cable connections and tappings 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.

14. Mobile power equipment shall be connected with the use of flexible conductors safely protected against mechanical damage. All power installation devices (distribution boxes, sockets, etc.) shall be certified.

15. Electric lighting devices adapted to fire-hazardous premises of class PII 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 40 cm.

16. 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 EXPOCENTRE's exhibition directorate and the fire prevention unit.

17. Storage of promotional materials and goods shall not be arranged at exhibition stands. 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.

18. Smoking inside exhibition pavilions shall be allowed only in places specially allocated for the purpose and in negotiation rooms provided with ashtrays.

19. Welding and other fire-hazardous jobs shall be carried out with written authorization of EXPOCENTRE; existing fire safety regulations shall be carefully followed in the process.

20. All other issues which remain beyond the scope of the present regulations and which might arise during mounting, running and dismantling periods of exhibitions shall be settled on the spot by EXPOCENTRE's exhibition directorate, pavilion management and fire fighting service personnel.

21. If the design of an exposition does not meet the present regulations, EXPOCENTRE's exhibition directorate shall be entitled to demand from the participants that the exposition be dismantled.

22. All exhibition participants shall be required to know and follow fire safety regulations and know how to behave in case of fire and to use first-hand fire-fighting means. Penalties shall be imposed on exhibitors by State Fire Fighting Service bodies in a legally established procedure for the breach of fire safety regulations.

Requirements to electrical works and relevant personnel

REGULATIONS FOR ELECTRICAL INSTALLATIONS AT EXHIBITORS' STANDS

1. ELECTRICAL INSTALLATION REQUIREMENTS

1.1. Only companies and organizations 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). 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 EXPOCENTRE'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 EXPOCENTRE.

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 (SNIIP). Special requirements for fairs and exhibitions must be also observed.

1.4. Electrical installations must be carried out according to the stand lay out 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 authorized 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 inflammable 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 EXPOCENTRE's Energocentr must check the quality of the installation and connect the installed equipment to the power supply sources of EXPOCENTRE according to the layout.

1.16. EXPOCENTRE'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 EXPOCENTRE and the exhibitor (power consumer).

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 EXPOCENTRE's Energocentr authorized 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 (sample available upon request) 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 EXPOCENTRE's Fairgrounds.

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. EXPOCENTRE'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 EXPOCENTRE's Energocentr.

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

FORM 1

19 September 2010

Connections: Utilities and Telecom

DEADLINE

Form status: **Optional**
 Applicability: To be completed by all Shell
 Scheme & Custom Build Exhibitors
 Company name _____
 Client name: _____
 Stand No. _____

For return of Technical Services
 Forms
 Fax: +7 495 221 50 15

Andrey Sergienko
 Exhibition Director
 E-mail:

administrator@chipexpo.ru

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 28

Please note: Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and Modifications will incur 100% surcharge.

No work is allowed to be carried out unless full payment is received before the show build-up commences.

VAT if any applicable, - is included in all quoted prices.

Description	Price per unit,	Number of units r	Subtotal, EUR
Electricity for standard shell scheme			
Supply and Consumption 220v – 2 kW	329		
Supply and Consumption 220v – 5 kW	507		
Supply and Consumption 220v – 10 kW	786		
Supply and Consumption 220v – 15 kW	918		
Supply and Consumption 220v – 20 kW	1216		
Consumption for Custom Build Stands*			
Supply and Consumption 220v – 2 kW	304		
Supply and Consumption 220v – 5 kW	457		
Supply and Consumption 220v – 10 kW	684		
Supply and Consumption 220v – 20 kW	1064		
Supply and Consumption 220v – 30 kW	1823		
Water			
Fusebox 220v/63A	200		
Fusebox 220v/125A	372		
Cable lease, 30 m. (1.5,2.5,4.0,4.6mm ²)	106		
Cable lease, 30 m. (10.0,16.0,25.0mm ²)	268		
Compressed Air			
6 bar Connection up to 30 cubic metres/hour	504		
6 bar Connection over 30 cubic metres/hour	648		
Internet Connection			
128 kbps includes cable with a standard RJ-45 socket, unlimited traffic	384		
512 kbps includes cable with a standard RJ-45 socket, unlimited traffic	625		
Additional IP address (include Ethernet adapter and providing ad line)	162		
Fax and Phone line with machine	257		

* Your stand builder should provide cable to electricity control unit in pavilion and electricity control unit on stand

Form 1 Total, EUR.

