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M I R
DETSTVA
26–29.09
2 0 1 7

EXHIBITOR MANUAL

Mir Detstva 2017

Dear exhibitors,

Thank you for participating in **Mir Detstva 2017** and welcome to the exhibition.

This Exhibitor Manual will help you to prepare for the event.

Please do not hesitate to ask us any questions that may arise during the preparations.

Expocentre, as an event organizer, is fully committed to make your participation a success.

We wish you every success at the exhibition!

Best regards,
Mir Detstva TEAM

<http://www.mirdetstva-expo.ru/en/>

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CONTACT INFORMATION

	Name	Telephone	Email
Project Director	Ms. Natalya Ivanova	+7 (499) 795-26-79	IvanovaNV@expoctr.ru
Project Managers	Ms. Irina Morozova	+7 (499) 795-37-60	morozova@expoctr.ru
	Ms. Daria Denisova	+7 (499) 795-26-72	denisova@expoctr.ru
Brand Manager	Ms. Anastasia Artamonova	+7 (499) 795-38-63	artamonova@expoctr.ru
Event program coordinator	Ms. Nadezda Maksakova	+7 (499) 795-26-91	nim@expoctr.ru
Accountant	Ms. Lilia Tsesenko	+7 (499) 795-26-41	tzesenko@expoctr.ru
Engineer of installation/dismantle	Mr. Aleksey Burtsev	+7 (499) 259-31-37	ito@expoctr.ru ; burcev@expoctr.ru
Managers of the exhibition related services	Ms. Irina Zakharova Ms. Oksana Geraskina	+7 (499) 795-26-37 +7 (499) 795-39-92	usluga@expoctr.ru
Contractor Managers	Expoconsta OOO www.expoconsta.com Alexander Fedorovski mob.: +7 (916) 555-64-12 Pavel Kudryavtsev mob.: +7 (916) 264-15-77 Nelya Osipova +7 (499) 795-39-58 mob.: +7 (916) 589-71-60	+7 (499) 244-08-27 +7 (499) 244-08-23	sales@expoconsta.ru fedor@expoconsta.ru pavel@expoconsta.ru osipova@expoconsta.ru

	Department	Telephone	Email
Conferences, seminars, roundtable discussions, presentations, corporate parties	Conventions Department Ms. Olga Abramova	+7 (499) 795-27-58 +7 (495) 795-39-65	abramova@expoctr.ru expocon@expoctr.ru
Passes for stand builders/contractors, exhibitor passes	Service Bureau	+7 (499) 795-37-79	pass@expoctr.ru
Services for exhibitors, telecommunications, equipment for presentations, radio announcements etc.		+7 (499) 795-39-92 +7 (499) 795-26-37	usluga@expoctr.ru
Advertising in the Official Catalogue and Exhibition Guide	Catalogue Department Ms. Yulia Melnikova	+7 (499) 795-29-02 +7 (499) 795-29-53	melnikova@expoctr.ru katalog@expoctr.ru
Outdoor advertising, advertising on video screens interactive terminals, advertising on Expocentre's website	Service Bureau, room 110 Ms. Elena Bulantseva	+ 7 (499) 795-25-97	bulanceva@expoctr.ru
Hotel reservation	Service Bureau	+7 (499) 795-37-79	usluga@expoctr.ru
Customs clearance, delivery of exhibits, cargo handling works, etc.	Expowestrans OOO ewt.ru	+7 (495) 605-03-27 +7 (495) 605-74-21	exhib@ewt.ru

Visas and protocol arrangements	Protocol Department Ms. Irina Fedorova Ms. Natalia Fedotova	+7 (499) 795-37-43 +7 (499) 795-37-44	visa@expoctr.ru , fedorova@expoctr.ru , fedotova@expoctr.ru
Journalist accreditation, press conferences	Press Centre	+7 (495) 605-71-54	press@expoctr.ru

