
INTERNATIONAL SPECIALIZED EXHIBITIONS

MATTEX'10 - POOL SALON'10

TECHNICAL MANUAL FOR CONSTRUCTORS

Moscow, Russia
March 9 – 12, 2010
Expocentr Central Exhibition Complex

Organized by:



MEET YOUR BUSINESS

Contact information

Euroexpo Exhibitions & Congress Development GmbH

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www.euroexpo-vienna.com

For Exhibitions MATTEX & POOL SALON 2010, please contact:

Mrs. Katerina Soukup

Project Manager

Tel: + 43 1 230 85 35 42
Fax: + 43 230 85 35 50
Mob: + 43 660 302 01 12
k.soukup@euroexpo-vienna.com

For technical questions, standard and individual stand constructions, please contact:

Mr. Kirill Gavrilin

Technical Manager
Stand Construction

Tel: + 43 1 230 85 35 39
Fax: + 43 230 85 35 50
Mob: + 43 660 302 01 08
k.gavrilin@euroexpo-vienna.com

Exhibition Schedule

Exhibition Assembly / Exhibition Operating Schedule / Dismantling of Exhibition

March 5 Friday	8:00 – 20:00	Pavilion 2 Assembly of booths (unequipped area) as per written request to the Euroexpo administration*
March 6 Saturday	8:00 – 20:00	Pavilion 2 Assembly of booths (unequipped area)*
March 7 Sunday	8:00 – 20:00	Pavilion 2 Assembly of booths (unequipped area)*
March 8 Monday	8:00 – 20:00	Pavilion 2 Assembly of booths, visits by exhibition participants, clean-up of booths (you may request clean-up of booths with our help by executing application Number 3 in advance)
March 9 Tuesday	8:00 – 20:00 12:00	Exhibition operation Official opening of the Exhibition
March 10 Wednesday	10:00 – 18:00	Exhibition operation
March 11 Thursday	10:00 – 18:00	Exhibition operation
March 12 Friday	10:00 – 16:00 16:00 – 20:00	Exhibition operation Departure of participants/Dismantling of booths
March 13 Saturday	8:00 – 20:00 20:00	Dismantling Pavilions must be vacated**

* You can familiarize yourself further with prices for additional hours for assembly and dismantling of your booth, the application for services is form 6D.

**** The hall administrator must sign the letter for equipment entry/removal after completion of dismantling. In case an exhibitor/builder leaves the booth/parts of the booth after dismantling, a penalty based on 200 EUR per square meter of the booth area will be collected from the participating company.**

Booth Construction

General conditions

The following articles are included in the cost of equipped area:

1. The exhibition space
2. A booth of standard equipment

Please note:

1. Upon installation of a mobile booth in an equipped space, the booth needs to be approved by the EXPOCONSTA Company (<http://www.expoconsta.ru/eng/>).
Technical Control Department

Tel.: +7 499 795 39 03; +7 499 795 28 44

Contacts:

Foreign companies: Mrs. Tatiana Kajgorodova (stk@expoconsta.ru)
Russian companies: Mrs. Irina Solovieva (solovieva@expoconsta.ru);
Mr. Arsen Abasaliev (arsen@expoconsta.ru)

2. Certifications of conformity to fire standards are needed when using banners or other hanging materials.

Included in the cost with the order of an unequipped exhibition space are:

1. The exhibition space
2. One electrical connection rated at up to 10 kW

For more complete information, see section "Connection of Service Lines to a Booth".

Equipped Space / Standard Booth:

A booth is understood to be **standard** that is built of exhibition construct, which includes carpeting, wall panels (white color and 2.5 meters high), electrical equipment and furniture conforming to the description of standard booths.

It is possible:

1. to change wall color by applying self-adhesive tape.
2. to raise the height of the basic booth by using the exhibition design engineer.
3. to change the color of the carpeting.
4. to order additional furniture and electrical equipment

Important:

Fire safety rules need to be observed. (See section "Fire Safety Regulations")

Unequipped Space / Construction of an Exclusive Booth via Euroexpo

If you plan to build a booth as an individual project, we ask to contact us.

