

ORDER FORM FOR TECHNICAL SERVICES

(THIS FORM MUST BE FILLED IN)



Send this form to ITE EXPO INTERNATIONAL Technical Service Department:

☺ Olga Lobanova

☎ +7499 750 0828 + ☎ 4722

✉ Olga.Lobanova@ite-russia.ru

✉ 3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

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NOT LATER THAN
10/12/2018

Exhibiting company

Telephone

Contact person

e-mail

Form No.	Title of Form	Total cost, EUR
	<i>Standard Shell Scheme</i>	
	<i>Premium Shell Scheme Verona</i>	
	<i>Premium Shell Scheme Ferrara</i>	
	<i>Premium Shell Scheme Ravenna</i>	
	<i>Premium Shell Scheme Kremona</i>	
	<i>Premium Shell Scheme Ancona</i>	
	<i>Premium Shell Scheme Salerno</i>	
	<i>Premium Shell Scheme Fabriano</i>	
	<i>Premium Shell Scheme Livorno</i>	
T1	<i>Temporary staff</i>	
	<i>Cleaning</i>	
	<i>Car Parking-Passes</i>	
	<i>Passes to the loading/ unloading zone</i>	
T2.1	<i>Electricity</i>	
	<i>Water</i>	
T2.2	<i>Compressed Air</i>	
	<i>Telecommunications</i>	
T3	<i>Audio - video equipment</i>	
	<i>Additional Fascia Names</i> ⁽¹⁾	
	<i>Logo/ Graphics</i> ⁽¹⁾	
T4.1-T4.2	<i>Additional Stand Equipment Standard</i> ⁽¹⁾	
T4.3-T4.4	<i>Additional Stand Equipment Premium</i> ⁽¹⁾	
	<i>Late Order Surcharge</i>	
	<i>Order made 11/12/18 to 02/01/19 (20%)</i>	
	<i>Order made 03/01/19 to 30/01/19 (50%)</i> ⁽²⁾	
	<i>Order made 31/01/19 to 06/02/19 (100%)</i> ^(2,3)	
TOTAL ORDER AMOUNT		EUR
V.A.T. (*) 18%		EUR
TOTAL incl. V.A.T.		EUR

⁽¹⁾ Order from forms T3 and T4 are accepted till 02/01/19.

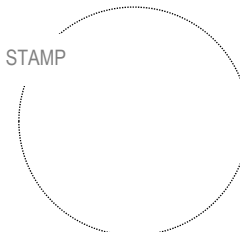
⁽²⁾ Order can be accepted only for forms T1 and T2 (if service is still available).

⁽³⁾ After 07/02/19 additional service order can be made only during set-up (if service is still available and with 100% surcharge for late order).

Notice:

- This form is a summarized order of all additional services that you choose from this Manual. **FORM T is the basis for invoice.**
- Payment should be done in 14 days upon raise of invoice (except orders made after 10/12/2018, which should be paid in 3 days).
- Your sign on this form and sending it to ITE EXPO INTERNATIONAL Technical Service Department means that orders will be fully paid by Exhibitor.
- Order can't be cancelled in unilaterally way.
- Any changes in previous order attract cancellation of the whole order and any new order can be done only with prices valid on the date of order.
- Exhibitor read all the terms of participation in exhibition written in this manual carefully and agrees with them.
- All prices indicated below in application forms do not include VAT.
- All bank transfer fees shall be payable by the Exhibitor.
- ^(*) In the case of changing VAT rate the payment amounts provided with this form are subject to recalculation and payment taking into the changed VAT rate.

STAMP



signature

date

All indicated prices do not include VAT

Standard Shell Scheme



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**NOT LATER THAN
10/12/2018**

Dear exhibitors!

ITE Group, the organiser of the exhibition, would like to offer you standard booth.

Octanorm module structures will allow building stands of any configuration and amend it with standard elements and graphics at your choice.



Standard Shell Scheme kit

sq. m <11 12-23 24-35 36-47 48-59

Height of walls and construction 2,5 m

Carpet (colour – to choose)

colour of carpet by default - grey

Fascia panel H=30 cm with fascia name from the open sides of the booth

(colour of the fascia name – to choose)

colour of the fascia name by default - grey 071

Table (80x80 cm) (code 310)

pc 1 1 2 3 4

Chair (code 300)

pc 1 2 4 6 8

Waste basket

pc 1 1 2 3 4

Design shown above suits 12 sq. m (inline and corner position)

We order STANDARD SHELL SCHEME*:

Total EUR

sq. m x 73

Standard package includes electrical connection 2kW,2 spotlights(code 510) and 1 plug socket (code 504a).

Please order power's increasing via Form T2.1, if necessary.

Additional furniture and stand equipment can be ordered from **Forms T4.1 + T4.2.**

Please do not use **Forms T 4.3 and T 4.4** – they suits only Premium Shell Scheme stands.

TOTAL FOR FORM:

EUR

SIGNATURE

DATE

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Premium Shell Scheme

VERONA



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Dear exhibitors!

ITE Group, the organiser of the exhibition, would like to offer you one of the new options of stand build-up of Premium Shell Scheme **VERONA** class – cost-effective stands with original design and a possibility to choose colour of decoration elements by samples.

Maxima module structures will allow building stands of any configuration and amend it with standard elements and graphics at your choice.

The height of stand structures of 3.5 m will add to the volume and visibility of your display.

If you have applied for space only at the exhibition or Standard stand build-up, you can upgrade to Premium Shell Scheme **VERONA** by filling in this application form.