APPROVAL

Approval of non-standard and custom-built stands	Expoconsta OOO, Technical Control Service	+7 (499) 795-27-46 +7 (499) 795-39-03	stk@expoconsta.ru
Approval of delivery of plasma panels, audio and video equipment	Service Bureau	+7 (499) 795-37-79	usluga@expoctr.ru
Approval of electricity, compressed air and water supply connection points	Power Supply Division Service Bureau, room 116	+7 (499) 795-25-95	
Fire inspection	Fire Department No.160	+7 (499) 259-13-12	
Organizational issues	Technical Division Service Bureau, room 108 Mr. Alexander Gladkov	+7 (499) 795-37-32	gladkov@expoctr.ru

First-aid post	Pavilion No.1 (at the main entrance)	+7 (499) 256-75-93
Security	Security Department	+7 (499) 795-25-24 (24-hour)

VENUE AND DATES

Address: Expocentre Fairgrounds, Krasnopresnenskaya nab., 14
Moscow, Russia, 123100
Vystavochnaya and Delovoy Tsentr metro stations

How to get here by public transport:

- Vystavochnaya metro station
- Delovoy Tsentr metro station
- Ulitsa 1905 Goda metro station, then bus No.12 to Vystavochniy Kompleks. Severny Vkhod (Fairgrounds. North Entrance) bus stop

By car:

- Krasnopresnenskaya naberezhnaya 14 (South Entrance): Forum Pavilion, Pavilion No.7 (Halls 1 and 2), Expocentre Office Building, Congress Centre
- 1st Krasnogvardeyskiy proyezd (North Entrance): Pavilions No.1, 2, 3, 4, 5, 6, 7 (Halls 3, 4, 5, 6) and 8

You can find more at <http://www.expoctr.ru/en/contacts/howtoget/>

Access to Venue

North Entrance: from 1st Krasnogvardeyskiy proyezd

West Entrance: from Vystavochnaya metro station
from Delovoy Tsentr metro station

South Entrance: from Krasnopresnenskaya naberezhnaya

Dates for exhibitors

Build-up	September 23–25 from 8 a.m. to 10 p.m.
Running	September 26 –28 from 10 a.m. to 6 p.m. September 29 from 10 a.m. to 4 p.m.
Dismantling	September 29 from 4.00 p.m. to 10 p.m. September 30 from 8 a.m. to 12 a.m.

Venue

Expocentre Fairgrounds, [Pavilion No.2](#), [Pavilion No.3](#), [Pavilion No.8](#)



Overtime work in pavilions shall be authorized by Pavilion and Exhibition Management (the service is chargeable, for more information please call: +7 (499) 795-39-92; +7 (499) 795-26-37).

Overtime work in the pavilions shall be authorized in advance by the Pavilion Management.

Professional visitors can **register on-line in advance** at <http://www.mirdetstva-expo.ru/en/visitors/tickets/> to get an e-ticket. To enter the exhibition you should print the e-ticket, show it at the registration area (at the Expocentre entrances) and obtain the entrance badge.

Attention! The stand location on the exhibition grounds is indicated by the stand number, where the first sign – is the number of your pavilion and the following signs the number of the hall. (if there are more than one).

Between September 23 and September 30, 2017 Exhibition Management Team will be located in [Service Bureau, Pavilion No.4, room No.108.](#)

PAYMENT FOR PARTICIPATION

You can pay in cash (rubles) in Services Bureau of Expocentre Fairgrounds. **The maximum sum that can be paid in cash is 100,000 rubles.**

Exhibitors that fail to pay off the debts for the stand space, equipment or for additional services **by September 23, 2017 will be refused access to the exhibition site for stand construction.**

To receive the exhibition accounting statement, please submit the following documents to the Exhibition Management:

- two originals of the duly signed and stamped contract for participation in the exhibition,
- Power of Attorney (see **D.01**) authorizing a person to sign financial documents.

Please be advised that **to receive closing documents** (invoice, statement of acceptance of completed services and exhibition areas, contract) **your company's representative have to sign the statement of acceptance of completed services and exhibition areas in the Exhibition Management Office** during the build-up period.

The closing documents are issued on the last day of the exhibition in the Management Office ([Service Bureau, room 108](#)).

In case the Power of Attorney (D.01) is not provided, your company's representative should collect statements to have them signed by the company's top executive and return them to the Management Office. Then the Prodexpo management will issue the closing financial documents.