19 September 2010
DEADLINE

FORM 2

Lighting & Electrical Equipment

Form status: **Optional**
Applicability: To be completed by all Shell Scheme

For return of Technical
Services Forms
Fax: +7 495 221 50 15

Company name _____

Andrey Sergienko
Exhibition Director
E-mail:
administrator@chipexpo.ru

Client name: _____

Stand No. _____

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 28

Please note:

- Shell Scheme Exhibitors already have general lighting, wiring and a number of plug sockets included in their standard package. Please refer to your stand description before completing this Form.
- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and Modifications will incur 100% surcharge
- No work is allowed to be carried out unless full payment is received before the show build-up commences.
- VAT if any applicable, - is included all quoted prices.

Description	Code	Price per	Number of units	Subtotal
Spot Light 100W	510	36		
Spot Light 100W on arm	516	73		
Spot Light, halogen 75W		55		
Spot Light, halogen 75W on arm	515	68		
Halogen Light 300W	517	106		
Halogen Light 500W	517	115		
Fluorescent Light 40W	531	54		
Plug Socket 220V, single, up to 2.5kW		36		
Plug Socket 220V 24hrs, single, up to 2.5kW		36		
Plug Socket 380V, power plug from 1.6kW to 15kW		153		
Refrigerator 150l, 150W (24hrs plug socket not included)	350	111		
Kitchen Unit (sink & boiler) 2kW (plug socket not included)		251		
Sink, boiler 2kBt (plug socket not included)	351	201		
Sink	600	171		
Coffee Percolator up to 0.75kW (plug socket not included)	370	55		
Drinking Water Dispenser – hot&cold, 0.5kW (p.socket not incl.)		65		
Additional bottle of water (19l.)		19		
Advertising cube(1000x1000x1000) without logo and light (500 W), static		195		
Advertising cube/ Plexiglas without logo and light (500 W), static		266		
Advertising cube/ Plexiglas without logo, with light (500 W), static		386		
Advertising cube/ Plexiglas without logo and with light (500 W), dynamic		532		

Form 2 Total, EUR.:

FORM 3

Name Board Details/ Graphic Works

Form status: **Obligatory**
 Applicability: To be completed by all Shell Scheme Company

name _____

Client name: _____

Stand No. _____

19 September 2010
DEADLINE

For return of Technical
 Services Forms
 Fax: +7 495 221 50 15

Andrey Sergienko
 Exhibition Director
E-mail:
administrator@chipexpo.ru

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 28

Please note: ● If your Name Board details are not received, the name that appears in the Contract to Exhibit will be used

- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and Modifications will incur 100% surcharge.
- No work is allowed to be carried out unless full payment is received before the show build-up commences.
- Name Board size is standard – therefore font size will be decreased as amount of lettering.
- Your company name will be included in one side of the stand. If your stand has more than 1 open side you should order additional fascia names on this form.

Order Details: (First 10 characters include in standard shell scheme, if you will have more than 9 characters you should make order on this form)

Name Board / Fascia Panel:

Printing of company logo (approx. size 200 x 200 mm, to be placed on the Fascia Panel) can also be ordered with completing this Form 4.