The Verona package includes:

Height of front construction 3.5 m, Height of stand 2.5 m

Carpet (colour – to choose)

Colour of a carpet by default – grey

Fascia panel 1.0 m height on open sides of stand
(colour of the fascia name – to choose)(by default – grey)

Round table D 80 cm (Code 314)

Conference chair (Code 303)

Information counter

Waste basket

Plug socket, 1kW

Halogen Light 150 W (long arm)

	<u>sq. m</u>	<u>9-12</u>	<u>13-17</u>	<u>18-24</u>	<u>25-48</u>	<u>49-60</u>
pc		1	1	2	2	3
pc		3	4	6	8	12
pc		1	1	1	2	2
pc		1	1	1	2	2
pc		1	1	1	2	2
pc		3	5	6	7	8

Design shown above suits 12 sq.m (inline and corner position)

We order the base configuration of Premium Shell Scheme Verona buildup*:			Total EUR
	<u>sq. m</u>	x	141

We order UPGRADING of Standard Shell Scheme buildup to the base configuration of Premium Shell Scheme Verona buildup*:			Total EUR
	<u>sq. m</u>	x	68

Package includes electrical connection 2kW. Please order power's increasing via Form T2.1, if necessary.
 Additional furniture and stand equipment can be ordered from **Forms T4.3 + T4.4** for Premium Shell Scheme.
 Do not use **Forms T4.1+T4.2**, as they are only valid for Standard Shell Scheme "Equipped" stands.

TOTAL FOR FORM:	EUR
SIGNATURE	DATE

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Premium Shell Scheme

FERRARA



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Dear exhibitors!

ITE Group, the organiser of the exhibition, would like to offer you one of the new options of stand build-up of Premium Shell Scheme **FERRARA** class – cost-effective stands with original design and a possibility to choose colour of decoration elements by samples.

Maxima module structures will allow building stands of any configuration and amend it with standard elements and graphics at your choice.

The height of stand structures of 3.5 m will add to the volume and visibility of your display.

If you have applied for space only at the exhibition or Standard stand build-up, you can upgrade to Premium Shell Scheme **FERRARA** by filling in this application form.



The Ferrara package includes:

Height of front construction 3.5 m, Height of stand 2.5 m

Carpet (colour – to choose)

Colour of a carpet by default – grey

Banners of net fabric, (colour – to choose)
with company name in white on open sides of the stand

Round table D 80 cm (code 314)

Conference chair (code 303)

Information counter MAXIMA with ORACAL film(colour – to choose)

Waste basket

Plug socket, 1kW

Halogen Light 150 W (long arm)

	<u>sq. m</u>	<u>9-12</u>	<u>13-17</u>	<u>18-24</u>	<u>25-48</u>	<u>49-60</u>
Round table D 80 cm (code 314)	pc	1	1	2	2	3
Conference chair (code 303)	pc	3	4	6	8	12
Information counter MAXIMA with ORACAL film(colour – to choose)	pc	1	1	1	2	2
Waste basket	pc	1	1	1	2	2
Plug socket, 1kW	pc	1	1	1	2	2
Halogen Light 150 W (long arm)	pc	3	5	6	7	8

Design shown above suits 12 sq.m (inline and corner position)

We order the base configuration of Premium Shell Scheme Ferrara buildup*:

Total EUR

sq. m x **152**

We order UPGRADING of Standard Shell Scheme buildup

to the base configuration of Premium Shell Scheme Ferrara buildup*:

Total EUR

sq. m x **79**

Package includes electrical connection 2kW. Please order power's increasing via Form T2.1, if necessary.
Additional furniture and stand equipment can be ordered from **Forms T4.3 + T4.4** for Premium Shell Scheme.
Do not use **Forms T4.1+T4.2**, as they are only valid for Standard Shell Scheme "Equipped" stands.

TOTAL FOR FORM:

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SIGNATURE

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Premium Shell Scheme

RAVENNA



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Dear exhibitors!

ITE Group, the organiser of the exhibition, would like to offer you one of the new options of stand build-up of Premium Shell Scheme **RAVENNA** class – cost-effective stands with original design and a possibility to choose colour of decoration elements by samples.

Maxima module structures will allow building stands of any configuration and amend it with standard elements and graphics at your choice.

The height of stand structures of 3 m will add to the volume and visibility of your display.

If you have applied for space only at the exhibition or Standard stand build-up, you can upgrade to Premium Shell Scheme **RAVENNA** by filling in this application form.



The Ravenna package includes*:

Height of front construction 3 m, Height of stand 2.5 m

Carpet (colour – to choose)

Colour of a carpet by default – grey

Fascia panel 0.3 m height with fascia name on open sides of stand

(colour of the fascia name – to choose)(by default – grey)

Fascia panel 0.5 m height with colour logotype on open sides of stand

(colour of the fascia panel – to choose)

Round table D 80 cm (code 314)

Conference chair (Code 303)

Information counter

Waste basket

Plug socket, 1kW

Halogen Light 150 W (long arm)

	<u>sq. m</u>	<u>9-12</u>	<u>13-17</u>	<u>18-24</u>	<u>25-48</u>	<u>49-60</u>
pc		1	1	2	2	3
pc		3	4	6	8	12
pc		1	1	1	2	2
pc		1	1	1	2	2
pc		1	1	1	2	2
pc		3	5	6	7	8

Colour laminating of wall panels is not included in the price of the stand and can be ordered on Form T3.

Design shown above suits 12 sq.m (inline and corner position)

We order the base configuration of Premium Shell Scheme Ravenna buildup*:

Total EUR

sq. m x **141**

We order UPGRADING of Standard Shell Scheme buildup

to the base configuration of Premium Shell Scheme Ravenna buildup*:

Total EUR

sq. m x **68**

Package includes electrical connection 2kW. Please order power's increasing via Form T2.1, if necessary.

Additional furniture and stand equipment can be ordered from **Forms T4.3 + T4.4** for Premium Shell Scheme.