ADVERTISING DURING EXHIBITION

PRINTED PRODUCTS (CATALOGUE, GUIDE, WEB CATALOGUE)

PLEASE, BE ADVISED THAT THE ORDER FOR FREE OF CHARGE PUBLICATION OF INFORMATION ABOUT YOUR COMPANY IN THE OFFICIAL CATALOGUE IS ACCEPTED **BEFORE 14 AUGUST 2017!**

For the information relating to publication of your company information in the Official Catalogue, Exhibition Guide and Web Catalogue, please contact the Catalogue Department:

Ms. Yulia Melnikova

Tel.: +7 (499) 795-29-02, +7 (499) 795-29-53, fax: +7 (499) 795-29-00, 795-28-96

Email: katalog@expocentr.ru, melnikova@expocentr.ru.

The application form for a catalogue entry is available on the exhibition website at <http://www.mirdetstva-expo.ru/en/participants/catalogue/>.

OUTDOOR ADVERTISING AT EXPOCENTRE FAIRGROUNDS

For the information regarding outdoor advertising at Expocentre Fairgrounds, please contact Service Bureau. **Contact person:** Ms. Elena Bulantseva

Tel.: +7 (499) 795-25-97, email: bulanceva@expocentr.ru.

ADVERTISING AT STAND

IMPORTANT!

Any indoor suspended advertising structures (banners, flags, rotating cubes etc.) shall be confined within the stand area allocated (within 1 m of its boundaries) and may not project into or over any gangway. Any overhead works must only be performed by the staff of Expoconsta OOO. Tel.: +7 (499) 795-25-36

IMPORTANT: Suspension of any advertising structures (banners, flags etc.) is permitted only within the boundaries of the Exhibitor's stand space and shall be performed by Expoconsta OOO. Tel.: +7 (499) 795-25-36.

Retail of exhibits during the exhibition is prohibited!

Important!!

When planning advertising activities and demonstration of exhibits in operation at your stand, please note that **the sound pressure level shall not exceed 75 dB** on the boundaries of the indoor stand and within 5 m of the borders of the outdoor stand. This restriction is imposed in the interests of the visitors and other exhibitors. The sound pressure level is controlled by metering equipment. The violation of this restriction is subject to penalty and disconnection of the stand from electrical supply.

STANDS CONSTRUCTION

Please contact Expoconsta OOO about stand construction and equipment.

Expoconsta OOO

Tel.: +7 (499) 244-08-27, + 7 (499) 244-08-23, fax: +7 (499) 244-07-31, + 7 (499) 244-08-34

Email: sales@expoconsta.ru Website: www.expoconsta.com

Contact person:

Alexander Fedorovski

mob.: +7 (916) 555-64-12, Email: fedor@expocentr.ru

Pavel Kudryavtsev

mob.: +7 (916) 264-15-77, Email: pavel@expoconsta.ru

Nelya Osipova

+7 (499) 795-39-58, mob.: +7 (916) 589-71-60, Email: osipova@expoconsta.ru

You can see a list of additional stand equipment (ordered and paid separately) in the Equipment Section [here](#).

You can see a full list of standard stand equipment [here](#).

Every stand should have its number in accordance with the contract for participation in the exhibition. The stand number should be placed by an exhibitor or his assembly company **before** the final day of build-up.

If you employ a third-party stand-building contractor or build your stand by yourself, please follow the regulations of Section 6 of the General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds.

When constructing

- **a stand higher than 2.5 m**, it is required to submit the dimension plan of the stand to the Exhibition Management and Expoconsta OOO for approval;
- **a double deck stand**, it is required to notify the Exhibition Management in writing, get approval for the technical drawing from Expoconsta OOO (tel.: +7 (499) 795-39-03), and obtain a permit from Moscow Fire Department No.160.

For more information call **+7 (499) 259-31-37**, exhibition engineer Aleksey Burtsev.

APPLYING FOR SERVICES

IMPORTANT! One-time cleaning is included in the Participant Package.

Free of charge daily stand cleaning is carried out **once a day every day** during the exhibition and includes vacuum cleaning of stand carpeting, emptying of waste baskets and ash trays. Please, provide the entrance to your stand for the cleaning personnel.