	Unit	Price per unit, EUR	Number of units	Total, EUR
Additional character on fascia name	Pcs.	4		
Oracal logo – one color – to fit on Fascia Panel	Pcs.	45		
Oracal logo – multicolor – to fit on Fascia Panel	Pcs.	72		
Oracal logo, size: 50x50 cm. One color*	Pcs.	72		
Oracal logo, size: 50x50 cm. multicolor*	Pcs.	101		
Oracal size, size: 100x100 cm. One color*	Pcs.	101		
Oracal logo, size: 100x100 cm. multicolor*	Pcs.	166		
Graphic works, font: h- 301-400 mm.	1 character	10		
Graphic works: h- 301-400 mm.	1 character	13		
Photoprinting	sq.m.	178		
Film covering (please mark Pantone of film color) _____	sq.m.	26		
Film covering on fascia panel (please mark Pant color)	per m.	10		
Film covering (material will provide by client)	sq.m.	22		
*We may put this logo on bar counters, cupboards and other.				
Form 3 Total, EUR.:				

19 September 2010
DEADLINE

FORM 4

Stand draft

Form status: **Obligatory**
Applicability: To be completed by all Shell Scheme

For return of Technical Services Forms
Fax: +7 495 221 50 15

Company name _____

Andrey Sergienko
Exhibition Director
E-mail:
administrator@chipexpo.ru

Client name: _____

Stand No. _____

For equipped stands only

The cost of standard equipped stand is EUR 250 / 1sq.m

The following items and services are included in the cost: fascia panel, wall panel, 1 table, 2 chairs, carpeting, 2 spot-lights, plug socket 220 v

Bellow you can choose:

color of carpeting : grey blue red green





























type of table: № 310 (70x70) №311 (120x70) №314 (d - 70) no table needed

Please, fill in your company name on fascia panel and indicate if you want to place your logo on fascia panel.

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Units:

Scale 1 square = 1 sq.m.

 300	Chair	 315	Table 800x1200	 332	Podium 500x1000x 800		Door-Hinged 1000x2500		Spot Light, Halogen
 303	Meeting Chair		Information counter	 380	Wall Shelf 1000x300.		Wall rack	 377	Rubbish bin
 306	Bar stool		Information counter with shelf on top	 340	Shelf unit 300x1000 x2000	 140	Refrigerator 440, without plug socket		Logo
 310	Table 80x80		Information counter radial (709)	 324	Showcase, glass 500x1000x 1100		Plug Socket 220v		Internet
 311	Table 700x1500	 321	Filing-Cabinet 500x1000x 1100	 336	Showcase, glass 500x1000x 2000	 24	Plug Socket 220v, 24h		
 314	Table round D=800	 320	Filing-Cabinet 500x1000x 800	 338	Showcase, glass 500x1000x 2500		Spot light 100w		

FORM 5(1)

Additional Stand Elements

Form status: **Optional**
 Applicability: To be completed by all Shell Scheme

Company name _____

Client name: _____

Stand No. _____

19 September 2010

DEADLINE

For return of Technical Services Forms
 Fax: +7 495 221 50 15

Andrey Sergienko
 Exhibition Director
 E-mail: administrator@chipexpo.ru

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 28

Please note:

- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and

Modifications will incur 100% surcharge.

- No work is allowed to be carried out unless full payment is received before the show build-up commences.

- VAT if any applicable, - is included in any of the quoted prices.

