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ORGANISERS

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Company KrasnodarEXPO, part of International Trade & Exhibitions (ITE) Group Plc, was established in 1993 with headquarters in London. ITE Group Plc, a recognised leader in the global exhibition business, organises 325 specialised trade exhibitions and conferences in 32 countries every year.

ITE Group Plc. is a member of the Russian Union of Exhibitions and Fairs, Global Association of the Exhibition Industry and Moscow International Business Association. In 1998, ITE Group Plc received the Queen's Award for Export Achievement.

ITE's exhibitions are characterised by the highest international standards of organisation, which makes them leading events in the respective sectors of the Russian economy. Each year, ITE's events attract about 1,000,000 visitors and over 6000 exhibitors from all over the world.

ITE GROUP PLC. (HEADQUARTERS)

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Welcome to

the 24th International Agricultural Exhibition

YUGAGRO 2017

Dear Exhibitors,

We are very pleased that you have decided to participate in **YUGAGRO 2017**, and welcome you as one of the exhibitors. ITE Group, as the Organiser of this event, will make every effort to ensure your stand is presented as effectively as possible. Please contact us with any issues that arise during your preparation for the exhibition.

This is the **Exhibitor Manual**, which contains important information, and order forms for technical services and additional equipment.

ITE Group is constantly improving the service it offers exhibitors. This year, we can offer you a new type of standard construction, **Standard Premium** – good value stands of original design, with a choice of decorative elements. More information can be found in the Premium stand construction forms of this manual.

To ensure your stand is unique and fully consistent with the image of your company, we offer **Custom Build Stands**. You can complete the application form in this manual and send it to the Organisers - we will try to accommodate all your wishes in the design of the stand.

We guarantee that the work will be of the highest quality and completed on time.

Several of the forms included in this manual must be completed by you and returned to the exhibition **Organisers no later than the specified deadline**. These include:

- For equipped stands (**Standard and Premium Stands**) – **Form T for technical services, the plan of the stand, T2.1 and T3**
- For space only sites - **Form T for technical services and Form T2.1**

The remaining forms must be filled out by you as necessary, but the orders made on them must be confirmed in **Form T**, which, upon receipt by the Organisers, will be the basis of your invoice.

If you want to cancel an order, you should send us (at least 1 month before the exhibition) an official letter signed and stamped by the CEO of your company. Otherwise, the order will be processed and an invoice issued to you.

Attention!!! For companies not having their stands built through ITE Group:



Design plan of your stand specifying all the dimensions (including height) must be approved in ITE Group Technical Service Department. We accept your designs only by e-mail, **not later 1 month before the first day of the exhibition set-up**. It will take us from 3 up to 10 working days to make up our decision. Your design must meet ITE Group requirements for stand projects and design. Detail information on this matter can be found in Your Stand section of this manual.

Please pay special attention to the **fire prevention rules**. These rules apply to all exhibitors. The local fire safety authorities ensure compliance with these rules.

We recommend you to **follow established deadlines and procedure for submitting forms**, as late orders are subject to surcharges in accordance with the rules. If you have any problems filling out the forms, please do not hesitate to contact us. Our address, phone numbers and email addresses can be found on Organiser's part of this manual.

We look forward to seeing you at the exhibition.

Regards,

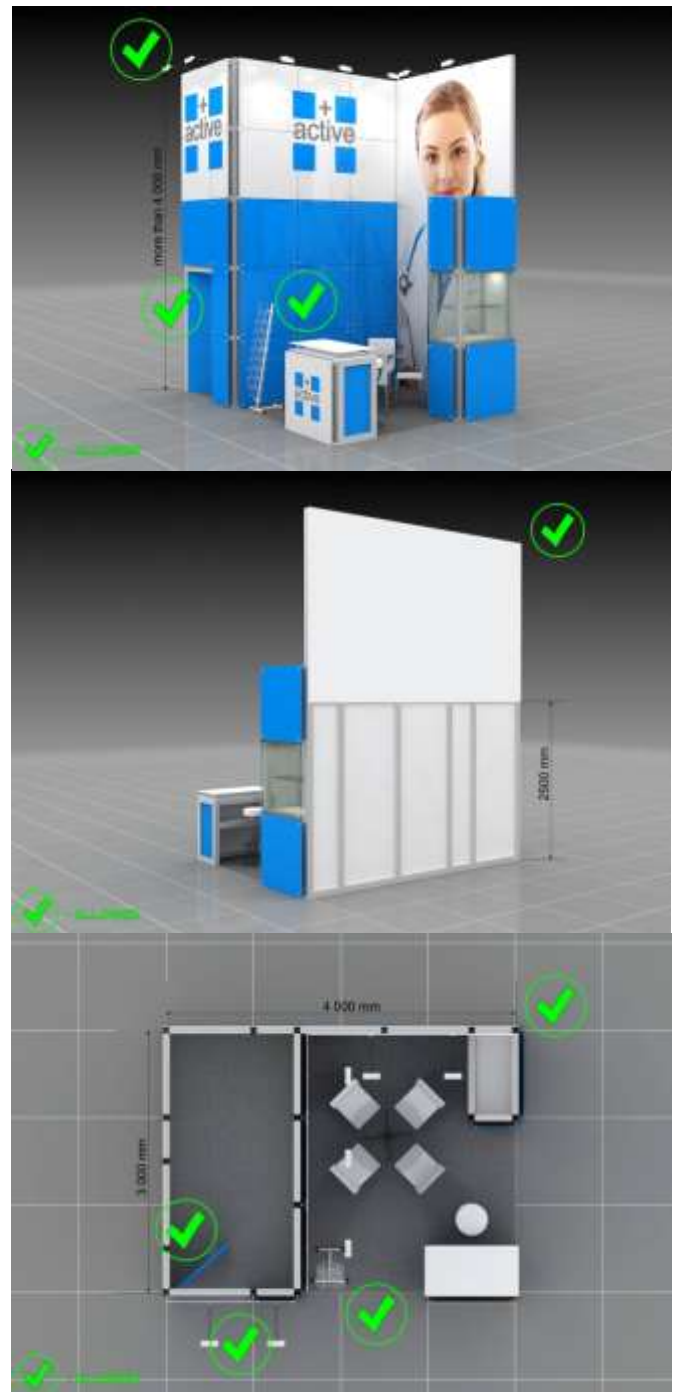
ITE Group Technical Service Department

- Each stand must be completed with a floor covering (e.g., carpet) and also rear and side walls of a minimum height of 250 cm.
- Construction may exceed a height of 250 cm, but only with permission in writing from ITE Group, on receipt of the proposed stand design, prior to the exhibition (example of minimum package - 3 views are given below). Maximum height of stand structure should be 6 m.
- No part of the stand structure (including spotlights, flags, and decor elements) may extend beyond the boundaries of the site allocated including vertical perspective of the stand; exception can be made for light-weight spotlights installed at a minimum height – 4 m from floor.
- The open sides of the stand according to the space application form and general floor plan of the exhibition shall not be closed by the exhibitor without permission in writing from ITE Group
- Please note that company names, logos and graphics are not permitted on the reverse side of your wall overlooking neighbouring stands.

- The reverse side of your wall/s visible from aisles and also if it overlaps the height of those on neighbouring stands (2.5 m shell scheme) must be of neat appearance (only white colour accepted).
 - In order to ensure the safety of visitors to the exhibition, store rooms, offices and other premises with doors at your stand and which open directly to the aisles between stands must be equipped either with sliding doors or doors which open to the inside.
 - Stand design should not block access any fire, electricity or emergency exits points.
 - There is a surcharge on the space occupied by double decker stands. Double decker stand has to be booked and paid through the space application form. Construction of double decker stands will only be permitted after payment of the surcharge.
- In case of violation of ITE Group requirements, Organizers reserve the right to stop construction of the stand until mentioned requirements will be fully met.

NOT ALLOWED

ALLOWED





YUGAGRO 2017

The 24th International Agricultural Exhibition
28 November – 1 December 2017
ECC «Expograd Yug», Krasnodar, Russia

No later than:
22 September 2017

Order forms and stand plans and sketches must be sent to ITE Group
Technical Service department:

Exhibition timetable:

WEDNESDAY - THURSDAY 22-23 November	08:00 – 20:00	Stand set-up (space only stands) ^{1,2} Delivery of large size/weight exhibits in strict compliance with the arrival graphics issued by Department of Transport and Logistics
FRIDAY 24 November	08:00 – 20:00 12:00	Stand set-up (space only stands and open space stands) ^{1,2} Latest time to start set-up (space only stands) ^{1,2}
SATURDAY 25 November	08:00 – 20:00 12:00	Stand set-up (space only stands and open space stands) ^{1,2} Latest time to start set-up (open space stands) ^{1,2}
SUNDAY 26 November	08:00 – 20:00	Stand set-up (space only stands and open space stands) ^{1,2}
MONDAY 27 November	08:00 – 20:00 12:00 16:00 17:00	Stand set-up (including equipped stands) ¹ Latest time to start decoration works (equipped stands) ¹ All goods must have been delivered and unpacked. All stands must be ready and cleaned (including equipped stands)
TUESDAY 28 November	08:00 – 18:00 09:00 – 17:00	Working hours of pavilions ³ Exhibition open for visitors
WEDNESDAY 29 November	08:00 – 18:00 09:00 – 17:00	Working hours of pavilions Exhibition open for visitors
THURSDAY 30 November	08:00 – 18:00 09:00 – 17:00	Working hours of pavilions Exhibition open for visitors
FRIDAY 1 December	08:00 – 20:00 09:00 – 15:00 16:00 – 20:00 20:00	Working hours of pavilions Exhibition open for visitors Vehicle entry for dismantling (light vehicles) Equipped stands must be vacated ⁴
SATURDAY 2 December	08:00 – 20:00 08:00 – 20:00 20:00	Working hours of pavilions Dismantling. Vehicle entry for dismantling (all vehicles). Departure of large size/weight exhibits in strict compliance with arrival graphics issued by Department of Transport and Logistics Pavilion must be vacated, equipment and stands must be dismantled and moved out ⁵
SUNDAY 3 December	08:00 – 16:00 16:00	Dismantling (open space stands) Open space must be vacated, equipment and stands must be dismantled and moved out ⁵

¹ Please contact ITE Group Technical Service Dept. for availability and prices for extra set-up/dismantling hours.