Euroexpo Vienna:
Mr. Kirill Gavrilin
Tel.: +43 1 230 85 35 39
Fax: +43 1 230 85 35 50
Email: k.gavrilin@euroexpo-vienna.com

Euroexpo Moscow:
Mr. Aleksey Laushkin
Tel.: +7 495 925 65 61
Fax: +7 495 248 07 34
Email: technik1@euroexpo.ru

Unequipped Space / Construction of an Exclusive Booth via another stand constructor:

The height of construction in the pavilions is limited to 6 meters (a suspension is possible to a height of more than 6 meters), in the zones of ventilation – 5m.

The installation by exhibitors by their own efforts or utilization by exhibitors of outside stand constructors for assembly-dismantling and artistic or graphic design work is possible **only** on the condition of the construction of **exclusive** exhibition booths.

By **exclusive** is understood a booth for the assembly of which other materials (wood, wood laminates, fiberboard, fabric etc.) are used and double deck booths. Booths which are executed from exhibition constructs, which embody individual design developments in the assembly and require assembly of exhibition designs of a non-standard type and dimension also may be regarded as **exclusive**.

Lining of panels, application of logos, increasing the height of the walls, the use on a booth of pendant (brackets, suspension, etc.), electrodynamic structures, external fascias and similar additional components do not move a booth into the exclusive category.

Important:

Companies who have ordered an unequipped space must, without fail, fill out and send to the EuroExpo CJSC company's maintenance department an information card about the builder. Otherwise, the building company will not be given access for assembly.

Companies who have ordered an unequipped space must pay special attention to "Fire Safety Rules" and to "Regulations for electrical operations". These rules must be followed both in the design and in the construction of your booth.

If you have ordered an unequipped space, please, provide a copy of this "Technical Manual" to the constructors of your booth.

We remind you that the design of your booth must necessarily make provision for a floor covering and for back and side walls (if existing) not less than 2.5 meters high. The booth (parts of the booth) must not extend beyond the limit of the area being occupied by you. The placing of inscriptions, logos or other information on the parts of your booth which are facing adjoining booths is not permitted. The back parts of booths which are visible from aisles or neighboring booths must be decorated properly.

On performing assembly operations, it is necessary to remember that storage of equipment and materials is allowed only within the confines of the rented space.

The use of silicate glass at a height greater than 1.8 meters from floor level to the upper edge of the glass being installed is prohibited. It is permitted to use a special TRIPEX type of glass at the indicated height.

Construction of exclusive booths should be performed by components in a high stage of readiness, which have undergone preliminary assembly and painting at the manufacturing facilities of the builder. Joining, sealing and painting the seams of prefabricated components is permitted only after first covering the floors in the aisles with a protective film in the exhibition halls. The use of stationary circular saws, grinders that are not equipped for dust extraction, open fire and welding operations are categorically forbidden. Fastening of booth components to the walls or floor is not permitted. Extension cords may be plugged into the 220V sockets for small electrical tools during assembly. The connection of booths to these sockets is prohibited.

Upon violation of these rules, the assembly of the booth may be stopped until the elimination of the deficiencies committed.

The area in the pavilion must remain in original form (without construction waste, adhesive tape, etc.) after dismantling of the booth. Otherwise, a report is drawn up. A penalty in the amount of 400 EUR per square meter is imposed on the participating company.

Important:

You must present a copy of the order designating an accountable person (first name, middle name, last name and cell phone number), who will be responsible for the assembly and dismantling of the booth, which has been certified by the director of the construction firm, and an information card about the builder two weeks before the start of assembly.

You must present the booth plan (booth design, color draft, technical drawing indicating heights, location of electrical instruments and places for supply and drainage of water) and actual use of electricity to the EuroExpo CJSC company's maintenance department not later than two weeks before the start of assembly.