Should you require additional services (except electric power to light the stand: 100 W per 1 sq. m. is already included in the space rental charge), please fill in the application form (see Samples of documents, [Exhibitor Services Order Form \(D.08\)](#)) and send it to Service Bureau.

Managers of the Exhibition Related Services:

Ms. Irina Zakharova Tel.: +7 (499) 795-26-37

Ms. Oksana Geraskina Tel.: +7 (499) 795-39-92

email: usluga@expocentr.ru

Services are provided **ONLY** after full payment has been received.

During the build-up period, you can pay for services in Service Bureau.

Services that are not listed in the [Exhibitor Services Order Form \(D.08\)](#) can be provided upon the exhibitor's request. The list of these services can be found at <http://www.mirdetstva-expo.ru/en/participants/services/>.

* The space rental covers the cost of stand lighting within the limits of 100 Watt of installed capacity and 220V voltage per 1 sqm of the rented space.

If you use energy-consuming exhibits or extra lighting equipment at the stand, it is necessary to order extra power-supply source (See the Rates for Services Section). All installation and wiring works at the stand, including installation of 380V sockets to connect production equipment, are carried out by Expoconsta OOO, Expocentre's General Contractor (if ordered). If electrical works are done by the Exhibitor's contractor or a third party, it is necessary to obtain a permit from the General Contractor that allows carrying out electrical works. (See the General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds, Section 6 'Mounting and Dismantling, Design of Stands').

The closing documents for services are issued on any day of the exhibition in Service Bureau ([Pavilion No.4, room 110/113](#)).

Communication Services.

We would like to inform you that offering the communication services with the provision of a dedicated internet channel requires an additional agreement to the contract for participation / holding the event. This is in accordance with the Rules for Telematic Communication Services.

According to these Rules, the Exhibitor should provide Expocentre with a list of personnel using the equipment (laptop, personal computer, etc.) to access the Internet. The list should be signed by an authorized person. Also it should include name, residence and information from the identification document.

For any additional information about communication services and the procedure for their providing, please call:

Telecommunication Division: +7(499)795-37-78; +7 (499) 256-74-44

Email: telcom@expocentr.ru

Service-Bureau: +7 (499) 795-37-79

Email: usluga@expocentr.ru

PAYING FOR SERVICES

Please note that the application for additional services should be submitted and the payments transferred prior to the beginning of the construction works (**not later than April 22, 2017**).

The services are rendered ONLY AFTER the service charges have been fully paid.

The payment for services during the build-up, running and dismantling periods can be done at Service Bureau of Expocentre with a corporate credit card only.

LATE ORDERS OR ORDERS DURING THE BUILD-UP PERIOD

Please note that in case of late orders some services and equipment might be unavailable.

Applications for mains connection during the build-up period are accepted only if technically possible.

PROCESSING ADMISSION DOCUMENTS

Exhibitor passes are valid for entrance to Expocentre Fairgrounds throughout the build-up, running and dismantling periods of the exhibition.

Work and service passes are issued to technicians, engineers, stand builders and other personnel engaged only in **build-up and dismantling** of the exhibition.

To receive Exhibitor Passes and Work and Service Passes, the exhibitor has to submit

1. Power of Attorney (D.01). The form D01A is not suitable!

2. Application for Exhibitor Passes (D.02)

3. Application for Work and Service Passes D.04 (for a stand builder) or D.04A (for a stand designer).

Passes can be collected in Service Bureau upon presentation of the Power of Attorney (D.01) and Applications (D.02, D.04 or D04A).

The passes are issued in printed form only and show the name of the company and the pass holder.

To speed up the process, please email the "names form" – the list of your personnel working at the exhibition to pass@expocentr.ru before **23 September 2017!**

Exhibitor passes are issued as follows:

- 1 pass per every 3 sq m, if the rented space is up to 90 sq m,
- 30 passes, if the rented space is 90 sq m,
- 1 extra pass per every 6 sq m, if the rented space exceeds 90 sq m.

Additional Exhibitor Passes are available at Service Bureau either via bank transfer (by a preliminary order, [Exhibitor Services Order Form \(D.08\)](#) or cash.

The cost of one additional Exhibitor Pass is 550 rub., VAT included.

Important!

Stand building contractors have to receive passes for their personnel on their own.