ORDER DETAILS: Additional Structural Elements for Schell Scheme Stands

Discription	Code	Price per unit,	Number of Units	Subtotal, EUR
Carpet – per sq.m.		19		
Wall panel 1000 x 2500 mm.	220	76		
Wall panel 500 x 2500 mm.	221	61		
Wall panel Radial R=1000 H=2500 mm.	226	111		
Wall panel Radial R=500 H=2500 mm.	227	76		
Wall panel 1000x2500 mm. with glass insert (1600x1000)	224	126		
Wall panel Diagonal (1400x2500)	222	121		
Wall panel Diagonal (700x2500)	223	86		
Build-up wall panel on 500 mm.		35		
Build-up wall panel on 1000 mm.		45		
Build-up wall panel on 1500 mm.		60		
Ceiling Grid 1000 x 1000 (beams H=45.5)		36		
Ceiling Lattice 1000 x 1000 (without ceiling grid)		19		
Door – folding, lockable 1000 x 2500 mm.	259	121		
Door – Hinged, lockable 1000 x 2500 mm.	260	156		
Curtain 1000 x 2500 mm.	264	51		
Information Counter 500 x 1000 x 1100 mm.	318	121		
Information Counter 500 x 1000 x 1100 with narrow shelf on top	319	121		
Radial information Counter (R-1000)		211		
Podium, H-80 (500x1000)	382	71		
Podium, H-80 (1000x1000)	384	101		
Showcase, glass – 500 x 1000 x 1100 mm.	394	136		
Showcase, glass - 500 x 1000 x 2000 mm., with 2 glass shelves	396	166		

Form 5(1) Total, EUR.:

FORM 5(2)

Standard Furniture

Form status: **Optional**
 Applicability: To be completed by all Shell Scheme
 Company name _____

Client name: _____

Stand No. _____

19 September 2010
DEADLINE

For return of Technical Services Forms
 Fax: +7 495 221 50 15

Andrey Sergienko
 Exhibition Director
E-mail: administrator@chipexpo.ru

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 28

Please note:

- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and Modifications will incur 100% surcharge.
- No work is allowed to be carried out unless full payment is received before the show build-up commences.
- VAT if any applicable, - is included in any of the quoted prices.

<i>Description</i>	<i>Code</i>	<i>Price per unit, EU</i>	<i>Number of Units required</i>	<i>Subtotal, EUR</i>
Showcase, glass – 500 x 500 x 2500 with 2 glass shelves		195		
Showcase, glass – 500 x 1000 x 2500 mm., with lighting 100W and lighting 100W	398	221		
Standard chair	300	28		
Bar stool	306	39		
Lounge chair, 1 seat	308	62		
Lounge chair, 2 seats	309	108		
Table, 700x700	310	39		
Table, 700x1200	311	55		
Table round, D-700	314	47		
Bar table, round, D-700, H-1200	313	70		
Coffee table (H-600, 1000x500) with glass	316	45		
Fascia panel, per m.	265	28		
Wall Shelf 1000 x 300 H=1200	380	17		
Wall Shelf, angled – 1000 x 300 H=1200	380a	25		
Filing-Cabinet H – 700 (1000x500)	320	86		
Filing-Cabinet H – 1100 (1000x500)	321	121		
Literature Rack	324	33		
Brochure Holder (free standing) H - 1500	325	66		
Wall coat rack	331	16		
Coat rack (free standing)	332	32		
Rubbish bin		5		
5 Shelf Unit (200x830x2080)	340	76		

Form 5(2) Total, EUR.:

FORM 6

Personnel, Cleaning, Car Passes

Form status: **Optional**
 Applicability: To be completed by all Shell Scheme & Custom Build Exhibitors
 Company name _____
 Client name: _____
 Stand No. _____

19 September 2010
DEADLINE
 For return of Technical Services Forms
 Fax: +7 495 221 50 15

Andrey Sergienko
 Exhibition Director
E-mail:
 administrator@chipexpo.ru

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 28
 Please note:

- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and Modifications will incur 100% surcharge.
- No work is allowed to be carried out unless full payment is received before the show build-up commences.
- VAT if any applicable, - is included in any of the quoted prices.