Do not use **Forms T4.1+T4.2**, as they are only valid for Standard Shell Scheme "Equipped" stands.

TOTAL FOR FORM:

EUR

SIGNATURE

DATE

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Premium Shell Scheme

SALERNO



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Dear exhibitors!

ITE Group, the organiser of the exhibition, would like to offer you one of the new options of stand build-up of Premium Shell Scheme **SALERNO** class – cost-effective stands with original design and a possibility to choose colour of decoration elements by samples.

The height of stand structures of 4 m will add to the volume and visibility of your display.

If you have applied for space only at the exhibition or Standard stand build-up, you can upgrade to Premium Shell Scheme **SALERNO** by filling in this application form.



The Salerno package includes:

Height of front construction 4 m, Height of stand 2.5 m

Carpet (colour – to choose)

Colour of a carpet by default – grey

Fascia panel with decorative element and company name in white on open sides of stand (colour of the decorative element – to choose)

Partly pasting of stand's decorative element with the colour Oracal film (colour – to choose)

Round table D 80 cm (Code 314)

Conference chair (Code 303)

Bar counter round

Waste basket

Plug socket, 1kW

Halogen Light 150 W (long arm)

sq. m 9-12 13-17 18-24 25-48 49-60

pc	1	1	2	2	3
pc	3	4	6	8	12
pc	1	1	1	2	2
pc	1	1	1	2	2
pc	1	1	1	2	2
pc	3	5	6	7	8

Design shown above suits 12 sq.m (inline and corner position)

We order the base configuration of Premium Shell Scheme Salerno buildup*:

Total EUR

sq. m x 141

We order UPGRADING of Standard Shell Scheme buildup

to the base configuration of Premium Shell Scheme Salerno buildup*:

Total EUR

sq. m x 68

Package includes electrical connection 2kW. Please order power's increasing via Form T2.1, if necessary.

Additional furniture and stand equipment can be ordered from **Forms T4.3 + T4.4** for Premium Shell Scheme.

Do not use **Forms T4.1+T4.2**, as they are only valid for Standard Shell Scheme "Equipped" stands.

TOTAL FOR FORM:

EUR

SIGNATURE

DATE

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Premium Shell Scheme

FABRIANO



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Dear exhibitors!

ITE Group, the organiser of the exhibition, would like to offer you one of the new options of stand build-up of Premium Shell Scheme **FABRIANO** class based on the MAXIMA stand construction system with full colour digital print on the banner net above the stand placed on each open side. Decoration for the fascia and wall panels can be achieved by using additional graphic elements, such as digital print on self-adhesive film, colour lamination, logos, vinyl banner etc. If you have applied for space only at the exhibition or Standard stand build-up, you can upgrade to Premium Shell Scheme **FABRIANO** by filling in this application form.



The Fabriano package includes:

Height of stand 2.5 m

Height of front construction 5 m with banners of net fabric H=2,3 m on open sides of stand

layout for print on banners of net fabric by default – like a picture

Plug-in fascia panel 0.35 m height with fascia name on open sides of stand

Carpet (colour – to choose)

Colour of a carpet by default – grey

Storage room 1x1m with plastic folding door H=2,5m

Info counter H=1,1 m with logo 1000x1000 mm

Table (to choose: round/ square (Code 310/314))

Conference chair (Code 303)

Bar stool (Code 306)

Waste basket

Plug socket, 1kW

Metallo-Halogen Projector 150 W

sq. m 9-12 13-17 18-24 25-48 49-60

pc	1	1	1	2	2
pc	1	1	2	2	3
pc	3	4	6	8	12
pc	1	1	1	2	2
pc.	1	1	1	2	2
pc.	1	2	3	4	5
pc.	3	4	5	6	8

Design shown above suits 12 sq.m (inline and corner position)

We order the base configuration of Premium Shell Scheme Fabriano buildup*:

Total EUR

sq. m x 157

We order UPGRADING of Standard Shell Scheme buildup

to the base configuration of Premium Shell Scheme Fabriano buildup*:

Total EUR

sq. m x 84

Package includes electrical connection 2kW. Please order power's increasing via Form T2.1, if necessary. Additional furniture and stand equipment can be ordered from **Forms T4.3 + T4.4** for Premium Shell Scheme. Do not use **Forms T4.1+T4.2**, as they are only valid for Standard Shell Scheme "Equipped" stands.

TOTAL FOR FORM:

EUR

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Premium Shell Scheme

LIVORNO



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Dear exhibitors!

Premium stand **LIVORNO** comes with full colour digital print on the vinyl banner that conceals all the system construction elements along the walls on the perimeter of the booth.

Columns are light-boxes with milk plexi-glass surfaces, where you may place your logos or digitally printed graphics on the translucent self-adhesive film.

If you have applied for space only at the exhibition or Standard stand build-up, you can upgrade to Premium Shell Scheme **LIVORNO** by filling in this application form.



The Livorno package includes:

Height of stand H=3,6 m

Print and installation vinyl banner on the open walls on the perimeter of the booth. H-3.6m

Carpet (colour – to choose)

Colour of a carpet by default – grey

Storage room 1x1m with hinged door H=3,6m

Light-Box (illuminated column) 670* R-500mm, H-3.6m with milk plexi-glass surface including single colour logo 1000x400mm

Bar counter round with colour logo 1000 x 1000 mm

Table (to choose: round/ square (Code 310/314))

Conference chair (Code 303)

Bar stool (Code 306)

Clothes rack, hanging

Waste basket

Plug socket, 1kW

Halogen Light 150 W (long arm)

sq. m **9-12** **13-17** **18-24** **25-48** **49-60**

pc.	2	2	2	4	4
pc.	1	1	1	2	2
pc.	1	1	2	2	3
pc.	3	4	6	8	12
pc.	1	1	1	2	2
pc.	1	1	2	2	3
pc.	1	1	1	2	2
pc.	1	2	3	4	5
pc.	3	5	6	7	8

Design shown above suits 15 sq.m (corner and peninsular position)

We order the base configuration of Premium Shell Scheme Livorno buildup*:

Total EUR

sq. m x **214**

We order UPGRADING of Standard Shell Scheme buildup

to the base configuration of Premium Shell Scheme Livorno buildup*:

Total EUR

sq. m x **141**

Package includes electrical connection 2kW. Please order power's increasing via Form T2.1, if necessary.