Please have your passes on you at all times when at Expocentre Fairgrounds. Expocentre's Security Service will deny access to the venue to persons without passes. Please, do not pass your exhibitor badges to others! The replacement of the exhibitor passes can be done in Service Bureau.

VEHICLE PASSEES FOR EXHIBIT DELIVERY/REMOVAL

To receive vehicle passes to Expocentre Fairgrounds for exhibit delivery/removal, you have to submit

- 1. Power of Attorney (D.01 or D.01A).**
- 2. Delivery/Removal Permit Application/Consignment Note (D.03)**

Passes are issued

- by the manager of the pavilion where your stand is located (for the whole period of the exhibition)

- in Service Bureau (only for the build-up period)

The passes are issued upon presentation of the Power of Attorney (D.01 or D.01A) and the Application (D.03).

Dear exhibitors of Mir Detstva 2017, you can find procedure of arrival to Expocentre Fairgrounds at http://www.mirdetstva-expo.ru/common/img/uploaded/exhibitions/mir_detstva/2017/doc/Procedure_for_Delivery_Removal_of_Equipment_Mir_Detstva_2017_eng.doc

Freight vehicles are allowed in the centre of Moscow inside the Third Transport Ring from 10 p.m. to 7 a.m. During the day the admission is by special electronic passes only. They can be obtained using <http://pgu.mos.ru>.

APPROVAL FOR EQUIPMENT DELIVERY

In case of delivery of presentation equipment which belongs to a third party or radio electronic equipment and high frequency devices, an approval should be received.

If above mentioned equipment belongs to the exhibitor, the approval is made free of charge. Ownership is confirmed by a copy of the TORG-12 commodity invoice.

Approval for delivery to Expocentre Fairgrounds of LCDs, plasma panels **over 30 inches**, high powered projection equipment, loudspeaker equipment, illuminating equipment, radio electronic equipment and high frequency devices which belong to a third party costs **5,546 rub. incl. VAT**.

Approval of delivery to Expocentre Fairgrounds of radio electronic equipment and high frequency devices is made only if the exhibitor has the permission of the Russian Federal Agency for Supervision of Communications (ROSCOMNADZOR) to use radio frequencies and radio frequency channels on the territory of Expocentre Fairgrounds.

Important! A **penalty** of 23,600 rubles excl. VAT is imposed for unauthorized delivery to Expocentre Fairgrounds with subsequent use of LCDs, plasma panels **over 30 inches**, high powered projection equipment, loudspeaker equipment, illuminating equipment, radio electronic equipment and high frequency devices. If you have any questions, please contact Service Bureau - service managers of the exhibition.

Deliveries/removal of exhibits during the exhibition is limited to the periods between **8 a.m.** and **9.30 a.m.** and between **6 p.m.** and **7.30 p.m.**

HANDLING

For freight forwarding services, unloading of exhibits and employment of loading personnel, please contact **Expowestrans OOO**, tel.: +7 (495) 605-03-27, + 7 (495) 605-74-31, fax: +7 (495) 253-95-84, email: exhib@ewt.ru.

Vehicles equipped with hoists and other equipment for unloading/loading of exhibits are forbidden to enter Expocentre Fairgrounds!

Load handling, construction and dismantling works that employ heavy lifting equipment may only be performed by Expowestrans and shall be ordered separately.

Tel.: +7 (495) 605-03-27, + 7 (495) 605-74-31, fax: +7 (495) 253-95-84, email: exhib@ewt.ru.

The Expowestrans office is located at Expocentre Fairgrounds, Pavilion No.2, Entrance 5.

Expowestrans offers consulting services regarding customs clearance of the exhibition freight. It is prohibited to store packaging materials at exhibition stands. Expowestrans OOO provides services of **storage of packaging materials**.

Tel.: +7 (495) 605-03-27, fax: +7 (495) 253-95-84, e-mail: exhib@ewt.ru.

In case of violation, the fire department can impose a penalty and demand immediate removal of packaging.