Description	Price, per one, EU	How many Required	Number of units	Subtotal, EUR
Daily Stand Cleaning, all days, (only for all square meters)			Discount %	
Stand Attendant, per person per day	79			
Hostess (English/Russian speaking)	122			
Model, per person per day	142			
Security Guard, daytime, per hour (min order – 5 hours)	14			
Security Guards, nighttime (8:00 p.m. – 8 a.m.)	216			
<i>Please note date and time</i>	date		time	
Interpreter Russian – European language, per day, language (8 hours)	240			
Interpreter Russian – Asia language, per day, _____ lan hours)	280			
Exhibition territory entry, parking				
Mantling/dismantling period, from 8-00 a.m.till 8 p.m.	126		-	
Exhibition period, parking near Krasnoselskaya naberegnaya	252		-	
Exhibition period, 30 m. zone around pavilion #3	335		-	

* Exhibition work time is 9:30 a.m. till 5:00 p.m.

Form 6 Total, EUR.:

FORM 7

Audio Visual Equipment

Form status: **Optional**
 Applicability: To be completed by all Shell Scheme & Custom Build Exhibitors

Company name _____

Client name: _____

Stand No. _____

19 September 2010
DEADLINE

For return of Technical Services Forms
 Fax: +7 495 221 50 15

Andrey Sergienko
 Exhibition Director
E-mail:
administrator@chipexpo.ru

Please carry forward the total amount at the bottom of this form to the Order Confirmation Form on Page 28

Please note:

•Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply.
 On-site orders and modifications will incur 100%

surcharge

•Equipment is provided on a rental basis only, for the whole exhibition period. Rental price includes delivery, consent to bring into the venue, installation, all show opening days rental and dismantling. Risk of loss of presentation equipment during rental period lies upon Exhibitor.

•No work is allowed to be carried out unless full payment is received before the show build-up commences.

•VAT if any applicable, - is included in all quoted prices.

Description	Code	Price per unit,	Unit/Days	Total, EUR
42" Plasma screen with audio speakers	all days	365		
50" Plasma screen with audio speakers	all days	438		
61" Plasma screen with audio speakers	all days	608		
65" Plasma screen with audio speakers	all days	730		
Plasma screen floor stand 200 cm.	all days	61		
Multimedia projector 2500 ANSI Lm	per day	153		
Multimedia projector 5500 ANSI Lm	per day	305		
Multimedia projector 9000 ANSI Lm	per day	791		
Multimedia projector 15000 ANSI Lm	per day	1095		
Screen 150x150 cm (to 2500 ANSI Lm и выше)	per day	31		
Screen 200x200 cm (to 2500 ANSI Lm)	per day	41		
Screen with frame 150x200 cm (5500 ANSI Lm	per day	102		
Screen with frame 220x300 cm (5500 ANSI Lm	per day	122		
Screen with frame 300x400 cm (9000 ANSI Lm	per day	153		
Sound systems:				
<i>Audio speakers (JBL-10, 200 v.)</i>	per day	114		
<i>Audio mixer</i>	per day	57		
<i>DVD player</i>	per day	21		
Radio microphone Sennheiser EM-500 850 mhz	per day	48		
Radio microphone Sennheiser EM-500 850 mhz	per day	69		
PC/notebook	per day	163		
LCD monitor 17"	per day	82		
LCD monitor 19"	per day	86		

You should order audio mixer and audio speakers for working with microphone

Form 7 Total, EUR.:

Order confirmation

19 September 2010
DEADLINE

Form status: **Obligatory**
Applicability: To be completed by all Shell Scheme & Custom

Build Exhibitors

Company name _____

Client name: _____

Stand No. _____

Please make sure that email address is right, organizers will send you the invoice to this address.

For return of Technical Services Forms

Fax: +7 495 221 50 15

Andrey Sergienko
Exhibition Director

E-mail:
administrator@chipexpo.ru

Description	Option	Applicable for	Returned/filled Yes/no	Amount, EUR
Form 1. Connections: Utilities & Telecom	optional	All exhibitors		
Form 2. Lighting & Electrical Equipment	optional	Shell Scheme		
Form 3. Name Board Details/ Graphic works	obligatory	Shell Scheme		
Form 4. Stand layout	obligatory	Shell Scheme		
Form 5 (1) . Additional stand elements	optional	Shell Scheme		
Form 5 (2). Standard Furniture	optional	Shell Scheme		
Form 6 . Personnel, Cleaning, Car Passes	optional	All exhibitors		
Form 7. Audio Visual Equipment	optional	All exhibitors		

Please note:

- Late orders – after the deadline – are subject to resources availability. If accepted, a 50% surcharge will apply. On-site orders and Modifications will incur 100% surcharge.
- No work is allowed to be carried out unless full payment is received before the show build-up commences.
- VAT if any applicable, - is included in all quoted prices.