Before starting assembly, make certain that your booth is located in the place which corresponds to the plan and corresponds to the design's metric area. Otherwise, in view of an inaccuracy in the position of your structures relative to the whole layout, you will have to dismantle and repeat assembly of the booth at your own expense.

Construction of a two-story booth

We bring to your attention the fact that, in the construction of a two-story booth, the area of the second floor is paid for according to the existing prices (Conditions of Participation in Exhibitions).

Documents for the construction of a double deck booth need to be coordinated with the EXPOCONSTA Company not later than 45 working days before the start of assembly operations at the exhibition.

Load-Bearing Construction:

- load-bearing double deck construction must have a static calculation of load-bearing capacity;
- the podium must sustain a load of **500 kg/m²**;
- podium parts that absorb the load of the load-bearing construction of the double deck booth must sustain **2500 kg/m²**;
- the floor of the second deck must sustain a load of **350 kg/m²**;

Enclosed Booth Construction:

- enclosed second deck constructions must have a height no less than **1100 mm** from the floor level of the second deck and prevent the possibility of various objects falling;
- enclosed second deck constructions must sustain a side load of **100 kg/m²**;
- the walls of the second deck in which lightweight fillings are used must have a rigid safety filling at a height of **1100 mm** from the floor level of the second deck and sustain a side load of **100 kg**;
- the wobbling gap of walls, railings and frames must not exceed **5 mm**.

Stairs:

- a booth's main stairway can be only regular stairs, the use of a spiraling staircase is possible as an auxiliary stairs;
- the width of the staircase must be not less than **900 mm**;
- the load which is absorbed by the staircase must be **500 kg/m²**;
- the width of a stair step is not less than **250 mm**;
- the staircase's angle is not greater than **36 degrees** from the horizontal axis;
- if the height of a staircase is greater than **450 mm**, handrails must be provided;
- handrails must be **1100 mm** high and sustain a side load of **100 kg**.

Booth Artistic Design:

- the use of silicate glass at a height greater than 1,800 mm from the hall's floor level to the upper edge of the glass being installed is prohibited in a booth's design;
- a special glass is used for booth's designed of silicate glass - TRIPLEX.

Fire Prevention Requirements:

- fire safety requirements must be fulfilled in the design of double deck booths according to the standards and the fire safety rules that are in effect.
- double deck booth is to be equipped with mandatory fire prevention warning sensors with
- signal output to the corresponding services and with a fire extinguisher

List of Documents Necessary for Obtaining Permission for the Assembly and Artistic Design Work at the ExpoCenter Central Exhibition Complex

Only organizations which have entered into a contract with the EXPOCENTER CJSC general contractor EXPOCONSTA CJSC are allowed for assembly work.

We ask that you consult the following EXPOCONSTA CJSC personnel for technical control service (Tel.: +7 499 795 39 03, +7 499 795 28 44):

Irina Solovieva – for work with Russian companies (solovieva@expoconsta.ru)

Arsen Abasaliev – for work with Russian companies (arsen@expoconsta.ru)

Tatyana Kaygorodova – for work with foreign companies (stk@expoconsta.ru)

Sergey Pyshkov – for questions about two-story construction and for static calculations (pyshkov@expoconsta.ru)

Anton Chernov – for high operations (antonch@expoconsta.ru)

Permission is given according to the results of the examination of a booth's technical documentation, which is done on a commercial basis.

The cost of work performed is determined in accordance with the EXPOCONSTA CJSC price list. Prices for the cost of work and services rendered are determined on the condition of the presentation of technical documentation and documents for the right of execution of the work:

Earlier than 15 days before the start of assembly operations at the exhibition (the undertaking) for one-story booths;

Earlier than 45 days before the start of assembly operations at the exhibition (the undertaking).