USEFUL INFORMATION

Hotel accommodation	see the link
Make business appointments at the exhibition in advance. The MatchMaking service allows to learn the list of participants and visitors prior to the exhibition and make online business appointments with the companies you are interested in.	see the link
Invite your partners and colleagues to the exhibition	see the link
Information about Wi-Fi access at Expocentre Fairgrounds	see the link
Rent rooms for negotiations or other exhibition events in advance	see the link
View the venue location map and the layout of Expocentre Fairgrounds	see the link see the link
Cash offices are located in Service Bureau and in the gallery between Pavilions No.2 and 8.	see the link
Don't forget about lunches in coffee bars and restaurants	
Delivery of hot meals to your stand, catering services, receptions, cocktail parties, buffets	

Should you have any questions, please contact the Exhibition Management Team.

Tel.: +7 (499) 795-26-79, +7 (499) 795-37-60, +7 (499) 795-26-72

Email: IvanovaNV@expocentr.ru, morozova@expocentr.ru, denisova@expocentr.ru

Information for Exhibitors about Safety of Exhibits and Personal Belongings

Dear Exhibitor!

During exhibitions Expocentre AO enforces rules to ensure safety of exhibits and personal belongings of exhibitors at exhibition stands.

1. During working hours the exhibitors are responsible for safety of their exhibits and personal belongings left at exhibition stands.
2. From 8 a.m. (when the alarm system is turned off) to 8 p.m. (when the alarm system is turned on) it is recommended not to leave your stand unattended. It is advised that at least one or several stand attendants are always present at the stand.
3. Stand security from 8 a.m. to 8 p.m. is extra charged. The exhibitors can place their orders for extra security in Service Bureau. In this case the security personnel ensure safety at the stand during the specified time period.
4. In the evenings and at night (from 8 p.m. to 8 a.m.) all stands are protected by a security alarm system of pavilion.
5. Report the loss of exhibits or personal belongings to the service desk of Expocentre's Security Administration located on the first floor of Congress Centre. The service desk staff will provide any necessary assistance and help to call the police.
6. Please brief all stand attendants on this information.

Hotline telephone of Expocentre's Security Administration: **+ 7 (499) 795-25-24**

WE WISH YOU SUCCESSFUL EXHIBITING!

SAMPLES OF DOCUMENTS

Forms	Form No.	Page	When to submit	Submit to
Power of Attorney	D.01	11	When delivering exhibits. Necessary to get the documents for the exhibition processed and obtain vehicle and exhibitor passes	To be carried with you, submit to Management office, to Service Bureau
	D.01A	12	When delivering exhibits and equipment during build-up/dismantling. Only for delivery drivers and persons accompanying the exhibits	
Application for Exhibitor Passes	D.02	13	From 23 September 2017	To be carried with you, submit to Service Bureau
Delivery/Removal Permit Application/Consignment Note	D.03	14	When delivering the exhibits and equipment during the build-up and dismantling periods	By email: dispatcher@expocentr.ru and to be carried with you, submit to Administrator of Pavilion
Application for Work and Service Passes for build-up and dismantling periods only	D.04A	15	From 23 September 2017	Email to pass@expocentr.ru To be carried with you, submit to Service Bureau
Information About Company in Official Lists and Exhibitor's Trademarks	D.05	16	Before August 19, 2017	Exhibition Management Office denisova@expocentr.ru
Exhibitor Services Order Form	D.08	17	May – September, 2017	Service Bureau usluga@expocentr.ru
Stand draft (only shell-scheme)	S.01	22	Before 10 August 2017	Email to sales@expoconsta.ru
Application form for publishing in the Official Catalogue	K.1 and K.2		Before 14 August 2017	Catalogue Department katalog@expocentr.ru

ENCLOSURE

Categories of exhibits to be delivered to Expocentre Fairgrounds with approval from:

1. Fire Station No.160

- 1.1. Radioactive, flammable and highly explosive exhibits and materials
- 1.2. Exhibits and production technology whose demonstration may cause fire: the use of naked flame, welding, gas and plasma cutting, soldering
- 1.3. Fuels and lubricants, inflammable and volatile liquids, solvents
- 1.4. Containers and cylinders with inflammable and high-pressure gas
- 1.5. Structures and materials used in stand construction

2. Expoconsta OOO

- 2.1. Stand structures (wall panels, carpets, stand accessories and decorative items, etc.)
- 2.2. Stand layout, number of levels, construction materials and structures, carrying out of electrical and plumbing works, rigging of banners, etc.
- 2.3. Exhibits or banners to be rigged