² The deadlines for setting up large and heavy equipment must be agreed in advance with ITE Group Technical Service Dept.

³ Only exhibitors with exhibitor badges will be permitted entry to the pavilions. Set-up work at stands is not permitted and work passes are not valid.

⁴ All exhibitor materials and structures must be removed from the venue; otherwise, the exhibitor will bear responsibility for their safety.

⁵ All building materials, structures and large-size rubbish should be removed from the inside and outside area of the venue by exhibitor's or stand builder expense. If necessary stand builders and exhibitors can order rubbish removal service beforehand.

YUGAGRO 24th INTERNATIONAL AGRICULTURAL EXHIBITION
28 November - 1 December 2017

EXHIBITION SCHEDULE:

November, 2809.00-17.00
 November, 2909.00-17.00
 November, 3009.00-17.00
 December, 109.00-15.00

EXHIBITION COMPLEX
«EXPOGRAD YUG»
RUSSIA, KRASNODAR



Address of exhibition centre

Exhibition and Congress Complex «Expograd Yug»
Bld. 1, Kongressnaya Str, Krasnodar,
Krasnodarskiy kray, 350005, Russia



How you can reach the exhibition centre

*in order to reach ECC «Expograd Yug» in the city you should use share taxi:

№ 15 (Airport - Railway Station "Krasnodar – 1" – Shopping mall "Krasnaya ploshad" – ECC "Expograd Yug")

№ 31 (Hypermarket "Lenta" - Shopping mall "Krasnaya ploshad" - ECC "Expograd Yug")

№ 62 (Shopping mall "Krasnaya ploshad" – Vostochno Kruglikovskaya str. - ECC "Expograd Yug");

№ 75 (Microdistrict Yubileyniy - Shopping mall "Krasnaya ploshad" - ECC "Expograd Yug");

The best way to reach venue from the airport is to take a taxi to "Expograd Yug" (it will take about 30 minutes to reach EEC "Expograd Yug")

Plan of exhibition centre

See the plan of the exhibition centre in this manual.

Ceiling heights in Pavilions

Pavilion 1.....	800 cm
Pavilion 2.....	800 cm
Pavilion 3.....	800 cm
Pavilion 4.....	800 cm

Please contact ITE Group Technical Service Department if you are unsure which height applies to your location.

However, the height of your stand must not exceed the maximum allowable height of 600 cm.

Dimensions of cargo gates, pavilion 1/2/3/4 (height x width):

Pavilion 1/2/3/4 (regular gates).....	530 x 500 cm
Pavilion 1/2/3/4 (extra cargo gates).....	600 x 500 cm

Floor loads inside Pavilions

The maximum permitted loads on the pavilions floor are:

Pavilion 1/2/3/4.....	3 000 kg per m ²
Open space №1.....	4 000 kg per m ²
Open space №2.....	4 000 kg per m ²

Please note: When calculating the load on the pavilion floor for exhibits or equipment on supports (legs) and / or wheels, it is necessary to divide the total weight of the exhibit by the total area of each support. For example, for a car weighing 1,000 kg, the load on each of the four points of contact of the wheels with the floor is 250kg/0.1m², or 2500kg/m². Accordingly, if the load exceeds the permissible load on the floor, you must use podiums or other protective structures for a more even distribution of the load on the pavilion floor.

Smoking areas

Smoking in the pavilions is prohibited. Smoking is allowed only in the special smoking areas which are organized outside of the pavilions.

Access to the venue

Exhibitors: Exhibitor badges allow exhibitors and their personnel access to Pavilions during the set-up/dismantling period and during the exhibition. For more details see section: 'Entry procedure for Expograd Yug'. **Work passes** (which are not valid during the exhibition) will be issued by the Organisers to all staff engaged during set-up and dismantling.

Stand builders: Apply for these passes at the General Stand Builder of the venue company "StandArt" during the expertise/accreditation procedure and can receive them at the General Stand Builder office during set-up. To receive work passes for **other set-up personnel** you need to present a letter listing the name of the company, the names and all passport details of the set-up personnel to the Organisers office on site (see a sample on page "Sample letters").

The work passes must be worn at all times. The security guards have strict orders to refuse entry to any personnel not showing the correct pass.

Delivery / Removal of Local Russian Goods (not from abroad)

To enter unloading zones near the cargo gates you should sign a letter for taking in/out equipment (see a sample on page "Sample letters").

To enter the halls with exhibits on their own axle, you also need to order their escort services. For more details please refer to section «Entry procedure for Expograd Yug».

Exhibitors with heavy or large exhibits must in advance agree a move in date with ITE Group Transport and Logistics Department.

Please note that during the exhibition including the day of opening entrance for vehicles to deliver and pick up goods is restricted: Cars can only enter **from 8:00 to 8:30 hrs in the morning and from 17:00 to 17:30 hrs in the evening.**

Opening hours

The pavilion usually is open 08:00-20:00 during set-up and dismantling, and 08:00-18:00 on the days of the exhibition (from 8:00 only on the exhibition opening day). (For more exact information see section 'Dates and Deadlines' & 'Exhibition Timetable')

Restaurants/Cafes

Café is located on the first floor of foyer and on the second floor you can find food court.

First aid

In urgent cases, please call 03 or contact the Organiser's office. There is a small medical cabinet for minor problems in foyer of venue.

Photo copy / Service centre

Minor amount of photocopy and emergency international telephone and fax calls can be done in the Organisers office in foyer of the venue.

Equipped stand

- Construction through ITE Group

Standard stands

Stands will be built using aluminium poles, beams and plastic laminated panels of Octanorm structure. The overall size of the wall panels used as standard is ~ 250x100 cm with a face size of ~ 235 x 95 cm. If you require exact information about which panels are used on your stand, please contact the ITE Group Technical Service Department.

Premium stands

Maxima and Octanorm aluminium structures are used in the construction of Premium stands. The height of the structure is 3-4 m and the height of the walls 2.5 m. If you want to know the precise dimensions of the stand, please contact ITE Group Technical Service Department.

Wall panels and other stand elements must be returned after the exhibition **undamaged and without any marks from adhesive tape etc.** The cost of repair or replacement of damaged equipment will be charged to the exhibitor.

It is not permitted to attach your own equipment to the stand, glue on to panels, apply logos, drill holes or attach advertising and other materials with drawing pins, adhesive tape etc.

Please refer to your space application form to see which equipment is already included in the type of stand you have booked. No refunds can be given for items included in these packages but not utilized.

Additional equipment can be ordered in this manual (**Forms T4.1-T4.4**). Please see section 'Stand Equipment' for photos.

To stabilize the stand it may be necessary to include additional supporting poles and beams or wall panels, which are not shown on your stand layout plan. Should you need to remove these supports temporarily due to the delivery of large exhibits to your stand, you must have the permission of the stand constructor and make sure that all possible safety measures are taken.

A stand that has been personally modified to include additional constructions and/or other exhibition equipment including Mobile stands or show cases or other electrical equipment with independent electrical circuits will be regarded as similar to a 'Space Only' stand and will therefore be subject to the paid Technical Expertise/Accreditation procedure (see next page).

Connection of mobile stands and display cases to electrical networks is possible only with permission.

Lighting equipment installed at mobile stands and display cases must conform to the 'Rules of set-up and operation for electrical installation'. Equipment in a metallic casing and mounted on a metal (conductive) frame must be connected by a three-wire connection with compulsory earthing of the metal case. Lighting equipment which can be freely approached must be mounted at a height of at least 2 meters. Using household electrical extension leads to connect lighting equipment and electrical (household) appliances is **forbidden**.

To approve lighting equipment used at mobile stands and in display cases, the following documents must be presented to the technical department of «StandArt»:

1. General view of the mobile stand - 2 copies
2. A plan of the stand complete with location and output of lighting equipment (factory-produced) - 2 copies
3. List of stand builders and their approval documents - 2 copies
4. Equipment list - 5 copies.

If you are using lights that are charged via a power cable and have been connected independently, you must present a wiring diagram of the connections used, a copy of the certification log, and a copy of the certification of the electricians who have carried out this work.

Approval must be obtained before the start of the exhibition from the «StandArt» Technical Department:

Tel: +7 (861) 992 40 62, 992 40 33, 992 4036

All additional decoration materials, banners used by exhibitor should have all necessary fire safety certificates. Please see section 'Banners/technical suspensions from the ceiling of the pavilion' for more information.