On delivery of documentation in the period from 15 days to 3 days (for a one-story booth) and from 45 to 15 days (for a two-story booth) before the start of assembly, the cost of the work being fulfilled and the services rendered increases by 50%. On the delivery of documents in a period of less than 3 days (for a one-story booth) and from 15 and up to 6 days (for a two-story) before the start of assembly operations, the cost of fulfilling the work increases by 100%.

It is necessary to deliver the following documents to EXPOCONSTA CJSC for examination:

- a) an original of the license (the license is subject to return) for the right of building, wiring and other engineering works (if such forms of work take place in the building of the booth);
- b) originals of licenses or notarized copies of licenses for the right of designing double deck booths and construction (if applicable);
- c) power-of-attorney from the exhibitor's company for construction of the booth;
- d) a check-in-letter with the firm's name for whom construction of exhibition displays is being carried out, with a list of equipment and materials which are subject to entry and removal that has been certified by the director;
- e) an isometric blueprint of the booth which has been certified by the firm's director;
- f) a detailed exposition plan of the booth, with an indication of total construction area which has been certified by the firm's director;
- g) a detailed electrical layout of the booth indicating voltage, maximum power loads for each piece of equipment and connection points of the electrical service with full interpretation of the legend

which has been certified by the firm's director (all metal booth structures, power panels, spiral wrap hose, metal electricity pipes, etc. must be grounded);

h) an engineering plan of the booth with a diagram of water, compressed air and similar connections with full interpretation of the legend and certified by the firm's director;

i) compliance certifications for the materials and equipment used (combustible materials must be treated with corresponding fireproof materials and the use of combustible materials without corresponding treatment is forbidden);

j) certifications for load-bearing structures for double deck booths;

- the static calculation for load-bearing structures of a double deck booth with an attached positioning plan of the construction components;

- drawings of the double deck booth with an indication of the sizes and aspect views signed by the builder and with the stamp of the organization which has executed the booth's design (in case of the absence of the documents in subparagraph b) and j), a decision will be made by "Mosexpertise" of the Moscow Chamber of Commerce and Industry (22 Acad. Pilyugin Street, Office 304, Moscow, tel.: +7 495 936 24 22) for use of the booth at the exhibition);

In the case of the absence of static calculations, EXPOCONSTA CJSC will do the calculations themselves, on a commercial basis (in accordance with EXPOCONSTA CJSC rates.)

k) a list of electricians not lower than the third access group (according to Russian categories) who are participating in the wiring operations at the booth and copies of their certifications which have been certified by the firm's director;

l) a copy of the order designating the person responsible not lower than the fourth access group (according to Russian categories) who is responsible for the assembly/dismantling of the electrical equipment at the booth, and the designation of the person responsible for assembly/dismantling operations and safety measures at the booth, which has been certified by the firm's director;

m) a copy of the electricians' certifications;

n) a list of assemblers with full passport information who are participating in the assembly/dismantling operations at the booth which has been certified by the firm's director. There must be a Russian Federation visa for foreign citizens in the passport. The employees who are assembling/dismantling the booth must have a residence permit (a valid registration) for Moscow or the Moscow District;

o) an insurance policy for the assemblers indicated on the list;

p) Permission of Fire Unit Number 160.

Transport entry onto the ExpoCenter CJSC grounds

The entry of vehicular transport for the organization of the entry / removal of exhibits and equipment for the ExpoCenter CJSC pavilions is realized by passes which are obtained at the business office of your pavilion based on a letter for entry/removal. After unloading exhibits and equipment, the transport must be taken outside the complex's boundaries.

Entry of Equipment and Receipt of Passes for Assembly/Dismantling (For Independent Builders)

1. A letter in four copies on your organization's letterhead with a list of the equipment being introduced, with indicating the booth number, name of the exhibiting company, size of the ordered area (in square meters). The signature of the general director and the organization's stamp must be on the letter.