3. Technical Department

- 3.1. Exhibits weighing more than 5 tonnes
- 3.2. Floor loadings exceeding 2.5 tonnes per 1 sqm
- 3.3. Large exhibits exceeding the height and width of the Pavilion entrance gate
- 3.4. Chemically, biologically and ecologically dangerous substances
- 3.5. Production technology and equipment potentially dangerous for health and life of exhibitors and visitors

4. Service Bureau

- 4.1. Radio electronic and high-frequency devices
- 4.2. LCDs and plasma panels **over 30 inches**, high powered projection and loudspeaker equipment, illuminating equipment

Power of Attorney No.Issue date _____
(dd-mm-yyyy)Expiry date _____
(dd-mm-yyyy)_____
(Company (payer) name and address)**hereby authorizes** _____
(Full name, job title)

Passport No. _____

Issued by _____ Issue Date _____

1) To sign documents related to **MIR DETSTVA 2017** listed below:

- Application for Participation in the Exhibition
- Contract for Participation in the Exhibition
- Contract for Holding Additional Events
- Delivery and Acceptance Statement for Rented Exhibition Space
- Orders for Additional Services
- Acceptance Reports

2) To receive from Expocentre the documents listed below

- Exhibitor Passes
- Work Passes (valid during mounting and dismantling periods only)
- Vehicle Passes

3) To sign other documents and perform other actions related to participation in the exhibition, including payment of invoices, compliance with fire regulations*, safety measures and other regulations and requirements set by current legislation; to receive orders, proposals, protocols and statements of administrative offences and violations from state inspecting and oversight bodies.

Signature of Recipient _____

CEO/company head _____
(Full name) (Signature)Chief Accountant _____
(Full name) (Signature)

Company Stamp

*According to the Russian Federal Law No.69 from December 21, 1994 if a person responsible for fire safety at the rented area of the stand is not designated, the responsibility lays with the chief executive of the participating company.

For delivery driver or person accompanying the exhibits**Power of Attorney No.**Issue date _____
(dd-mm-yyyy)Expiry date _____
(dd-mm-yyyy)_____
(Company name and address)
_____**hereby authorizes** _____
(Full name, job title)

Passport No. _____

Issued by _____ Issue Date _____

to receive from Expocentre one-entry passes to deliver/remove exhibits for the **MIR DETSTVA 2017** Exhibition.

Signature of Recipient _____

CEO/company head _____
(Full name) (Signature)Chief Accountant _____
(Full name) (Signature)

Company Stamp

APPLICATION FOR EXHIBITOR PASSES*To be made in 2 copies*

To speed up the process, please email the "names form" - the list of your personnel working at the exhibition (find on the form http://www.expocentr.ru/common/img/uploaded/divisions/exposervice/proplist_eng.xls) to pass@expocentr.ru before 23 September 2017!

Expocentre AO
Service Bureau
Phone: +7 (499) 795-37-79

Exhibition

Exhibiting company

Stand (No., space)

Herewith we ask you to issue _____ (pcs.) exhibitor passes to

Name

Job title

Exhibitor passes are collected

(Signature)

Please note:

1. Exhibitor passes are issued in Service Bureau upon presentation of two copies of the present application.
2. The number of free exhibitor passes is specified by the terms of the participation contract. You can buy additional passes in Service Bureau if necessary.

Person responsible for fire safety

Name

Job title

Please note that according to the Russian Federal Law No.69 from December 21, 1994 if a person responsible for fire safety at the rented area of the stand is not designated, the responsibility lays with the chief executive of the participating company.

CEO/company head

(Full name)

Company stamp

(Signature)

(Date)

List of stand personnel			
No.	Last name	First name	Company name
1			
2			
3*			

* Add lines if necessary.