Keys for doors and locks for cupboards/ showcases can be collected at the General builder's («StandArt») desk in the foyer of your pavilion against a returnable deposit.

Space only sites

(Indoor and outdoor)

Construction not through ITE Group

Please provide your stand builder with a copy of the Exhibitor Manual.

Make your stand builder aware of the **requirements** and **fees** for technical certification for approving stands at Exhibition and Congress Complex «Expograd Yug». **ATTENTION!!!** If you plan to establish your pavilion/tent/awning on the open exhibition area, attentively study rules of their installation: 1. Due to strong wind loadings on the open areas of ECC "Expograd Yug" you need to equip your construction with weighting compounds. 2. Drilling of openings in an asphalt covering is **STRICTLY FORBIDDEN**. It is necessary to provide placement of a podium to which you will be able to fix a design. 3. Installation of designs is allowed only the companies which have passed Technical Evaluation at the General builder of an exhibition. You can obtain more detailed information on procedure of passing of technical Evaluation at the General builder of ECC «Expograd Yug» - company «StandArt»:

Tel: +7 (861) 992 40 62, 992 40 33, 992 4036

ATTENTION!

Carrying out of setup/dismantling and design works by exhibitors using their own resources or involving third party builders is possible only upon the condition of building **non-Standard** and **Custom Build** exhibition stands. Set-up is allowed to be carried out by organisations which have signed a contract with the General Builder. Permission for set-up and design works is issued upon the results of the expert review of technical documentation of the stand carried out on a commercial basis.

Standard and Premium stands can be ordered and built only through organisers of the exhibition – ITE Group.

Standard exhibition stands (Standard) – an exhibition stand of standard design, constructed of standard exhibition construction systems such as OCTANORM or alternative constructions (MERO R8, EXPONORM, etc.). The Standard stand's height is 2,5m and can be exceed by exhibition construction systems. Graphics on self-adhesive foils, wall panels height exceed, suspension and electrodynamic structures, second fascia panels are acceptable for additional Standard stand decoration. Using additional decoration options does not transform the Standard stand type into Exclusive.

Premium exhibition stands (Premium) - an exhibition stand of individual design, constructed of various exhibition construction systems such as OCTANORM and its alternatives, JOKER, TRITIX, MAXIMA etc.

Exclusive exhibition stand - an exhibition stand of individual design, constructed of such materials as (wood, compressed wood, fiberboard, textile etc.), double decker stands and stands constructed of MAXIMA system with using non-standard structures.

Mobile exhibition stand – multifunctional, quick-mounting exhibition constructions.

Requirements for stand projects and design:

1. Maximum height of stand structure (including additional structures) should be 6 m.
2. All glazing used at the stands must be safety glass (laminated or tempered), have a special mark and be certificated (the copy is needed). Glass walls, by being transparent, should have eye-level visual elements (logo, cross-hatch etc.) in order to prevent accidental damage. Using of silicate glass from the height 1,8 m from the floor and over is prohibited. Only special glass such as safety or organic glass should be used if the height of glass element's is more than 1,8 m.
3. Exclusive stands should be built from parts of a high degree of readiness that have been assembled and painted beforehand at the stand builder's production premises. Only prefabricated elements jointing, sealing and painting of joints works are allowed inside the Pavilion (the floor should be preliminary covered with protective film).
4. Using of gypsum plasterboards and gypsum fibre boards is permitted.
5. Only water paint is allowed for stand painting (the floor and neighboring stands should be preliminary covered with protective film).

YOUR STAND

6. It is strictly forbidden to use stationary circular saws or flat-grinding machines, welding machines and open flame. It's allowed to use skill saws, hand grinders and other manual tools with dust extraction capabilities.
7. Each stand must be completed with a floor covering (e.g., carpet or laminated flooring) and also rear and side walls (in accordance with ordered stand type) of a minimum height of 2,5 m. Construction may exceed a height of 2,5 cm, but only with ITE Group Technical Service Department permission, on receipt of the proposed stand design no later than 1 month before the beginning of set-up works.
8. The open sides of the stand according to the space application form and general floor plan of the exhibition shall not be closed by blank walls without ITE Group Technical Service Department permission. In the event of non-compliance with conditions the Organiser reserves the right to suspend the stand building (p.4). Building of stand constructions is allowed no less than 1 m before stand borders inside the stand from aisles.
9. Graphics posting is allowed only inside the stand. The reverse side of your wall/s visible from aisles and also if it overlaps the height of those on neighboring stands must be of neat appearance (only white colour accepted, without any graphics).
10. No part of the stand structure (including spotlights, flags, and décor elements) may extend beyond the boundaries of the site allocated including vertical perspective of the stand, exception can be made for light-weight spotlights installed at a minimum height – 4 m from floor.
11. Store rooms, offices and other premises with doors at your stand, which open directly to the aisles between stands must be equipped either with sliding doors or doors which open to the inside.
12. Columns, fuse boxes, utility and other connection points may be located within your stand area. Power cables, and pipes with dimensions of up to 50 mm might be laid in the aisle or within your stand without your previous consent.
13. Stand should be designed and built in accordance with the maximum floor loading of the exhibition floor and fire safety regulations and other technic specifications. Stand construction should not block access to control points (fire hydrants, fuse and switch boxes), which are located on columns and walls.
14. Independent builder should have an info stander (with builder's company name and responsible person's name and contacts) at stand building area. The info stander size should be not smaller than A3 format, with light-toned ground and dark intense-coloured letters. The capital letters height should be not lower than 3cm.

Set-up rules:

1. Before set-up, please ensure that your stand is in the place specified on the floor plan. If a stand is built in the wrong space, you will have to dismantle your stand at your own expense and build it again in the correct space;
2. Transportation of stand equipment and exhibits can be performed only on pallet trucks with rubber wheels or by hand;
3. Store exhibition equipment and other material on lining to prevent scratches and chips to the floor;
4. Set up stands on carpet;
5. Set up your stand metal structures and exhibits on lining mad of wood or rubber to prevent scratches and chips to the floor;
6. Place outlets of engineering systems through the hatches for technological channels within the stands; they must not be placed in the aisles;
7. Not clutter the aisles between the stands and escape routes with equipment, packaging and building materials;
8. Remove all containers, packaging and remnants of building and construction materials from the venue;
9. Take small rubbish to the containers located outside on the ECC territory (see p.5, «Exhibition timetable»).

Construction work and access by stand builders to the pavilions is not permitted during the exhibition, including exhibition opening day.

The following is not permitted:

- a) to set up building structures near electrical rooms, hatches, fire hose cabinets and other engineering equipment;
- b) to carry out sawing, planning and other carpentry work related to the manufacture of stand parts;
- c) to varnish or paint by spraying;
- d) to apply paint, varnish, glue or other hard-to-remove coatings on pavilion floors, walls, columns and other pavilion constructions;
- e) connection of stand structure to the floor, walls, columns and ceiling of pavilion without General builder permission;
- f) drilling and damage of pavilion constructions and floor.

It's strongly forbidden to dismantle stands by causing stand collapse!

Double decker stands:

There is a surcharge on the space occupied by double decker stands. Double decker stand has to be booked and paid through the space application form. Construction of double decker stands will only be permitted after payment of the surcharge.

Double decker stands requirements:

Load bearing structure: a) it's not permitted to use wood in load-bearing double deck construction; b) load-bearing double deck structure should have a structure static calculation. Open space building requires wind loading calculations of the construction; c) the stand platform should have a load capacity of 500 kg/m²; d) parts of stand platform which bear load of basic double-decker structure should have a load capacity of 2500 kg/m²; e) second floor should have a load capacity of 350 kg/m².

Barriers: a) a barrier with minimum of 1100 mm in height should be provided around the perimeters of upper floors, in order to avoid the falling of objects; b) second floor barriers should sustain a side load at least 100 kg.; c) admissible play of walls, structures and should not exceed 5 mm.

Staircases: a) staircases must have metal basic structure; b) straight staircases are permitted, spiral staircases are not allowed; c) the width of a staircase shall be at least 900mm; d) safe staircase loading shall be 500 kg/m²; e) the width of a staircase step shall be at least 900mm., the depth - min. 250mm; f) staircase should be inclined at an angle not exceeding 36° from horizontal base; g) staircases higher than 450mm shall have handrails ; h) handrails should be minimum of 1100 mm in height and sustain a side load at least 100 kg.

Double-decker stands must be fitted with fire detectors (see Fire Prevention Rules). The structure of the double-decker stand must meet all safety standards and have the necessary certificates.

After dismantling the stand and removing the carpeting, the exhibitor or his stand builder must remove adhesive tape from the pavilion floor and put any small rubbish in the bins provided.

Attention! Large-size rubbish should be removed in special containers ordered on the **expense** of exhibitor and/or stand builders.

The cost of repair or replacement of damaged pavilion facilities/equipment, additional cleaning and rubbish removal, for which the exhibitor and/or his co-exhibitors and/or stand builders are responsible, will be charged to the exhibitor.

Technical Evaluation

Set-up is allowed to be carried out only by companies which have signed a contract with the General Builder. Permission for set-up and design works is issued upon the results of the expert review of technical documentation of the stand carried out on a **commercial basis**.