Additional furniture and stand equipment can be ordered from **Forms T4.3 + T4.4** for Premium Shell Scheme.

Do not use **Forms T4.1+T4.2**, as they are only valid for Standard Shell Scheme "Equipped" stands.

TOTAL FOR FORM:

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TEMPORARY STAFF, CLEANING AND CAR PARKING PASSES

Send this form to ITE EXPO INTERNATIONAL Technical Service Department:

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Exhibiting company

Telephone

Contact person

e-mail

TEMPORARY STAFF

(Prices per day)

	dates (from-to)	quantity	Price per day	Total EUR
Interpreter from Russian to language (type 1) *		X	EUR 135	
Interpreter from Russian to language (type 2) *		X	EUR 152	
Stand Attendant (with basic English knowledge)		X	EUR 152	
Security Guard (10.00 – 18.00) **		X	EUR 169	
Security Guard (18.00 – 10.00) **		X	EUR 248	

(*) When ordering an interpreter, please specify the language you require. Foreign languages: **type 1** - English, German, French, Spanish and Italian; **type 2** – other languages.

Not all languages are available. Only consecutive translation available. Please contact ITE EXPO INTERNATIONAL for more information before ordering an interpreter. In the event of a late cancellation (up to 3 weeks before the start of the exhibition), the company must pay a cancellation penalty of three times the daily cost of the service ordered.

(**) Large stands may require more than one security guard. During the set-up and dismantling of the exhibition, the pavilions may not close at 20:00. Order of security guard service during set-up / dismantling is possible 1 day before and if service is available.

DAILY STAND CLEANING

(prices for the duration of the exhibition)

	Area of stand	Price per m ²	Total EUR
Stand cleaning (vacuum cleaning for carpets)	X	EUR 7,5	
Stand cleaning (wet wiping of hard floors)	X	EUR 8,5	
Total with discount of %			
Discounts for cleaning:	50 m ² - 10% 250m ² - 30%	100m ² - 15% 300m ² - 35%	150 m ² - 20% 350 m ² - 40%
		200 m ² - 25% 400 m ² - 45%	Wet cleaner can be ordered for the hard coating floor only.

CAR PARKING PASSES

(prices for the period)

	Quantity	Price	Total EUR
Car Pass for Set-up and Dismantling Period	X	EUR 82	
Car Pass for the Exhibition Period	X	EUR 174	
Car Pass for Set-up, Exhibition and Dismantling Period	X	EUR 192	

The parking pass allows you to park your vehicle in the special area near to the pavilion entrance. The registration number of the car must be entered in the pass. Exchange of passes in case of car number change is not possible.

ATTENTION!

The parking pass does not allow access to the loading/unloading zones.
The parking pass is not valid for promotion and advertising campaigns and for promotion vehicles.

PASSES TO THE LOADING/ UNLOADING ZONE

(prices for the duration of the exhibition)

	Quantity	Price	Total EUR
Pass to the loading/ unloading zone for vehicle*	X	EUR 43	
Pass to the loading/ unloading zone for cargo vehicle*	X	EUR 99	

The paid pass into the loading and unloading zone is valid for one vehicle, without limitation on the number of entries into the loading and unloading zone during the set-up and dismantling.

PLEASE NOTE The time that a car can be present in the loading and unloading zone is limited to 1 hour, while the time limitation for a cargo vehicle is limited to 2 hours. Passes which have been ordered and paid for can be collected from the Organiser's office during the set-up.

Passes are not restored in case of loss.

When the vehicle changes, your pass can be exchanged for a new one on the next day by the manager of the Transport and Logistics Department in the Service Centre of your pavilion.

* The type of vehicle pass (automobile or cargo) is determined by the type of vehicle specified in the vehicle registration certificate.

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ELECTRICITY, WATER AND COMPRESSED AIR



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Exhibiting company

Telephone

Contact person

e-mail

ELECTRICITY

(prices for the duration of the exhibition)

	For space only sites	For equipped stands	Total EUR
2kW	EUR 420	Included in electro package *	
5kW	EUR 630	EUR 255**	
10kW	EUR 920	EUR 550**	
20kW	EUR 1450	EUR 1020**	
40kW	EUR 2245	EUR 1870**	

Electricity orders for space only sites include consumption and supply, but not the connection of the stand. Connection of electric supply to stands should be done by exhibitors themselves (or their stand builders) in observation of the Requirements for electrical and technical work and for those carrying it out. Stands must be equipped with a fuse box, and a cable corresponding to the section load (at least 30m in length) must be supplied from the stand to the power source. If the stand builder does not have the necessary fuse boxes or cables, you can order an electricity connection for your stand on this form (see below).

Direct connection of exhibits to power sources in the pavilion (machine tools, industrial items) is allowed if the requirements above are followed. In this case, power supply should be ordered for each exhibit separately. When you order power supply connections for machines and industrial exhibits, it is necessary to specify start-up current. The fuse box must be equipped with protective cutout device according to electro consumption on the stand. Power supply points in the halls are equipped with 16A, 32A, 63A and 125A type ABB electric sockets. Connecting exhibitors' electrical equipment to power supply point's takes place after the insulating resistance of the connected electric circuit has been measured.