The letter for entry/removal of equipment must be endorsed:

- a) at Fire Unit Number 160, telephone +7 499 259 13 12.
- b) at the EXPOCONSTA CJSC company. The EXPOCONSTA CJSC Company will make a mandatory technical examination of the booth's design (a chargeable service).
- c) The letter for entry/removal is endorsed at the exhibition director's office on the part of EXPOCENTER JCS, contact Elena Gennadievna Guseva, telephone (495) 255 39 28.
- d) The letter for entry/removal is endorsed at your pavilion's business office and will serve as the basis for issuing the pass for delivery/removal of equipment.

IMPORTANT: One hour is allotted for unloading/loading, starting from the time indicated on the pass for the vehicle.

2. A letter in two copies on your organization's letterhead with a list of employees who will assemble/dismantle the booth indicating passport data and a valid registration in Moscow or the Moscow District (there must be a Russian Federation visa for foreign citizens in the passport).

The letter with the list of employees must be endorsed:

By the exhibition director of EXPOCENTER CJSC. The endorsed letter will serve as the basis for the issue of passes for assembly/dismantling (a power-of-attorney is needed by the individual who obtains access for receipt of equipment and supplies), contact Elena Gennadievna Guseva, Telephone: +7 499 255 39 28.

We bring to your attention the fact that the pass for assembly/dismantling is valid only in completed format.

Connection of Service Lines to a Booth

One connection to 10 kW is included in the registration fee; in the event you need power greater than 10 kW or an additional connection, you must apply to the Euroexpo technical department Moscow/Vienna (a chargeable service) see order form 6C.

We bring to your attention that the prices are indicated for connection to one power panel. The connection cost is calculated separately for each panel with a second and greater number of panels.

The contact persons:

Euroexpo Vienna:

Mr. Kirill Gavrilin

Tel.: +43 1 230 85 35 39

Fax: +43 1 230 85 35 50

Email: k.gavrilin@euroexpo-vienna.com

Eurexpo Moscow:

Mr. Aleksey Laushkin

Tel.: +7 495 925 65 61

Fax: +7 495 248 07 34

Email: technik1@euroexpo.ru

The booth must be equipped with a power panel which conforms to the required power, with a CB (circuit breaker) and an incoming electrical cable (flexible, copper, five-wire, and a cross section not less than 6 mm) which is calculated for the required power and is long enough (nearly 30 linear meters).

The electrician installing the electrical equipment at the booth must have a group access not lower than 3 (according to Russian categories).

The wiring impedance will be measured after completion (a chargeable service, request to EXPOCONSTA CJSC.) After that, the booth will be connected to the power supply.

In the event you need water connection/drainage, a single load of water, a suspension point or additional power, we ask you to turn to the Euroexpo technical department Vienna/Moscow (see the order form for additional equipment 6C/6D).

Freight Delivery

DHL FREIGHT DHL Express (Austria) GmbH

Official forwarding agent provides a package of freight, forwarding, customs and broker's services at fairs, exhibitions and other events in Russia and abroad.

Contact: Mr. Harald Hagen

Trabrennstrasse. 5, Hall D, 3rd floor, 1020 Vienna, Austria

Tel.: +43 (1) 728 31 60-20

Fax: +43 (1) 728 31 60-90

harald.hagen@dhl.com

Cleaning

During assembly/dismantling of the exhibition, every day there will be cleaning of the aisles (of minor construction waste).

Every morning, before the exhibition opens for visitors, cleaning of the **AISLES** between the booths will be performed. The waste left by you the evening before, in front of the booth, must be packed in a plastic bag.

Cleaning of the booths is **not included** in the booth's cost. If you need to order cleaning, you can fill out order form 3.

Security

During assembly/dismantling as well as during the exhibition the pavilion is locked at 8:00 p.m. and unlocked at 8:00 a.m. and security service is given during this time.

Unfortunately, thieves have been operating recently on the grounds of exhibition centers. To ensure security of exhibits, we suggest having at least one employee of your firm attending the booth during assembly and the exhibition.

We also earnestly recommend that you NOT leave during the exhibition without the supervision of valuable things, documents and money.