Exhibitors who have ordered space only or do some sort of construction within an equipped stand must present to «StandArt» (General Builder in the territory of the exhibition center), **not later than 30 working days before the set-up**, the full technical documentation to carry out the **obligatory technical expertise of the project** (there is a charge for this expertise; submission of documents at a later date is subject to surcharges).

List of necessary documents to be provided to General Builder by Builder/Exhibitor for company accreditation and contract signing:

1. Valid ISO 9001 certificate relating to engineering, building and electrical installation works up to 1000V. (The certificate should not be invalid to the moment of technical evaluation and set-up works. In this case Builder must provide to General Builder the current certificate).
2. Copies of the certification of electricians mentioned in the list with an access group no lower than the 3rd group in accordance with the rules and norms of the Russian Federation.
3. A copy of the electricians' validation report.
4. Copies of safety norms, fire and electrical-installation safety training logs of staff, who is responsible for carrying out set-up and electrical-installation works during the Event.
5. Guarantee letter confirming the quality of carrying out set-up/ dismantling works in accordance with the Event Rules.

List of necessary documents to be provided to General Builder by Builder/Exhibitor for expert review of technical documentation of the stand:

1. Permission letter for set-up and design works on the ECC territory issued upon the accreditation;
2. Power of attorney from the exhibiting company for which the construction of the exhibition stand has been carried out;
3. Letter with a list of equipment and materials to be brought in and out, certified by the director of the company - 3 copies;
4. General view of the stand, isometric projection, certified by the director of the company - 2 copies;
5. A detailed exhibition plan of the stand, including stand number and total construction area certified by the director of the company - 2 copies;
6. A detailed electrical plan of the stand, completed in accordance with **GOST 21.614-88 (ST SEV 3217-81)** including power supply voltage, maximum power load for each piece of equipment, connection points for electrical equipment with a full interpretation of symbols used, and a plan of power leads and fuse box equipment, certified by the director of the company;
7. An engineering plan of the stand with a connection diagram for water and compressed air, etc (if applicable) with a full interpretation of symbols used, certified by the director of the company;
8. Static load analysis for double decker stands and static wind load analysis for open space buildings;
9. Certificates of compliance for materials and equipment used;

10. Certificates for load-bearing structures for double-decker stands, and static estimation of load-bearing structures of double-decker stand with attached plan of each section. Layout and drawings of double-decker stands (scale 1:100) including dimensions and types of sections signed by the stand builder and stamped by the organisation completing the stand;

11. Static analysis for podiums over 1 meter height;
12. A list of electrical installers, of an access group no lower than the 3rd group in accordance with the rules and norms of the Russian Federation, who are participating in set-up and dismantling of electrical equipment at stands, signed by the director of the company;
13. A copy of the order for designating the responsibility of the stand building company staff member, of an access group no lower than the 4th group in accordance with the rules and norms of the Russian Federation, who is responsible for carrying out set-up and dismantling of electrical work and technical safety at stands, certified by the director of the company;
14. Copies of the certification of electricians mentioned on the list, certified by the director of the company;
15. A copy of the electricians' validation report, certified by the director of the company;
16. A list of stand builders involved in set-up and dismantling work at the exhibition (at the stand), certified by the director of the company - 2 copies;
17. An insurance policy for the stand builders listed.

List of necessary documents to be provided to General Builder by Builder/Exhibitor for expert review of technical documentation of the ceiling suspended structures:

1. Application for suspension works performed in General Builder sample form;
2. 3D stand view including suspended structure;
3. A letter containing the following information: construction's weight, quantity of suspension points, calculated load for each point, height of lowest suspension point of a construction, information about person responsible for carrying out suspension works and technical safety on the stand;
4. Suspension structure project and its strength static analysis, signed by the stand builder and stamped by the organisation completing the suspended structure;

The General Builder has the right to ask for additional information, concerning stand building safety. Builder/Exhibitor representatives should have power of attorney for signing the agreement and the act of compliance of the documentation provided with the Event Rules. Modifications of approved projects are possible, **ONLY** with permission in writing from the General Builder

The full set of documents and applicable fees for technical evaluation can be found on the website of «StandArt».

Tel: +7 (861) 992 40 62, 992 40 33, 992 4036

The Company's representative should have a power of attorney (or a stamp) to sign the agreement and the act of compliance of documents provided by the company to general terms of participation.

Each stand should be equipped with an electric switch board (fuse box) with Emergency Circuit Breaker (ECB).

General info for all type of stands

Sub-exhibitors:

Sub-exhibitor participation is allowed but they should stick to the terms and conditions of ITE Group events and therefore they should pay registration fee for the expenses on their participation and catalogue entry

Distribution of advertisement materials:

Distribution of any advertisement materials by exhibitors outside of rented space is a subject of payment for a special distribution license (please see Marketing part of this manual).

Location:

Columns, pillars, fire points and/or utility connection points for your or neighboring stands may be located within your stand area. Fuse boxes, power cables, and pipes with dimensions of up to 50 mm might be laid in the aisle or within your stand without your previous consent. Please pay attention to this circumstance planning podium for your stand. For additional information please contact the ITE Group Technical Service Department.

Exhibits and advertisement structures:

Please follow the information about the maximum permitted load on the pavilion floor (see section "VENUE")

No part of the exhibit (at any height) may extend beyond the boundaries of the site allocated. No flagstaff, x-banners, pop-up, fold-up, roll-up constructions can be located outside your stand. Violation of this rules will cause penalty by ITE Group and Fire Protection Department.

Important! Exhibitor should coordinate **timetable** and all **protective measures** (noise, smell, hazwaste, movable parts, necessity of any liquid drain) with ITE Group Technical Service Department if industrial or/and other equipment will be demonstrated in work during the exhibition.

Animals:

Presence of animals is prohibited in the exhibition area. The only exception is for dog guide accompanying people with limited possibilities.

Fire safety rules:

Exhibitors are asked to pay careful attention to «Fire prevention rules» in this manual. These regulations should be adhered to in both the design and construction of your stand, including decoration with different materials (fabrics, panels, etc.) The use of a naked flame, pyrotechnic effects or compressed gas is permitted with the written permission of the Fire Safety Service at ECC «Expograd Yug».

If you have ordered a space only site, please give a copy of «Fire prevention rules» to your stand builder.

Health and safety:

Exhibitors and their stand contractors have a duty of care to other exhibitors, visitors and public.

Insurance:

The organizer of exhibition carries out insurance of the property interests connected with obligations, arising of causing harm to life, to health, work

capacity and property of exhibitors in connection with rendering of services on the organization of the exhibition, and also with operation of corresponding exhibition spaces for the period of carrying out of the exhibition. At a insured event during the exhibition the exhibitor is obliged to notify immediately the organizer and receive the information and documents necessary for assessment of possibility of opening of an insurance case. The exhibitor is obliged to cooperate with the organiser and the insurer over the course of the assessment of the insurance case and provide them all necessary information and documents in proper time. The organizer is not responsible for impossibility of receiving of compensation by the exhibitor as a result of the failure of the exhibitor to provide the appropriate information or documents.

The responsibility of the organizer on each insured event is limited. In this regard the exhibitor is recommended to provide independently additional insurance at its own expense (in particular, insurance of possible causing harm to life, to health, work capacity of representatives of the exhibitor at the exhibition, damage or loss of exhibits and other property used during participation in exhibition).

Noise levels:

During presentations, video/audio demonstrations, etc. the noise level cannot be more than 75 dB. In case of complaints from other exhibitors, ITE Group reserves the right to close down the noise source on the basis of a protocol of the sound measurement. The protocol is issued in 2 fold and is signed by ITE Group and the exhibitor. If the exhibitor refuses to sign the protocol, ITE Group will sign and confirm the measurement instead.

Attention!

It's not permitted to install advertising constructions on the floor and pavilion structures without ITE Group approval. For additional information please contact the ITE Group Technical Service Department.

Coffee breaks, buffets, catering:

Prior approval from the Organisers is required for exhibitors to hold events involving public catering.

Deadlines at the exhibition:

All stands must be ready for inspection on the last day of build-up according to the exhibition timetable. Therefore, it is essential that you are present on your stand in the morning of the last day of build-up at the **latest to ensure that your stand is completely and correctly built** in order for you to have time to additionally equip and decorate it.

Any boxes/cartons must be unpacked and removed from the stand on the last day of build-up. Any boxes/cartons which have not been unpacked on the last day of build-up may be removed from your stand at your expense and can only be re-delivered to your stand after the official opening of the exhibition.

Forwarding agent can begin empty packages delivery of only after the show is officially closed. The removal and packing of exhibits is not allowed before the close of the exhibition.

ATTENTION! Equipped stands must be vacated on the last day of the exhibition during dismantle (excluding large size exhibits that will be moved out according to freight delivery schedule).

The dismantling of stands is not allowed before the morning of the first day of dismantling. On the last day of dismantle pavilion must be vacated from exhibits, constructions and rubbish.

Cleaning

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided they are placed in plastic bags or cartons in front of the stand in the evening.

To have individual daily cleaning for your stand, place an order using **Form T1**.