* **Electro package: electrical connection 2kW included in Standard and Premium Shell Scheme price. One plug socket (220V-1kW) is included in Standard Shell Scheme package. The package for Premium Shell Schemes see in the description for each type.** For full usage of ordered electrical power additional plug sockets, lights etc. might be ordered via Forms T4.2 and T4.4.

** **You are ordering power's increasing up to 5, 10, 20 or 40kW accordingly.**

ATTENTION!

When connecting a power consumer with a capacity above 10kW on an equipped stand, or setting up an internal power supply network, you must comply with the conditions for connecting an electricity supply for space only sites (see left).

FUSEBOX AND CABLE CONNECTION FOR STAND

(prices for the duration of the exhibition)

	Quantity	Price	Total EUR
Fusebox and cable connection Up to 10 kW	X	EUR 430	
Fusebox and cable connection Up to 20 kW	X	EUR 555	
Fusebox and cable connection Up to 40 kW	X	EUR 610	

The connection of electricity to the stand includes the installation of a fuse box at your stand and the laying of cables to the mains.

WATER

(prices for the duration of the exhibition)

	Quantity	Price	Total EUR
Cold water connection inside pavilion*	X	EUR 695	
Hot water connection inside pavilion* (available only with cold water connection)	X	EUR 320	
Single fill/removal into a container for 1 m³	X	EUR 210	

*Water connection includes connection of one unit with pipes that have a diameter of 15mm, and cold water intake and drainage pipes 32 mm. Any other pipes or adapters need to be provided by the exhibitor or stand builder. There is a surcharge of € 95 for a connection on the second level of a double decker stand.

Sinks can be ordered on **Form T4.2, T4.4 (If you need hot water please order it for a sink).** If you have more than 1 item to be connected, please order the according number of connections. There are no water connections available outdoor, only filling/discharging of pools/tubs. Single fill up is made separately to each unit.

COMPRESSED AIR

(prices for the duration of the exhibition)

	Quantity	Price	Total EUR
Compressed air connection, Up to 30m³/ hour (6 bar)	X	EUR 635	
Compressed air connection, Over 30m³/ hour (6 bar)	X	EUR 885	

Pipes have a diameter of 15mm. If you need another diameter you need to bring your own adapter. Compressed air is not available on the second floor of Pavilion 2. If you have more than 1 item to be connected, please order the according number of connections.

TOTAL FOR FORM: EUR

SIGNATURE DATE

All indicated prices do not include VAT

TELECOMMUNICATIONS AUDIO-VISUAL EQUIPMENT



Send this form to ITE EXPO INTERNATIONAL Technical Service Department:

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 📧 **Olga.Lobanova@ite-russia.ru** ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**
 📄 **+7499 750 0830**

**NOT LATER THAN
10/12/2018**

Exhibiting company

Telephone

Contact person

e-mail

INTERNET CONNECTION (prices for the duration of the exhibition)

	Quantity	Price	Total EUR
Internet 5 Mbit/s	X	EUR 475	
Internet 20 Mbit/s	X	EUR 1125	
Wi-Fi hotspot	X	EUR 395	
Additional IP-address	X	EUR 195	

Your computer must have network board 100 Mb/s.
 Access to the Internet is provided through an Ethernet interface – RJ-45.
 *Wi-Fi hotspots are available for hire. The Wi-Fi hotspots can support up to twenty devices connected at the same time.
 A wired Internet connection with the desired speed must also be ordered in addition to the Wi-Fi hotspot.

More than one computer can be connected provided the corresponding Exhibitors are only allowed to connect more than 1 computer, if they have ordered the corresponding quantity of additional IP addresses and connections.

AUDIO, VIDEO, AND EQUIPMENT FOR PRESENTATIONS (prices for the duration of the exhibition)

	Quantity	Price	Total EUR
Plasma panel, 42" ⁽¹⁾	X	EUR 345	
Plasma panel, 50" ⁽¹⁾	X	EUR 440	
Plasma panel, 60" ⁽¹⁾	X	EUR 530	
Plasma panel, 80" ⁽¹⁾	X	EUR 960	
Seamless video wall 2x2 ⁽²⁾	X	EUR 1015	
Seamless video wall 2x3 ⁽²⁾	X	EUR 1350	
Seamless video wall 3x3 ⁽²⁾	X	EUR 1745	
Sound system 150W ⁽³⁾	X	EUR 225	

⁽¹⁾ Price for renting plasma panel includes set of speakers, wall mounted or free standing.

If you need a wall mount for stand equipment, order wall element for fixing the plasma using application form T4.1, T4.3.

Please inform which option of plasma fixing you have chosen. Please let us know what equipment you intend to connect to the plasma panel – DVD or computer.

⁽²⁾ Seamless video wall is implemented in modules ORION 46.

⁽³⁾ For seamless video walls only.

Rental price of video wall include floor – mounted rack. You can ask the technical service manager of ITE EXPO INTERNATIONAL about additional features and specifications of video-wall.

Example configuration 2x2



Example configuration 3x3



Other audio and video equipment not listed on Form T2.2 may be provided upon request.

All equipment should be given after signing certificate of receiving equipment from exhibitor and delivery side. If exhibitor refuses to sign certificate of delivery equipment will be not provided and money will be not returnable.

At the last day of set-up equipment will be delivered at your stand in presence of exhibitor or his representative. Please inform Organiser on-site that you are ready to receive equipment. As usual equipment will be at your stand in 2 hours after you inform us.

If exhibitor is not present at stand on the last set-up day, delivery will be proceed in the morning of the opening day and may take more time.