Please provide your company details for issuing of an invoice.

International payments:	
Company Name	
Registered Address	
Billing Address	
Authorised Signatory Name	
Authorised Signatory Position	
General Director	
Phone	
Fax	

I hereby confirm the order for services as indicated above and consent to the issue of an invoice for payment of the fees.

TOTAL order, EUR.

Authorised Signatory _____ Authorised Person

Date _____



Annex 1

NB! For companies that have the individual stand design made by third party

LETTER FOR EQUIPMENT/MATERIALS

DELIVERY to International Exhibition Center

EXPOCENTR

For the exhibition **ChipEXPO- 2010**

(to be filled in 4 copies)

To Exhibition Director

ChipEXPO - 2010

Ratushnaya M.

Exhibitor _____

FORUM Pavilion , Stand № _____, _____ sq. m

The company _____ is the constructor of
_____ company stand and kindly asks to permit delivering
and removing of equipment/materials for stand installation for the tradeshow
ChipEXPO-2010 to be held in EXPOCENTR on October 26-28, 2010.

LIST OF STAND EQUIPMENT/MATERIALS:

1	
2	
3	
4	
5	
6	
7	
8	
9	
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12	
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14	
15	
16	
17	
18	

Authorised Signature _____ Date: _____



Annex 2

NB! For companies that have the individual stand design made by third party

LETTER FOR ISSUING INSTALLATION

PASSES to International Exhibition Center

EXPOCENTR

For the exhibition **ChipEXPO- 2010**

(to be filled in 2 copies)

To Exhibition Director

ChipEXPO - 2010

Ratushnaya M.

Exhibitor _____

FORUM Pavilion , Stand № _____

The company _____ is an exhibitor of **ChipEXPO-2010** and kindly asks to issue installation passes for the company representatives for the period of stand construction.

LIST OF COMPANY REPRESENTATIVES: /First and last name, ID data/

1	
2	
3	
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12	
13	
14	
15	
16	

Authorised Signature _____ Date: _____



Annex 3

NB! For companies that have the individual stand design made by third party

LETTER FOR ASSIGNMENT STAND

CONSTRUCTION to International Exhibition

Center EXPOCENTR

For the exhibition **ChipEXPO- 2010**

(to be filled in 2 copies)

To Exhibition Director

ChipEXPO - 2010

Ratushnaya M.

Exhibitor _____

RORUM Pavilion , Stand № _____

The company _____ is an exhibitor at **ChipEXPO-2010** and assigns the installation of the stand to the company _____.

Authorized Signature _____ Last name _____ Position _____

Date: _____



Annex 4

NB! For the companies that have booked standard equipped booth

LETTER FOR EQUIPMENT AND EXHIBITS

DELIVERY AND REMOVAL TO/FROM

International Exhibition Center EXPOCENTR

For the exhibition **ChipEXPO- 2010**

To Exhibition Director

ChipEXPO - 2010

Ratushnaya M.

Exhibitor _____

FORUM Pavilion , stand № _____

The company _____ is an exhibitor at **ChipEXPO – 2010** and kindly asks to permit delivering and removing exhibits for the exhibition **ChipEXPO - 2010** to be held in EXPOCENTR on October 26-28, 2010.

The exhibits are to be delivered/removed by car: model _____,
№ _____

LIST OF EXHIBITS:

1	
2	
3	
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16	
17	

Authorised Signature _____ Date: _____