For all stand types: All construction work must be finished and the aisles cleared of all empty packages, left over materials and rubbish on the last day of set-up (see the «Exhibition timetable»). All containers, packaging and remnants of building and construction materials should be removed and waste by an exhibitor or stand builder is at their own expense. Small rubbish should be packed in plastic bags and left in the aisle.

If this rule is violated, the exhibitor must compensate all cost for cleaning of adjacent aisles and stands and cover all other cost and losses this might have caused.

For space only sites: Exhibitors are advised that their stand areas should be completely cleared before they finally leave. Exhibitor or stand builder should leave the rented area in the clean state, clear from rubbish and adhesive tape. Exhibitors will be **charged for the removal of any refuse left behind** by exhibitor, his stand builder and/or other contractors.

Security

The pavilion usually is locked by security personnel at 20.00 during set-up and dismantling, and opened at 08:00. During exhibition's days it is usually locked at 18.00 and opened at 08.00.

Please, note that your personal security personnel should leave the pavilion at night time.

The Organisers recommend that exhibitors ensure their stand is manned when the pavilion is open, or order individual stand security.

Responsibility for the safety of exhibits and personal belongings on the stands, from the opening of the pavilion to when it is locked by security, rests with the exhibitors.

Individual stand security can be ordered using **Form T1**.

Temporary personnel

Interpreters and stand assistants can be ordered using Form T1. If you order personnel not through ITE Group, please make sure that you provide them with an exhibitor badge.

Parking passes

Parking in the streets around the exhibition centre is limited. You can order car passes for exhibition/set-up/dismantling periods on **Form T1**.

Car passes allow parking in specially allocated parking areas next to the entrances to Pavilions of ECC «Expograd Yug».

The parking pass does not allow access to the loading/unloading zones.

The parking pass is not valid for promotion vehicles.

Ordered car passes can be collected in the Organiser's Office during set-up. The vehicle registration number must be entered on the pass. For HGV entry, please see section «Entry procedure for Expograd Yug».

Electricity

Electricity will be supplied during the exhibition. During set-up and dismantling, exhibitors or their contractors should use battery powered tools. It is possible to order electrical connection to power supply network of ECC «Expograd Yug» (on a paying basis) for set-up works at the General Builder when obtaining accreditation (bring along a professional extension cable to connect it to special socket in the pavilion).

It is necessary to protect the cable from mechanical damage.

IMPORTANT FOR ALL TYPES OF STANDS!

When ordering electrical connections **for industrial equipment**, along with Form T2.1 please send the manager of the Technical Services Department the following information:

1. Actual power consumption;
2. Operating and starting voltage;
3. RCD trip threshold to be connected.

At the assembly required to have:

4. Certificate Rostest(PCT) on the connected equipment

During set-up keep Certificate Rostest (PCT) of the connected equipment on your stand.

When connecting computers and other devices sensitive to power cuts and voltage drop, we strongly recommend the use of an uninterruptible power supply (UPS). In this case Organisers are not responsible for failure in operation or damage at the equipment.

For space only sites:

Electricity consumption and supply are not included in the cost of the space and must be ordered on **Form T2.1** (You can order a 1,5 kW power supply, or more powerful supply if necessary). Make sure that you have ordered the power capacity you need.

Exhibitors (or their contractors) connect the power supply at the stand independently, in compliance with the rules for electrical work.

The stand **must be equipped with a fuse box with a RCD**, and Exhibitors (or their contractors) must provide an electrical cable of the appropriate load with 5 cable conductors (length of cable at least 15m) from the stand to the power supply.

RCD characteristics shall comply with the requested power capacity. If you need 24 hours electricity supply, please apply to ITE Group Technical Service Department.

Electrical equipment is connected to the power source after measuring the insulation resistance of the electrical circuit (see 'Technical Evaluation')

For Shell Scheme stands built by ITE Group:

Electricity consumption and supply is not included in the cost of equipped stands. Electricity can be ordered on **Form T2.1** Additional plug sockets (Continental SCHUKO type) and lights can be ordered separately using **Form T4.2** (refrigerator needs additional order of 24hr electrical socket and supply).

You can order a 1.5 kW power supply, or more powerful supply if necessary. Make sure that you have ordered the power capacity you need.

Usually electricity supply is available only for the exhibition period. Any exceptions from these rules must be approved with ITE Group not less than 15 days before set-up begins.

Water and drainage

A water supply connection can be ordered on **Form T2.1**, and sinks and other such equipment on **Forms T4.2**;

Important!

Water pipes have a diameter of 15 mm and drainage pipes 50 mm. Any other pipes or adapters must be provided by the exhibitor or you can rent in with StandArt (if available).

Please note: Specialists from your company, or your stand builder, **should connect equipment to the pipes** – with the exception of sinks on standard stands ordered through the Organiser. They will be connected by the exhibition constructor.

Discharge of any toxic and hazwaste trough drainage is prohibited.

Usually water and drainage service are available only for the exhibition period. Any exceptions from these rules must be approved with ITE Group not less than 15 days before set-up begins.

Compressed air

The maximum available pressure is 6 bar (6 – 8 kgf/cm²). Please place your order on **Form T2.1**.

Important!

Connection of compressed air is made of pipes with 15mm in diameter. Any other pipes or adapters must be provided by the exhibitor.

Please note: Equipment should be connected by specialists from your company.

Usually compress air service is available only for the exhibition period. Any exceptions from these rules must be approved with ITE Group not less than 15 days before set-up begins.

Telecommunications

You can order a telephone/fax/internet connection for your stand, and audio and video equipment, using **Form T2.2**.

Audio and video equipment not listed in **Form T2.2**. can be ordered upon request.

Fascia panel/graphics

We kindly ask you to state **the company name in Form T3** which will be printed on the stand fascia panel. Fascia name in one language (not more than 15 symbols) is included in the price of shell scheme stand built by ITE Group). You can also order additional fascia inscriptions, company logo or other graphic works for an additional fee.

Exhibitors who ordered **space only** should order fascia inscription from their stand builder.

Usually organizers place stand numbers on fascia panels or special plastic on each stand.

Furniture, kitchen equipment and electrical equipment

Please refer to your space application form to see what is included in the type of stand you have booked.

Additional furniture, lights, kitchen equipment etc., can be ordered using **Forms T4.1 and T4.2**. for Standard stands and **Forms T4.3 and T4.4** for Premium stands.

Please note: the additional equipment and furniture in **Forms T4.1-T4.2** are available **only** for exhibitors who order the construction of their stand through the Organisers – ITE Group.

Please indicate the positions of all ordered items on the stand layout and return it with the order forms.

If you are interested in ordering special items not listed on **Forms T4.1-T4.2**, please do not hesitate to contact ITE Group Technical Service Department for information about availability and cost.

Banners/technical suspensions from the ceiling from the pavilion/ Additional stand lighting

Advertising and technical suspensions from the ceiling of the pavilion can be ordered **only via ITE Group** and requires technical approval.

Orders for suspensions are accepted by the Organiser on **Form T5**, together with the application form, only after approval of the full package of documents by the engineering and technical services at ECC «Expograd Yug».

To hang banners/technical suspensions from the ceiling of the pavilion, documents listed on **T5 Form and Application Form**, must be submitted to ITE Group Technical Service Department at least 1 month before the start of set-up.

Attention! Suspensions are available not everywhere in the pavilions. Possibility of suspension above your stand should be approved in ITE Group Technical Service Department in advance. In case exhibitor stand change position or location new suspension works approval needed.

Orders for suspensions are accepted by the Organiser on **Form T5, together with the Application Form**, only after approval of the full package of documents by the engineering and technical services of ECC «Expograd Yug».

Please note that for the lifting and/or exact orientation of the suspended structure, you may need to order additional services - lifting mechanisms (hoists), or additional points of suspension (braces). The strength of the suspension structure and the use of winches must be agreed with StandArt in advance.

Fire safety certificates must be provided for banners (burning group - G1 and G2; flammability group - B1 and B2; smoke-forming ability group - D1 and D2; toxicity group - T1 and T2; flame propagation group – RP1 and RP2).

Structures using lighting and / or other electrical elements must comply with rules for electrical work.

Prices for additional services for ceiling suspended structures can be obtained from ITE Group Technical Department.

Form T5 should be sent to ITE Group by the **specified deadline**. Late orders are accepted if technically possible and are subject to surcharge.

Form for technical services (Form T), Order forms

Form T must be filled in accurately, signed and sent off with all the order forms.

Without a completed, signed and stamped **Form T**, your order may not be processed.

Form T, and the order forms, should be sent to ITE Group by the deadlines specified on them.

Payment

Ordered services must be paid for immediately after placing the order. The prices specified in this manual do not include VAT and other taxes.

Late orders or on-site orders

Orders received less than two months before set-up are subject to a 20% surcharge, increasing to 50% six weeks, and 100% two weeks, prior to the start of set-up.

Technical orders received less than 1 week before the set-up of the exhibition cannot be processed.

Any services you order during set-up are subject to a 100% surcharge. Payment should be done **immediately** in cash (**Rubbles only**) or by credit card VISA, VISA Electron, Master Card, Maestro. To proceed with payment you should have your passport and power of attorney on such payments from your company.

Please be informed that in case of late orders, some services may no longer be available.