Exhibitor takes financial liability for equipment and is responsible for returning equipment without any damage.

TOTAL FOR FORM: _____ **EUR**
SIGNATURE _____ **DATE** _____

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TEXT ON FASCIA PANEL AND GRAPHICS



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THIS FORM IS FOR STANDARD AND PREMIUM EQUIPPED STANDS ONLY!

FASCIA PANEL TEXT

The price of standard stand includes text in one language.
Standard stands: grey text (**Oracal 071**), height of letters 100mm, font Arial.
Standard Premium: colour of text for variants of Ferrara, Kremona and Salerno - white; for variants of Verona, Ravenna, Ancona and Fabriano - your choice.

The fascia panel for **Standard stands** is white. If you need another colour, you can order lamination.

For **Standard Premium**, the colour of the fascia panel is presented in the design project of your stand

ADDITIONAL TEXT ON FASCIA PANEL

FOR STANDARD STANDS ONLY!

	Quantity	Price	Total EUR
Additional text on fascia panel	X	EUR 65	
Logo on Fascia Panel in one colour per 1 linear m (*)	X	EUR 70	
Logo on Fascia Panel in more than one colour per 1 linear m (*)	X	EUR 120	
Logo on Wall Panel in one colour per 1 sq.m (*)	X	EUR 95	
Logo on Wall Panel in more than one colour per 1 sq.m (*)	X	EUR 189	
Colour laminating (1 sq.m) (**)	X	EUR 42	
Laminating with Digital Photo Print (1 sq.m) (***)	X	EUR 95	
Banner (producing and mounting) 1 sq.m (***)	X	EUR 95	
Application of Exhibitors graphics' own Graphics per 1 sq.m (****)	X	EUR 45	

Additional text on Fascia Panel ordered on one language.

If you have ordered a logo, please send a file with the layout of the logo **in vector form** in *.CDR; *.AI or *.EPS format by email.

Attention! Exhibitors are not allowed to apply self-adhesive graphics to stand elements by themselves.

(*) If size of the logo exceeds 1m in length, then the size is rounded up to the nearest m. Cost is calculated accordingly.

(**) Please select a colour and the code of the film by reference <http://www.orafol.com/gp/europe/en/products/search-result-gp-product-details/items/oracal-641-economy-cal>, and point which items should be covered with full colour film. The laminating area is rounded up to the nearest 0.5sqm.

(***) Minimum order 5 m². Technical requirements for graphic will be sent upon request. Laminating material is included in price.

(****) Laminating by your graphic materials. Please contact the manager of the ITE EXPO INTERNATIONAL Technical Services Department to clarify the dimensions of the elements of the stand to be pasting, and timing of your materials to be delivered.

TOTAL FOR FORM: EUR

SIGNATURE DATE

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STAND CONSTRUCTION FURNITURE for **EQUIPPED STANDS**



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Exhibiting company

Telephone

Contact person

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ATTENTION! THIS FORM IS FOR EQUIPPED STANDS ORDERED THROUGH ITE EXPO INTERNATIONAL ONLY!

Description	Code	Quantity	Price	Total EUR
STAND CONSTRUCTION				
Carpet (per 1m ²)		X	EUR 25	
Wall panel, white 100 x 250 cm	220	X	EUR 95	
Wall panel, white 50 x 250 cm	221	X	EUR 69	
Wall panel, white diagonal ~ 67 x 250 cm	224	X	EUR 95	
Wall panel, white curved R=100 cm	222	X	EUR 132	
Wall panel, white curved R=50 cm	223	X	EUR 98	
Wall panel, white (plexiglas) 100 x 250 cm	401	X	EUR 140	
Wall panel, white (plexiglas) 50 x 250 cm	402	X	EUR 126	
Wall panel, white 100 x 50 cm		X	EUR 37	
Wall panel, white 100 x 100 cm		X	EUR 47	
Reinforced wall panel for plasma, white 100 x 250 cm	228	X	EUR 151	
Wall element for plasma	239	X	EUR 70	
Chain (allow 1.5 m length for each running meter)	280	X	EUR 14	
Venetian Blinds	404	X	EUR 64	
Folding door, plastic, lockable 100 x 250 cm	240a	X	EUR 112	
Folding door, lockable 100 x 250 cm	240b	X	EUR 196	
Hinged door, lockable 100 x 250 cm	241	X	EUR 248	
Curtain, 100 x 250 cm	242	X	EUR 69	
Ceiling lattice 100 x 100 cm (per 1m ²)	250	X	EUR 41	
Ceiling lattice with ceiling panel, gridded 100 x 100 cm (per 1m ²)	260	X	EUR 72	
Fascia panel, white, excl. name, height 30 cm (per 1 r.m.)	270	X	EUR 33	
Cube rotating, white ~ 100 x 100 x 100 cm	707a	X	EUR 196	
Ellipse rotating white ~ h 100 x r 100 cm	707b	X	EUR 196	
FURNITURE				
Plastic Chair	300	X	EUR 41	
Conference Chair, soft	303	X	EUR 50	
Bar Stool, black	306	X	EUR 60	
Table, square 80 x 80 cm	310	X	EUR 75	
Table, rectangular 80 x 120 cm	315	X	EUR 84	
Table, round, Ø 80 cm	314	X	EUR 84	
Table replacement from 310 to 314		X	EUR 9	
Bar counter 50 x 100 x 110 cm	318	X	EUR 189	
Bar counter, curved section, R=100 cm, H=110 cm	709	X	EUR 285	
Information counter 50 x 100 x 110 cm	319	X	EUR 189	

Form continues on next page...