If needed, you can order a private guard by filling out order form 3.

Fire Safety Regulations

Fire safety rules which have been established on the grounds of the exhibition complex.

1. The exhibition's management renders the pavilions (the facilities) for holding exhibitions in a suitable condition and guarantees basic fire safety conditions taking into consideration construction standards and regulations.
2. Exhibition participants bear responsibility for fire safety and observance of fire prevention measures during assembly, operation and dismantling of fairs and exhibitions.
3. The exhibition's management and local fire protection agencies exercise control over the execution of the present regulations.
4. Exhibition participants beforehand, but not later than a month before the beginning of assembly operations, are obligated to present to the EXPOCENTER Closed Joint Stock Company (CJSC) fire unit information about all radioactive, combustible and highly explosive materials and exhibits for acceptance of appropriate agreed safety measures. The entry of the materials and exhibits indicated above without the permission of the EXPOCENTER CJSC is not permitted.
5. Stationary booth structures may be assembled from conventional building materials (with the usual class of inflammability.) Fireproof and materials that are difficult to light must be used for decorating booth spaces, offices, podiums and enclosures. All combustible materials must be treated with a flame retardant. The use of drapery materials of combustible plastics which have not been treated with a flame retardant is not allowed. The use of combustible synthetic trim materials in evacuation routes (in the halls, vestibules, corridors and in stairwells) is forbidden. Documentation which characterizes the degree of material combustibility must be presented for all materials being used in booth construction.

In the construction of two-story, two-tiered exhibition booths and display booths which have increased danger of fire, the latter must be equipped with additional fire alarm sensors, which are connected to the exhibition complex's fire alarm console (a paid service.)

Certificates of fire safety must be presented for all booth materials used in the organization of exhibits.

6. Carpets and carpet strips being used in the pavilions must be fastened solidly to the floor, around the perimeter and at the joints. They must be assembled from material that is difficult to ignite (will not catch fire from burning cigarettes or matches.)
7. Approaches to the pavilions (halls) must be free during assembly and dismantling of exhibits. Transportation boxes, packing and similar materials and equipment being used must be removed immediately from the pavilions.
8. It is prohibited to place thresholds and turnstiles in the passages for evacuation and movement of visitors. Aisles for visitors must be not less than 3 meters and ensure circular movement, and also free access to evacuation aisles, power panels, fire cabinets and other firefighting equipment. Stairwells, emergency exits, aisles, corridors and lobbies must be kept constantly free of any objects which interfere with the movement of people.
9. In the event fire cabinets or power panels are located in the area of an exhibition booth, free access to them must be ensured (the use of decorative curtains or other drapery which does not interfere with instantaneous access is allowed.) The use of a the special "ПК" symbol [PK – Fire Cock] must be used in similar masking of fire cabinets (it will be drawn on the curtain or drapery and must be distinguished easily from the aisle.)
10. It is forbidden to place displays from combustible materials or to locate offices and office furniture in stairwells or beneath flights of stairs.

Penalties will be levied against exhibition participants, including the representatives of foreign firms, in accordance with established procedure, for violation of fire safety regulations by agencies of the State Fire Inspectorate in accordance with Russian Federation laws.

Regulations for Executing Electrical Operations

Regulations for electrical operations which have been established on the grounds of the exhibition complex:

1. **A license** is needed for wiring operations for the right to perform the respective work.
2. All wiring must be carried out observing the prevailing "Regulations for the Technical Use of Consumer Electrical Installations" (RTUCEI); "Regulations for Equipment Safety" (RES); "Regulations for Electrical Installations" (REI); "Fire Safety Regulations in the Russian Federation and Building Standards and Regulations" (BSR). At the same time, special requirements need to be fulfilled which are stipulated by the peculiarities of exhibition undertakings.
3. **Each stand-alone electrical installation (booth, electrical junction, etc.) must have a separate short circuit and overload protection device (power panel and a CB - circuit breaker) with the estimated operating current of the installation. This apparatus must be installed in an accessible place at a height of 1.8 meters from floor level.**

