
INTERNATIONAL SPECIALIZED EXHIBITIONS

MATTEX'10 - POOL SALON'10

EXHIBITOR MANUAL

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

Organized by:



MEET YOUR BUSINESS

Contact information

Euroexpo Exhibitions & Congress Development GmbH

Am Hof 11/4
1010 Vienna, Austria
Tel.: + 43 1 230 85 35
Fax: + 43 1 230 85 35 50
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

An order for additional equipment is made with forms 6A, 6B, 6C and 6D.

The cost is not returned when declining equipment which is included in the 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

You can familiarize yourself with the prices for additional equipment for your booth in order forms 6A, 6B, 6C and 6D.

You can obtain **keys** to doors and/or locks for filing cabinets and glass cases with a deposit of 350 rubles at the Euroexpo direction booth.

Please note:

- ♦ **The issue of keys will take place on March 8, 2010, from 1:00 p.m. to 8:00 p.m.; on March 9, 2010, from 9:00 a.m. to 11:00 a.m.**
- ♦ **The return of keys and return of deposits will take place ONLY on March 12, 2010, from 4:00 p.m. to 8:00 p.m.**

Important:

Wall panels and other additional construction components must remain after the exhibition in non-damaged form and be cleaned of any remainders of adhesive tape, etc... Attaching of one's equipment to the structures of a booth, the independent lining of panels, the application of logos, drilling of holes, the attaching of advertising and other materials with pins, buttons, hard-to-remove adhesive tape, etc., is impermissible. Otherwise, the cost of damaged components of the booth's construction and additional equipment will be imposed on the participating company. A statement about component damage will be drawn up.

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

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 Exhibits and Receipt of Passes for Assembly/Dismantling (for exhibitors)

1. A letter for entry/removal of exhibits in four copies, on company letterhead with original stamps (a form is enclosed), where the full list of goods (brochures, advertising material, equipment like tea kettle, glasses, instruments, etc.) being brought in is enumerated.
2. A letter for entry/removal needs to be certified by the exhibition's management, from EXPOCENTER JCS, contact Elena Gennadievna Guseva, telephone: +7 499 795 39 28.
3. 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.
4. In the event you drop off banners, drapery fabric or other combustible materials/exhibits, the letter for entry/removal needs to be certified with the fire protection representative (Fire Unit Number 160). Certificates of compliance to combustibility, smoke formation and toxicity must accompany them.
5. In the event you drop off a plasma display, television or other audiovisual equipment, a letter has to be coordinated with the EXPOTELECOM firm. Telephone: +7 499 795 37 37; +7 499 795 27 77. It is necessary to present the documents for the equipment being brought in, an information card, a purchase-sales contract, a cash voucher, etc., and in case of the absence of documents which confirm the ownership of the equipment being brought in, a paid approval.

IMPORTANT:

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

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, water connection/drainage, a single load of water, a suspension point (for banner or hang construction) 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 highly recommend you NOT to leave valuable things unattended.

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.

Additional equipment for booths must be ordered and paid for not later than two weeks before the exhibition

 <p>Curtain</p>	 <p>Sliding door</p>	 <p>Swinging door</p>
 <p>Wall panel with glass</p>	 <p>Info desk centre unit 1000x500x1100mm</p>	 <p>Info desk corner unit R-1m</p>
 <p>Showcase 1000x500x2500mm</p>	 <p>Showcase 1000x500x1100mm</p>	 <p>Built in 5-shelf unit 1000x500x2500</p>

		
<p>Plastic chair</p>	<p>Conference chair</p>	<p>Bar stool</p>
		
<p>Table 700x700mm</p>	<p>Table 700x1400mm</p>	<p>Table D 0,6; H-0,8</p>
		
<p>Table D 0,6; H-0,8 (table top bright beech)</p>	<p>Table D 0,6; H-0,8 (glass table top)</p>	<p>Cupboard; H-0,7</p>
		
<p>Cupboard; h-1,1</p>	<p>5-shelf unit plastic</p>	<p>Brochure holder A4</p>
		
<p>Z-form brochure holder</p>	<p>Rotating brochure holder</p>	<p>Coat rack (wall)</p>



Coat rack (clothes tree)



Refrigerator 120 L



Refrigerator 240 L



Kitchen unit with a
refrigerator, burner and hot
water



Kitchen unit „Kit Kase“
with a refrigerator, burner and
hot water



Kitchen sink with hot water



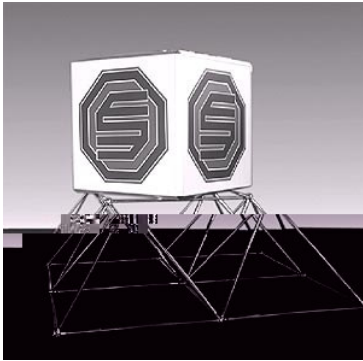
Coffee machine



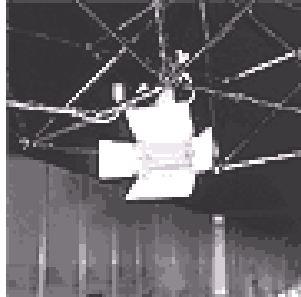
Water cooler



Mirror



Cube with inside
illumination



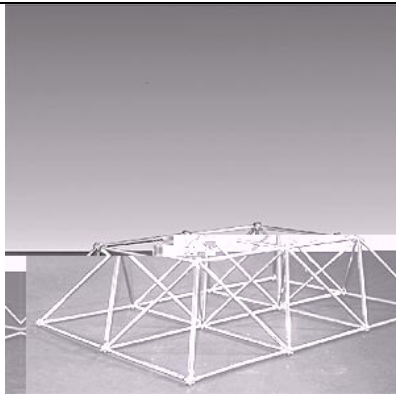
Halogen lamp
300W



Spot on power supply track
100W



Power outlet 220V
(max. 1kW)



Solid construction



Fluorescent light 40W

CARPET SAMPLES for standard stands






















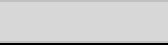









Grey carpet is included in a stand rent. To order other colours please fill in form 6b

Grey	Green
	
Dark grey	Dark green
	
Sky Blue	Red
	
Blue	Bordeau
	
Dark Blue	Black
	

Colour vinyl scale for the ORACAL 641 Scale for walls and standard equipment

Please fill in FORM 5 to order colour vinyl for the walls and furniture

Number	Color Name	Color
000	transparent	
010	white	
020	medium yellow	
019	signal yellow	
021	yellow	
022	light yellow	
025	brimstone yellow	
026	purple	
312	burgundy	
030	dark red	
031	red	
032	light red	
047	red orange	
034	orange	
036	light orange	
035	pastel orange	
404	royal purple	
040	violet	
043	lavender	
042	lilac	
041	pink	
045	soft pink	
562	deep sea blue	
518	steel blue	
050	dark blue	
065	cobalt blue	
049	king blue	
086	brilliant blue	
067	Blue	

057	traffic blue	
051	gentian blue	
098	gentian blue	
052	azure blue	
084	sky blue	
053	light blue	
056	ice blue	
066	turquoise blue	
054	turquoise	
055	mint	
060	dark green	
613	forest green	
061	green	
068	grass green	
062	light green	
064	yellow green	
063	lime tree green	
070	black	
073	dark grey	
071	grey	
076	telegrey	
074	middle grey	
072	light grey	
080	brown	
083	nut brown	
081	light brown	
082	beige	
082	cream	
090	silver grey	
091	gold	
092	copper	

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 "Expocenter"

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 „Expocenter“ 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 _____ Подпись/ Signature _____
Company stamp