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STAND CONSTRUCTION FURNITURE for EQUIPPED STANDS



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Exhibiting company

Telephone

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ATTENTION! THIS FORM IS FOR STANDARD EQUIPPED STANDS ORDERED THROUGH ITE EXPO INTERNATIONAL ONLY!

Description	Code	Quantity	Price	Total EUR
FURNITURE – continued				
Literature holder, standing	324	X	EUR 50	
Clothes rack, hanging	331	X	EUR 35	
Clothes rack, stand	332	X	EUR 75	
Wall Mirror	330	X	EUR 47	
Cupboard, short 50 x 100 x 80 cm	320	X	EUR 120	
Cupboard, tall 50 x 100 x 110 cm	321	X	EUR 145	
5 shelf's unit 30 x 105 x 207 cm	340	X	EUR 120	
5 shelf's unit 50 x 100 x 235 cm system in built	701	X	EUR 177	
Straight shelf on wall ~ 30 x 100 cm (specify height)	380	X	EUR 32	
Sloping shelf (for literature) ~ 30 x 100 cm (specify height)	381	X	EUR 44	
Podium, small, height 80 cm, 50 x 100 cm	382	X	EUR 120	
Podium, small, height 50 cm, 50 x 100 cm		X	EUR 102	
Podium, large, height 80 cm, 100 x 100 cm	384	X	EUR 151	
Podium, large, height 50 cm, 100 x 100 cm		X	EUR 132	
Showcase, short, height 110 cm, 50 x 100 cm	394	X	EUR 227	
Showcase, medium, height 200 cm, 50 x 100 cm	396	X	EUR 329	
Showcase, tall, height 250 cm, 50 x 100 cm (with lighting)	398	X	EUR 360	
Showcase, tall, height 250 cm, 50 x 100 cm (with lighting and doors)*	398d	X	EUR 418	
Additional glass shelf	111a	X	EUR 25	
Showcase rounded, height 250 cm, R=100 cm	399	X	EUR 454	

KITCHEN EQUIPMENT

* (you need to order an electricity connection on Form T2.1)

Refrigerator, 200L (incl. 24 hr. plug socket)*	350	X	EUR 215	
Refrigerator, 280L (incl. 24 hr. plug socket)*	354	X	EUR 329	
Sink 55 x 90 x 85 cm (order cold and hot water connection on Form T2.1)*	600	X	EUR 297	
Coffee Percolator 10*	370	X	EUR 69	
Cooler with hot and cold water (500W)**	338	X	EUR 189	
Water bottle (19L)**	338a	X	EUR 50	

**One water bottle is included in the price for renting a cooler. Water bottles cannot be ordered without renting a cooler. Exhibitor must leave a deposit upon receiving cooler or Coffee Percolator. If equipment will be missing or broken after the show deposit will be not returned.

ELECTRICAL APPLIANCES. LIGHTING

* (you need to order an electricity connection on Form T2.1)

Plug socket, additional Standard 220 V, 1kW*	504a	X	EUR 47	
Plug Socket, High-current 220 V up to 2.5 kW*	504b	X	EUR 95	
Plug Socket, High-current 380 V up to 10 kW*	506a	X	EUR 120	
Plug Socket, High-current 380 V up to 20 kW*	506b	X	EUR 233	
Plug socket, 24 hour 220 V, 1 kW*	508a	X	EUR 65	
Spotlight, single 75 W*	510	X	EUR 47	
Metallo-Halogen Spotlight, 70W*	511	X	EUR 95	
Metallo-Halogen Projector 150 W*	514	X	EUR 132	
Halogen Light 75 W*	515	X	EUR 84	
Halogen Light 150 W (long arm)*	516	X	EUR 108	
Fluorescent Light 40 W*	520	X	EUR 57	

Please note! 1. If you order High-current plug socket please be sure your equipment have correct plugs. 2. Please do not order equipment already included in your package. 3. All items are available on a rental basis only. 4. Keys to doors and locks for showcases can be obtained by leaving a deposit. 5. Orders on-site are subject to a 100% surcharge!

TOTAL FOR FORM:

EUR

SIGNATURE

DATE

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STAND CONSTRUCTION FURNITURE for PREMIUM STANDS



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Exhibiting company

Telephone

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Description	Code	Quantity	Price	Total EUR
STAND CONSTRUCTION				
Carpet (per 1m ²)		X	EUR 25	
Podium floor (per 1m ²), height 12 cm	137	X	EUR 64	
Wall panel, white 100 x 250 cm	220m	X	EUR 132	
Wall panel, white 50 x 250 cm	221m	X	EUR 95	
Wall panel, plexy glass 100 x 250 cm		X	EUR 145	
Wall element for plasma	239	X	EUR 70	
Chain (allow 1.5m length for each linear meter)	280	X	EUR 14	
Folding door, plastic, lockable 100 x 250 cm (Ancona and Salerno only)	240a	X	EUR 130	
Folding door, lockable 100 x 250 cm (Ancona and Salerno only)	240b	X	EUR 259	
Hinged door, lockable 100 x 250 cm	241m	X	EUR 310	
Curtain 100 x 250 cm	242m	X	EUR 84	
FURNITURE				
Conference chair, soft	303	X	EUR 50	
Chair, white		X	EUR 57	
Bar stool, black	306	X	EUR 60	
Bar stool, white		X	EUR 95	
Armchair black, one seat		X	EUR 92	
Armchair white, one seat		X	EUR 137	
Sofa, black		X	EUR 196	
Sofa, white		X	EUR 196	
Table, square 80 x 80 cm	310	X	EUR 75	
Table, rectangular 80 x 120 cm	315	X	EUR 84	
Table, round, Ø 80 cm	314	X	EUR 84	
Bar table, Ø 60 cm, height 120 cm	316a	X	EUR 87	
Coffe table		X	EUR 60	
Bar counter Octanorm 50 x 100 x 110 cm	318	X	EUR 189	
Bar counter Maxima 50 x 100 x 110 cm	318m	X	EUR 221	
Bar counter corner Maxima 100 x 100 x 110 cm		X	EUR 319	
Bar counter curved section, Octanorm	709	X	EUR 285	
Info counter Octanorm 50 x 100 x 110 cm	319	X	EUR 189	
Literature holder, standing	324	X	EUR 50	
Clothes Rack, standing	332	X	EUR 75	
Cupboard, short 50 x 100 x 80 cm	320	X	EUR 120	
Cupboard, tall 50 x 100 x 110 cm	321	X	EUR 145	
5 shelf's unit 30 x 105 x 207 cm	340	X	EUR 120	

Form continues on next page...