1. Equipment move-in / move-out procedures.

To move in exhibits and equipment, which are not subject to custom clearance at the exhibition customs, to the territory of exhibition center, you need to prepare a letter on the letterhead of your company in **3** copies signed and stamped by the head of the company. **To move in**, please leave your car at the parking area, **get your letter signed** at the Organisers Office in the lobby of your pavilion and **get single-use pass to loading/unloading zone**.

Access to the gates will be allowed upon the presentation of the approved letter (1 copy will be taken by Organisers, 2nd copy will stay with the security at the entrance gate, and the 3th one will stay with exhibitor in order to use it on the way back after the exhibition will be finished) and the **single-use pass to loading/unloading zone**, which you can get at the Organisers Office.

You can find Sample of letter "A" on the "Sample Letters" page of this manual, see next page.

Attention! If you move in **additional exhibits** and/or promotion materials during the exhibition, you need to include them in both copies of the letter (yours and the one remaining at the Organisers Office in order to avoid problems when moving out).

Additional move in/out of equipment during the exhibition is only allowed from 8.00 to 8.30 and from 17.00 to 17.30 after receiving an approval from Service Centre in the lobby of your pavilion and charged **pass to the loading and unloading zone**.

2. Exhibitors who have ordered space only stand and/or builders of such stands, who have not passed through the technical control and have not got the approval of StandArt, are not allowed to proceed with buildup works.

3. When bringing in materials for decoration work, including **to equipped space**, exhibitors and/or stand builders, prepare on headed company paper (as described under paragraph 1), a letter in 3 copies, including: a list of equipment and materials to be brought in, the name of the exhibiting company, stand number and size of booked space.

Any independent stand construction within an equipped space must undergo technical certification.

A preliminary signature from a representative of the General Builder «StandArt» must be obtained on the letter:

Tel: +7 (861) 254 89 55

For all material and exhibits brought in, a fire safety certificate must be supplied. All materials and constructions without relevant fire safety certificates (wooden constructions, carpet, flammable decorations, drapery, etc.) must be treated with a relevant flame retardant.

4. Work passes (which are not valid during the exhibition) will be issued by the Organisers to all staff engaged during set-up and dismantling. To receive work passes for **other set-up personnel** you need to present a letter in 2 copies listing the name of the company and, names and all passport details of the set-up personnel to the Organisers Office not earlier than two weeks before the set-up.

You can find Sample of letter "B" on the "Sample Letters" page of this manual, see next page.

Stand Builders apply for these passes at StandArt during the expertise procedure and can receive them at the StandArt office during set-up.

5. Loading, storage, packaging and delivery services are available by advance order (latest 14 days before the set-up upon the **Form T6**. Orders received at a later date are subject to a surcharge.

Storage of packaging at the stand is forbidden in accordance with fire prevention rules. **Exhibitors are not permitted to use their own cranes and/or trucks.**

The order form for handling services, as well as information about the cost of these services, can be obtained in **Form T6**.

Contact person: Sergey Barishnikov
Tel. **+7 (861) 200 12 34 (internal # 117)**
E-mail: barishnikov@krasnodarexpo.ru

6. To organise **bringing exhibits and equipment** in and out of ECC «Expograd Yug», a loading and unloading zone of 36 meters in width has been assigned between the pavilions.

Entry of vehicle transport into this zone is organised through the passes, which can be received in the Organisers Office on the basis of the letter for bringing in and removing cargo.

Please note: waiting times in the loading and unloading zone are limited to: passenger vehicles – 30 minutes, Freight vehicles up to 3.5 tons - 1 hour; Freight vehicles more than 3.5 tons – 1.5 hour. The administration of ECC «Expograd Yug» will impose fines for overstaying in the loading and unloading zone.

Passes for stand builders will be given by StandArt during the expertise procedure.

Transport must exit the confines of ECC «Expograd Yug» territory directly after dropping off exhibits and equipment.

Night parking, car wash and repair are prohibited on the territory of the ECC «Expograd Yug».

It is not allowed to use exhibitors own cranes or loaders. To bring mobile exhibits into halls and to open exhibition spaces, services for their accompaniment must be ordered using **Form T6**.

7. Exhibitor Badges are issued at the registration desks in the foyer of ECC «Expograd Yug» on the last day of set-up.

8. General **security** of the pavilion is provided at the exhibition. **In order to ensure safety of your exhibits, we highly recommend that your stand is manned** when the doors are open. You can also order security guard on your stand for this period using **Form T1**. ECC «Expograd Yug» and ITE Group cannot be held liable for the safety of your goods.

9. Move out of exhibits and equipment on the last day of the exhibition is permitted after 16.00 only with passenger cars and mini vans. Trucks are admitted to the territory starting from 8.00 on the next day.

IMPORTANT! If you exhibit heavy weight equipment you or your transport agent must be extra careful when moving exhibits or other heavy equipment in to the ECC «Expograd Yug». It is essential to use 20mm thick plywood boards or other similar material to protect the floor. The exhibitor is liable to compensate any damage caused.

If the exhibitor uses the services of the ITE Group Transport and Logistics Department, this safety measure is included in the price.



SAMPLE LETTERS



Attention! It's necessary to fill in all information written below and secure the person's in charge presence during the whole exhibition period (including set-up and dismantling periods).

A) Sample letter for taking in/out equipment

On headed company paper

three copies needed

To the Director of ITE Group Transport and Logistics Department
Mr. Barishnikov Sergey

from

_____ (company name)

_____ (address, telephone, e-mail)

Please allow the following equipment and exhibits to be taken in to and out of ECC «Expograd Yug» on stand # _____ in pavilion # _____ during exhibition "YUGAGRO 2017" from _____ to _____ 2017

No	Equipment	Quantity	Notes

* Add lines if necessary

We guarantee moving out of equipment, containers, large-sized packaging and construction within a prescribed period.

Person in charge of Health and Safety aspects: _____ (Full name and cell phone number)

Person in charge of Fire Protection aspects

_____ (read and understood Fire Safety regulations of ECC «Expograd Yug»): (Full name and cell phone number)

Director _____ / _____ (Signature) / _____ (Full name) /

Date** _____ time _____ move-in the pavilion # _____ entry # _____

Vehicle taking in/out equipment: Mark _____ Registration no. _____

** Notice: Date and time are to be provided by Organiser in accordance with the schedule, approved by «Expograd Yug» Transport and Logistics Department.

Place stamp here

B) Sample letter for obtaining passes for set-up personnel (not including stand builders)

On headed company paper

two copies needed

To the Director of ITE Group Transport and Logistics Department
Mr. Barishnikov Sergey

from

_____ (company name)

_____ (address, telephone, e-mail)

Please provide us with _____ admission passes in ECC «Expograd Yug» for personnel of our company for the "YUGAGRO 2017" exhibition. stand # _____ in pavilion # _____

The list of personnel (including passport data and addresses, a copy of labour permission in Krasnodar city for aliens)

No	Full name	Passport data (date and place of birth, passport number, date of issue and name of organization issued the passport, domicile)	With safety, fire and electrical safety instructions provided (date and signature)

* Add lines if necessary

Responsible persons:

1. Authorized representative *** of the Exhibitor

_____ (Position, full name, cell phone number, signature)

3. Person in charge of Fire Protection aspects:

_____ (Position, full name, cell phone number, signature)

Director _____ / _____ (Signature) / _____ (Full name) /

2. Person in charge of Health and Safety aspects:

(Read and understood Fire Prevention Rules of ECC «Expograd Yug»:

_____ (Position, full name, cell phone number, signature)

4. Person in charge of signing of the act of responsibility of exploitation of electric equipment with a capacity of up to 1000V