4. All electrical operations in the booths of individual builders must be made under the supervision of an electrician with no less than third access category. A document for an insulation resistance test is presented before connection of booths to the exhibition center's electrical circuit and the document is signed about delimitation of responsibility.
5. All electrical operations in the booths of individual builders must be made under the supervision of an electrician with an access clearance not lower than three. A document for an insulation resistance test is presented before connection of booths to the exhibition center's electrical circuit and the document is signed about delimitation of responsibility.
6. **All power panels which are required for wiring of an internal electrical circuit to the booths of individual builders must be equipped with a circuit breaker (CB). The feed cable from a booth's power panel to the point of connection to the exhibition center's electrical circuit is provided by the builder. The mandatory requirement for the cable is the presence of 5 strands, flexible, copper, not less than 30 linear meters long, and a cross section of 6 mm.**
7. The electrical feed cable from the electrical access to the protection apparatus must be protected from mechanical damage (in the wire, spiral wrap hose, jacket, etc. with sequential *clamping*)
8. Junctions of the branchings of wire and cable strands must be soldered (welded) or bolted using clamps. A junction using twisted joints, and also building up (lengthening) of the electrical wire using terminal blocks is not allowed.
9. Connection of a booth is undertaken only upon observance of the above-enumerated requirements
10. Monitoring of the observance by personnel of the safety requirements lies with the representatives of the assembly organizations from the moment of personnel access for electrical operations.

DRAWN UP ON AN ORGANIZATION'S LETTERHEAD

Information about a structure for hanging inside a pavilion

Exhibition _____

Firm's Name _____
(exhibitor)

Firm's Name _____
(builder)

Pavilion Number _____ Hall Number _____ Booth Number _____

Design dimensions _____
(length x width x height)

Materials _____

Structure weight _____

List and total weight of equipment being suspended in the structure (lighting equipment, advertising supports, decorative lining) _____

Total weight of equipped structure _____

Estimated number of suspension points _____

Estimated load at each suspension point _____

Estimated suspension height from the floor (according to the upper point of the structure) _____

Person responsible for design _____

Person responsible for assembly (Last name, first, middle, position)

Person responsible for assembly (cell phone) _____

The customer's firm bears responsibility for assembly and reliability of the structure, and also for organization of the fastening points in the structure.
The customer's firm bears responsibility for quality and service of its own hoists.
The suspension of additional equipment (lighting equipment, advertising supports, decorative lining) onto a suspended structure is PROHIBITED!

I am acquainted and concur with the order of the execution of the order for the hanging and removal of structures within the pavilion. A drawing of the design (executed on the organization's letterhead) must be affixed to the letter, signed by the company manager and stamped.

Signature of manager

AGREED TO:

SAMPLE LETTER – CHECK IN

Зал №/ Hall Nr. _____

Письмо №/ Letter Nr. _____

Please print on your company's business paper

« ____ » _____ 200 ____

**ЦВК «Экспоцентр»/ To the exhibition
administration of "Expocentr"**

От/ From _____
(название организации / Company name)

Зал/ Hall _____ Стенд/ Stand _____

Просим Вас разрешить ввоз-вывоз экспонатов на выставку / We ask for
permission to bring our exhibits to/from the exhibition

проходящую на территории ЦВК «Экспоцентр»/ which will be held at the
exhibition centre „Expocentr“ с/ from « ____ » _____ 200 ____ по/until
« ____ » _____ 200 ____.

Список экспонатов:/ Exhibits:

1. _____ кол-во/ Quantity _____
2. _____ кол-во/ Quantity _____
3. _____ кол-во/ Quantity _____
4. _____ кол-во/Quantity _____
5. _____ кол-во/ Quantity _____
6. _____ кол-во/ Quantity _____
7. _____ кол-во/ Quantity _____

Печать Организации/Дата/ Date _____
Company stamp

Подпись/ Signature _____