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ATTENTION! THIS FORM IS FOR PREMIUM STANDS ORDERED THROUGH ITE EXPO INTERNATIONAL ONLY!

Description	Code	Quantity	Price	Total EUR
FURNITURE – continued				
Straight shelf on wall ~ 30 x 100 cm (specify height)	380m	X	EUR 32	
Sloping shelf (for literature) ~ 30 x 100 cm (specify height)	381m	X	EUR 44	
Podium, small, Octanorm height 80 cm, 50 x 100 cm	382	X	EUR 120	
Podium, small, Octanorm height 50 cm, 50 x 100 cm		X	EUR 102	
Podium small, Maxima height 100 cm, 50 x 100 cm		X	EUR 132	
Podium large, Octanorm height 80 cm, 100 x 100 cm	384	X	EUR 151	
Podium large, Octanorm height 50 cm, 100 x 100 cm		X	EUR 132	
Podium large, Maxima height 100 cm, 100 x 100 cm		X	EUR 170	
Showcase, short, Octanorm height 110 cm, 50 x 100 cm	394	X	EUR 227	
Showcase, tall, Octanorm height 250 cm, 50 x 100 cm (with light)*	398	X	EUR 360	
Showcase, tall, Round, Octanorm height 250 cm, 50 x 100 cm, R=100 cm (with light)*	399	X	EUR 454	
Showcase, Round, Octanorm height 250 cm (Ancona only)		X	EUR 227	

KITCHEN EQUIPMENT

* (you need to order an electricity connection on Form T2.1)

Refrigerator, 200L (incl. 24 hr. plug socket)*	350	X	EUR 215	
Refrigerator, 280L (incl. 24 hr. plug socket)*	354	X	EUR 329	
Sink 55 x 90 x 85 cm (order cold and hot water connection on Form T2.1)*	600	X	EUR 297	
Coffee Percolator 10*	370	X	EUR 69	
Cooler with hot and cold water (500W)**	338	X	EUR 189	
Water bottle (19L)**	338a	X	EUR 50	

One water bottle is included in the price for renting a cooler. Water bottles cannot be ordered without renting a cooler. Exhibitor must leave a deposit upon receiving cooler and coffee percolator. If equipment will be missing or broken after the show deposit will be not returned.

ELECTRICAL APPLIANCES. LIGHTING

* (you need to order an electricity connection on Form T2.1)

Plug socket, additional Standard 220 V, 1kW*	504a	X	EUR 47	
Plug Socket, High-current 220 V up to 2.5 kW*	504b	X	EUR 95	
Plug Socket, High-current 380 V up to 10 kW*	506a	X	EUR 120	
Plug Socket, High-current 380 V up to 20 kW*	506b	X	EUR 233	
Plug socket, 24 hour 220 V, 1 kW*	508a	X	EUR 65	
Spotlight, single 75 W*	510	X	EUR 47	
Metallo-Halogen Spotlight, 70W*	511	X	EUR 95	
Metallo-Halogen Projector 150 W*	514	X	EUR 132	
Halogen Light 75 W*	515	X	EUR 84	
Halogen Light 150 W (long arm)*	516	X	EUR 108	
Fluorescent Light 40 W*	520	X	EUR 57	

Please note! 1. If you order High-current plug socket please be sure your equipment have correct plugs. **2.** Please do not order equipment already included in your package. **3.** All items are available on a rental basis only. **4.** Keys to doors and locks for showcases can be obtained by leaving a deposit. **5.** Orders on-site are subject to a 100% surcharge!

TOTAL FOR FORM:

EUR

SIGNATURE

DATE

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SAMPLES OF Standard & Premium Shell Scheme EQUIPMENT



				
300 Plastic Chair	303 Conference Chair	Chair white	306 Bar Stool	Bar Stool white
				
310 Table, square	315 Table, rectangular	314 Table, round	Armchair black	Armchair white
				
Sofa black	Sofa white	220 Wall panel	241 Hinged door	240 Folding door
				
709 Bar counter, curved section	320 Cupboard, short	321 Cupboard, tall	331 Clothes rack, hanging	332 Clothes rack, stand
				
318 Bar counter	319 Information counter	701 5 shelf's unit	382 Podium, small	384 Podium, large
				
394 Showcase, short	396 Showcase, medium	398 Showcase, tall (with lighting)	380 Straight shelf on wall	381 Sloping shelf on wall
				
324 Literature holder, standing	370 Coffee Percolator	Cooler	350 Refrigerator	600 Sink
				
707a Cube rotating	510 Spotlight	516 Halogen Light 150W	511 Metallo-Halogen Spotlight	514 Metallo-Halogen Projector

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SKETCH OF EQUIPPED STAND



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Exhibiting company

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We ask that exhibitors who have ordered an equipped space sketch their stand on this page, on the basis of the plan you have received of your stand, specifying the positions of all the stand elements – walls, furniture, plug sockets, lights etc. (including those order separately).

SIGNATURE

DATE

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