_____ (Position, full name, cell phone number, signature)

« _____ » 20 _____

Place stamp here

*** Passes are provided by Organisers only to person who has a letter of attorney from Exhibitor-company

1. In accordance with Federal law #69-F3 «On fire safety» of December 21, 1994 and Regulations for Fire Safety Requirements confirmed by the Ministry of Emergency Situations of Russia, authorised heads of organisations – Exhibitors/Participants, Organisers of group stands and Organisers of exhibitions - are responsible for observing fire safety rules during exhibitions.
2. Authorised heads of Building organisations are responsible for observing fire safety, health and safety rules during set-up and dismantling periods at the rented by Exhibitors / Organisers of group stands / Organisers of exhibitions exhibition space.
3. Each stand must be equipped by the information tablet containing builder's company name and full name and contacts of person responsible for observing present Rules, requirements of applicable legislation of fire safety and Fire prevention rules.
4. Combustible, melting and releasing toxic gases under combustion stand building materials – are prohibited. Using of combustible, polystyrene, rigid polystyrene foam, foam made polystyrene, is not allowed. Use of materials with fire danger index higher than "KM 0" for decoration of walls and ceilings and materials with fire danger index higher than "KM 2" for decoration of floor is strictly prohibited.
Stand builder should supply document evidence of the stand materials fire danger index in the document package provided to the General Builder. Fire safety certificates must be provided for banners (burning group - G1 and G2; flammability group - B1 and B2; smoke-forming ability group - D1 and D2; toxicity group - T1 and T2; flame propagation group – RP1 and RP2).
Agreements on fireproof treatment of materials, decoration and drapery used in stand building and decoration, and of stage boxes and podiums, etc, as well as copies of licenses from the Ministry of Emergency Situations of Russia awarded to the organisation which carried out fireproof treatment, and the fire safety certificates of the treatment applied by them.
Stand building materials with a fire danger rating higher than the following are not permitted:
 - G2 (moderately combustible), B2 (moderately inflammable), D3 (high smoke generating capability), T3 (highly dangerous by toxicity of combustible products) – for decoration, drapery of walls and ceilings and filling of suspended ceilings;
 - G2 (moderately combustible), B2 (moderately inflammable), RP2 (weakly spreading flame), D3 (high smoke generating capability), T2 (moderately dangerous) – for floor coverings.
 Combustible materials with higher fire danger must be treated, or other compensating fire prevention measures coordinated with ECC «Expograd Yug» must be carried out (renting fire extinguishing equipment from ECC «Expograd Yug», placement of fire points, etc). Frames of suspended ceilings should be made from non-combustible materials.
Construction of double decker, or 2-level exhibition stands and stands of the expositions having the increased fire danger the last have to be equipped with the additional sensors of the fire alarm system connected to the central panel of the fire alarm system of exhibition complex or should be equipped with autonomous system of the fire alarm system and fire extinguishing (modules of powder fire extinguishing "Buran-2.5-2C").
5. Use of paint spray guns, paints on a solvent basis, and also any substances containing solvent is forbidden. Using of flammable paints or spray cans for painting stands or exhibits in pavilions are not allowed.
6. It is forbidden to perform painting works with use of flammable dyes inside pavilions.
7. The works connected with use of open flame are forbidden on the territory of ECC.
8. For stand decoration can be used only artificial or fresh cut trees and plants (their leaves or needles have to be juicy and green). If during exhibition drying signs become noticeable, such trees and plants need to be cleaned immediately. Soil in which there are plants, should be watered often enough to keep it damp. Use of a bamboo, reed, straw, hay, wood bark, peat is allowed only with the written approval from General builder. General builder can forbid such decoration without explanation. The specified materials should be immediately utilized after the exhibition.
9. Carpets and carpet paths applied in pavilions have to be strongly attached to a floor on perimeter and on joints. They have to be made of hardly flammable material.
10. During set-up and dismantle period of exhibition access roads in pavilions (passes), and also approaches to emergency firefighting equipment (fireplugs, fire extinguishers) have to be free. Not required more shipping boxes, packing and other similar materials and the equipment have to be taken out from pavilions immediately.
11. Staircases, emergency exits, passes, corridors, platforms have to contain constantly free from any subjects obstructing the traffic of people. To arrange on staircases and under ladder marches of an exposition from combustible materials, to place offices and office offices it is forbidden.
12. Use of electric and gas devices for preparation of tea, coffee can be allowed only in the rooms which are specially taken away and equipped for these purposes in coordination with fire security. Electric heaters, refrigerators, conditioners have to be connected to the independent power supply network with the starting protection device.
13. It is forbidden to arrange on exhibition stands: storerooms and workshops; storage of combustible and flammable liquids; installation of vessels with combustible gases; demonstration in operation exhibits with use of open flame; storage and application of pyrotechnic products.
14. If admissible current in the low-power electric devices (electric motors, transformers, etc.) installed at the electrified stand below settlement on which the protective cut off machine of the power supply network is installed, it is necessary to provide an additional electrical protection. All electro installations have to be grounded.
15. At open laying of power supply networks if there is no danger of their mechanical damage, it is allowed to apply cables with a fireproof or fire-resistant external cover. Connections of branches of wiring and cables have to be carried out by the hot soldering (welding) or by means of bolted connection. Connection with the help of twist, and also building (lengthening) of an electrical wiring by means of connecting plugs isn't allowed. All junctions and branches of wiring and cables have to be isolated reliably.
16. The flexible cables protected from mechanical damages have to be applied to connection of mobile current collectors. For electric installation work – only the certified production (terminal boxes, sockets, etc.) can be used.
17. For lighting of halls and stands only lamps related to fire-dangerous rooms of class P II can be used. Application in lamps of lenses from organic glass, polystyrene and other flammable materials isn't allowed. The distance from lamps to combustible or fire-resistant surfaces has to be not less than 40 cm.
18. It isn't allowed to carry by or use stands for storage of fuel, explosive and toxic agents, ammunition, pyrotechnic means on the territory of ECC. The organization of pyrotechnic shows requires preliminary permission of the ECC. ECC can refuse without explanation. Pyrotechnic shows are carried out only under control of the ECC authorities.
19. Demonstration of the working models and installations working at flammable liquids or combustible gases at the exhibition stands is allowed only on condition of using pipelines from the tank established outside buildings for supply, and immediate removals of exhaust gases outside. Installation and demonstration of the exhibits and processes connected with possibility of the fire (welding and the plumbing, other types of works connected with naked flame, combustible solvents, etc.), are subject to coordination with service of the ECC Chief engineer.
20. It isn't allowed to place warehouses of advertising materials and representative goods at the stands. It is allowed to store them at the stand in the quantities which aren't exceeding day requirement. Storage of exhibits, the spare equipment, container and packing materials has to be carried out of the pavilions or in specially equipped facilities.
21. Welding and other flammable works during demonstration of exhibits have to be performed with the written permission of Chief engineer of ECC and with strict observance of the existing fire safety regulations.
22. At placement of stands or a construction of temporary buildings on an open exhibition area the following requirements have to be observed:
 - 22.1 Stands have to be placed at distance not less than 6 m from external facing of a wall of pavilion. Thus displays at the stands and elements of designs of temporary buildings have to be executed from nonflammable and non-fire and explosion dangerous materials (Classification of substances and materials is given in Art. 12 and Art. 13 of the Federal law of 22.07.2008 No. 123-FZ "Technical regulations about fire safety requirements").
 - 22.2 Temporary constructions located on the open space area with a total more than 50 sq.m. have to be equipped with additional sensors of the fire alarm system with not less than 2 on each floor and system of automatic fire extinguishing.
As an automatic fire extinguishing system "Buran-2.5-2C" modules of powder fire extinguishing can be used. The necessary number of sensors and modules is defined at coordination of the construction project of a temporary construction with service of the Chief engineer of ECC.
23. Driving and parking of a car - and motor-transport on the territory of ECC is forbidden (except parking zones and also unloading and loading zones). Cars and other motorized means of transport if they are exposed in pavilions, have to be filled with amount of fuel which will be enough to come around and leave pavilion and no more. The filling tank has to be closed on the lock, batteries should be disconnected. In the closed pavilions it isn't allowed to start and demonstrate engines in work. Demonstration on the open area is possible after preliminary coordination with the Organizer who in turn coordinates such demonstration with the ECC authorities.
24. Smoking in the territory of ECC is forbidden, except specially allocated places on the open space of ECC.
25. All other questions which aren't covered by these rules and arise during set-up, exhibition days and dismantle of exhibition can be solved with Administration of pavilion and the representative of fire security.
26. If registration of an exposition doesn't correspond to these rules, ECC administration has the right to demand from the participant (organizer) to dismantle the exposition.
27. All exhibitors have to know and observe, requirements of the current legislation in the field of fire safety and observance Rules of fire prevention regime, and should be able to perform in the proper way in case of fire with the help of emergency firefighting equipment.
28. Control over the implementation of this current Fire Prevention Rules is exercised by service of the Chief engineer and Administrators of pavilions of the ECC.
Any violation of the requirements of fire safety established by these rules or the current legislation has to be confirmed by competent authority of the government (the state fire inspection), or by the corresponding official of ECC (fire security inspector / by the administrator of pavilion).
Sanctions and penalties according to the current legislation and rules of ECC will be applied to Organizers/exhibitors for violation of requirements of the current legislation in the field of fire safety and Fire Prevention Rules of ECC.

Requirements for electrical and plumbing work, and persons carrying this work out:

Electrical work:

1. Electric wiring on the stands shall be carried out in accordance with "Rules of Electrical Equipment Operation", "Safety Rules of Electrical Equipment Operations", Instruction "Fire Safety Measures in ECC "Expograd Yug"" and "Rules of carrying out events on the territory of ECC "Expograd Yug"".
2. Each independent electrical unit (stand, machine, etc.) shall have an individual protection device against short-circuit failure and excessive loads (electric board and emergency circuit breaker) that meet the current of the cutting off. This device shall be installed in an easy-accessible place at the height 1.8 m from floor level.
3. Before the exhibition, each Individual stand constructor shall get an approval of stand layouts specifying the required capacity and breakdown in electric groups from the General Builder within the deadlines and arrangements established by the «Rules of the General Builder «StandArt» for carrying out of works on the territory of ECC «Expograd Yug»
4. All electrical operations on the stands shall be carried out by certificated electrician with not lower than 3rd professional grade. The certificate grants the right to the electro-technical personnel to serve electrical installations of organization in which this certification was done and admission of the corresponding category was confirmed by person responsible for electrical facilities.
5. Control of electro-technical measurements is carried out and act of differentiation of zones of responsibility should be signed before connection of stands to the venue power supply network can be done. All current carrying elements of the stand have to be reliably protected from an accidental touch.
6. All electric boards which are necessary for stands electrical wiring shall be equipped with appropriate fuses and emergency circuit breaker ready for 30mA. Feeding cable (length of cable at least 15m) from electric board to the main power supply is to be provided by the constructor. Each cable must have 5 cable conductors.
7. Planning distribution of connection groups between fuses in the electric boards should meet following rule: el. sockets, lighting, illumination, connected equipment and demonstration exhibits, equipment demanding 24 hours power supply (refrigerators, a cooler, etc.) have to be provided with the separate fuse.
8. All stands must have lighting switch off and on located in the place with easy access from the aisle without entering the stand.
9. The feeding electrocable from the floor hatch or from mobile electric board of ECC to the electric board on the stands has to be protected from mechanical damages by means of floor cable channel or cable ramp and etc. The maximum length of the cable at the floor hatch or at the mobile electric board of ECC shouldn't exceed 1,5 m. Cable surplus of Builder/Exhibitor should be stored on the stand.
10. Branches of wirings and cables have to be carried out with use of the closed plug connectors – electrical plugs. Use of 2-wire system, solder connection boxes, connections with the help of twist, and also extending the length of electrical wiring by means of wiring connectors or the soldering isn't allowed. Electrical wiring of the stand has to be reliably consolidated and exclude possibility of mechanical influence.
11. Carrying out electric installation work with arrangement of busline working groove "up" or "aside" is forbidden. The busline has to be mounted at the height not less than 2,5 m from floor level with an arrangement of a working groove down. At installation of the busline at the height less than 2,5 m and/or arrangement of a working groove "up" or "aside" installation is possible when ensuring protection of the busline against mechanical damage and hit of foreign objects inside.
12. It is forbidden to fix electric equipment that is a subject of heating (searchlights, lamps, etc.) in the process of use with application of kapron or plastic crosstie. The fixture has to be carried out by means of metal fastening. The lighting and sound equipment located on the suspension has to be insured by metal cables or chains in addition. In case of not observing this requirement, installation of a suspension will be forbidden.
13. All metal structures of stands, electric board cases, metal hose, metal tubes of wiring, etc. have to be earth grounded.
14. Connection of the stand to the main power supply is permitted only upon compliance of all the rules above.
15. In case of detecting violations after connection of the stand to the power supply networks of the pavilion, General builder has the right to disconnect the stand immediately without prior notice until elimination of violations and with penalties involved.

Regulations for Plumbing Installations at Exhibitors' Stands:

1. Plumbing and maintenance of the water supply and drainage system at exhibitors' stands shall only be carried out by persons complying with professional requirements and having the relevant qualification for existing standards and regulations in Russia.
2. Plumbing work should only be carried out after the water supply to the relevant parts has been turned off.
3. When laying exposed water supply and drainage lines provided no mechanical damage is possible, pipes with a fire resistant covering must be used; in places where people pass, pipes must be covered by special ramps.
4. The laying of water supply and drainage lines near electrical wires and equipment must comply with existing Russian standards and regulations.
5. Water supply lines on stands and at places connected to structures shall be equipped with water pressure valves.
6. Free access must be provided to water input devices.
7. Upon completion of plumbing work, the pavilion's engineering and technical service will check the quality of the installation and connect the installed equipment to the water supply, according to the plan of the exhibition.
8. The water supply to the stand is turned on a representative of the engineering and technical service in the presence of the stand builder and exhibitor.
9. The engineering and technical service shall supervise the state of the plumbing equipment installed and operated at exhibitors' stands for the duration of the exhibition.
10. At the end of the exhibition, the water supply to the stand will be turned off by the engineering and technical service at the request of the stand builder or exhibitor.
11. The dismantling and disconnection of plumbing equipment must be carried out by the same personnel who carried out the installation.
12. During the exhibition, and set-up and dismantling periods, plumbing equipment at stands, including pipes and valves, shall be operated by the installer.
13. The engineering and technical service has the right to turn off the water supply in case of emergency and to prevent accidents which may be caused by gross violations of the PTEEP and PTB regulations.
14. Exhibitors and stand builders may not connect additional water supply lines not specified in the exhibition plan to the water mains without obtaining the permission of the engineering and technical service.

Delivering goods to the exhibition, and their transportation/handling in the pavilion

Local cargo

On the territory of ECC «Expograd Yug», KrasnodarEXPO has sole rights for on-site handling.

Exhibitors are not permitted to use their own cranes and/or trucks.

The order form for handling services, as well as information about the cost of these services, can be obtained in **Form T6**.

Terms of installation of the large-size and heavy equipment need to be coordinated with Transport and Logistics Department.

For **local or customs free** cargo please contact:

Sergey Barishnikov
Tel. +7 (861) 200 12 34 (internal № 117)
E-mail: barishnikov@krasnodarexpo.ru

International cargo

BTG Expo is the official on-site goods handling agent for international cargo.

To deliver goods to the territory of the exhibition you may use the services of other companies.

Please contact BTG Expo main office for additional information about rates and tariffs, deadlines, customs rules.

Shipping deadlines:

- BTG Expo requires **5 – 7 working** days for all service connected with pick up at the airport, customs clearance and delivery to the stand. In order to avoid unnecessary storage please arrange the **airfreight consignment** arrival in Krasnodar airport in accordance with the above information.
- For customs clearance of **truck shipments** BTG Expo requires **4-7 working** day.
- **Ocean freight** consignments should arrive in Hamburg latest **16 working days** prior delivery to the stand. Please do not ship any consignments to Hamburg without confirmation from BTG Expo and get the consignee instruction for ocean freight from BTG Expo by contacting them directly.
- For information about **consolidation** truck from terminal **Germany**, please contact BTG Expo.
- BTG Expo does **not** handle **railway** shipments.
- Please send copies (drafts) of the pro-forma invoices **by e-mail** to BTG Expo latest one week before dispatch for checking and (if necessary) translation into Russian language.
- Please arrange for truck-arrival not more than one day prior to offloading in order to avoid parking charges.

BTG Expo handling tariffs

Please contact BTG Expo in Germany for their rates and tariffs.

Customs clearance

Please follow the instructions of the official freight forwarder/customs clearance BTG Expo.

Every exhibition center has official customs offices. Any client sending goods with any agent other than BTG Expo must have their goods cleared by that office. If shipping exhibition goods directly, please get the address and sender's instructions from BTG Expo. If a shipment is addressed incorrectly, the exhibitor risks not receiving his goods due to impossibility of customs clearance.

DO NOT SEND GOODS BY COURIER!

Important!!!

In order to avoid problems or delays in delivery, all shipments have to be advised to the BTG Expo head office in Germany as early as possible in advance.

If, at the end of the exhibition, items are not accounted for either by return transport or appropriate import customs clearance, the exhibitor is responsible for any duties, VAT and luxury taxes that may be imposed by customs authorities.

In order to avoid this, we urge all exhibitors not to hand over sold goods to the buyer directly. Arrange storage with BTG Expo to be sure customs clearance has been arranged by the buyer. BTG Expo will hand over the goods to the buyer you name only upon presentation of the definitive customs declaration.

You must take into account that storage must be affected no later than the last day of the dismantling period. Please inform the BTG Expo on-site office which is responsible for the storage charges (buyer or seller).

Head office of BTG Expo in Germany

BTG Expo GmbH

Carl-Benz-Strasse 21, B-60386 Frankfurt am Mine

Contacts:

Mr. Eric Awater eric.awater@btg.de +49 (69) 408987-102

Mr. Matthias Hildebrandt matthias.hildebrandtr@btg.de +49 (69) 408987-104

Mr. Leonard Pech leonard.pech@btg.de +49 (69) 408987-106

Fax: +49 (69) 408987-222

Dear Exhibitors of YUGAGRO 2017!

ITE Group is pleased to offer you a special service - **CUSTOM BUILD STANDS.**

If you want your stand to fully reflect your corporate identity, using original and interesting design solutions to demonstrate your products and services as effectively as possible, we can help you.

Ordering a custom build stand will allow you to: save time, optimise your budget, and receive a full range of quality stand services from your personal manager.

The professionalism and experience of the Organiser will help you avoid the complications associated with building a custom stand, and guarantee successful participation in the exhibition.



A whole range of additional services are included:

- Development of an original stand design
- Plan of the stand in 3D format
- Design and approval of necessary project documentation (strength calculation, electrical plan, fire safety acts, insulation resistance measurement acts, etc.)
- Selection of decorative elements, individual furniture and flower arrangements
- Control and supervision of stand construction
- Ordering of technical connections and services - power, water, compressed air, daily cleaning and stand security, etc.
- Ordering of Internet, telephone and fax connections
- Ordering of presentation equipment, plasma screens, video walls and LED screens
- Ordering of additional personnel – interpreters, models and stand attendants

If you are interested in this service, please fill in the form below and send it to us by fax or email.

Send this form to ITE Group:



☺ **Irina Rafikova**
 📧 rafikova@krasnodarexpo.ru
 📄 +7861 2001254

☎ +7861 2001234 (ext.# 175)
 ☎ +7861 2001275 (direct)
 ✉ 350005, Krasnodar, Kongressnaya St., 1,

Exhibiting company: _____

Contact person: _____

Telephone: _____ Fax: _____

e-mail: _____ Website: _____

Name of exhibition: **YUGAGRO 2017** Pavilion, hall _____

Stand configuration: Inline Corner Peninsular Island

Dimensions and area of stand: _____ M (width) X _____ M (depth) = _____ m².

Planned stand height: _____ M

Planned number of levels on stand: _____ Levels

Thank you. We will contact you shortly.
 Regards,
 Irina Rafikova

ITE Group Custom Build Department