**DELIVERY / REMOVAL PERMIT APPLICATION /
CONSIGNMENT NOTE**

For exhibition equipment, exhibits, stand materials and structures
Please email this application IN ADVANCE to dispatcher@expocentr.ru

Expocentre AO

Exhibition _____
Exhibiting company _____
Stand (No., space) _____

To be completed for every vehicle			
Company name			
Delivery/removal date		_____ 2017	_____ 2017
Vehicle		Type	Load capacity **
Unloading type**	<input type="checkbox"/> Top	<input type="checkbox"/> Back	<input type="checkbox"/> Side
Expected number of deliveries per day			
Vehicle registration number		Vehicle	Trailer
Driver's information		Full name	Year of birth
		Place of birth	Mobile phone

Herewith we apply for a permit to deliver/remove the following exhibition equipment and materials

No.	Name	Pcs.
1		
2		
3*		

* Add lines if necessary

** For freight vehicles

We guaranty timely removal of equipment, exhibits, large packaging and strand structure materials from the venue.

CEO/company head _____
 (Signature) (Full name)

Company Stamp

IMPORTANT! If in addition to exhibits the vehicle delivers structural elements of the stand (wall panels, carpet, decorative structures and elements etc.), the delivery shall be authorized by Expoconsta OOO and Fire Station No. 160.

Delivery of LCDs and plasma screen displays over 30 inches, powerful projectors, loudspeaker systems and concert lighting equipment shall be authorized by Service Bureau.

Entry for light vehicles during the build-up period is allowed from **3 p.m.** provided that vehicles deliver the freight required for build-up works and the weight of the goods exceeds 40 kg. Entry for light vehicles during the dismantling period is allowed from 8 a.m. These vehicles should be parked in specially allocated parking areas.

APPLICATION FOR WORK AND SERVICE PASSES

For build-up and dismantling periods (except stands constructors)

To be made in 2 copies

To speed up the process, please email the “names form” - the list of your personnel working at the exhibition (find the form on the form http://www.expocentr.ru/common/img/uploaded/divisions/expo-service/proplist_eng.xls) to pass@expocentr.ru before 23 September 2017!

Expocentre AO
Service Bureau
Phone: +7 (499) 795-37-79

Exhibition _____

Exhibiting company _____

Stand (No., space) _____

Herewith we ask you to issue work and service passes. Pass holders have been instructed on the fire and occupation safety procedures.

List of personnel			
No.	Last name	First name	Company name
1			
2			
3*			

* Add lines if necessary

Passes are collected _____
(Signature)

Full name _____ Job title _____

Please note: Work and service passes are issued in Service Bureau upon presentation of two copies of the present application.

Persons responsible for

1. Occupational safety

(Job title) (Full name) (Phone) (Signature)

2. Fire safety

(Job title) (Full name) (Phone) (Signature)

The company/organization guarantees that its foreign personnel is hired in accordance with the immigration law of the Russian Federation and has permission to work in Moscow.

CEO/company head:

(Full name) (Signature) (Date)

Company Stamp

INFORMATION ABOUT COMPANY IN OFFICIAL LISTS and EXHIBITOR'S TRADEMARKS

D.05

Please return the completed form to exhibition managers of Mir Detstva'2017

☺ Daria Denisova

✉ denisova@expoctr.ru

☎ +7 (499) 795- 26-72

✉ 14, Krasnopresnenskaya nab.,

FAX: +7 (499) 795-25-76

Moscow, 123100

DEADLINE
August 19, 2017

EXHIBITION:		Mir Detstva'2017			
Stand No. _____	Pavilion No. _____	Hall No. _____	S _____ m ²	The indoor equipped booth <input type="checkbox"/>	The indoor raw space <input type="checkbox"/>
The company-applicant: _____					
Country: _____		Address: _____			
Tel.: _____		Fax: _____		E-mail: _____	
Contact Person: _____					

Official Lists are published in the Official Exhibition Guide, on the Exhibition Official Website, information billboards and direction signs in front of pavilions.

This Form is obligatory for all exhibiting companies.

If an exhibiting company fails to submit its information for official lists, the Organizers reserve the right to provide the information indicated in the Contract for Participation.

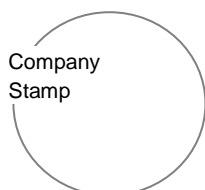
Please complete the Form in BLOCK capitals forward preferably by e-mail to morozova@expoctr.ru or by fax it to + 7 (499) 795-25-76.

Company Name in Official Lists

	Russian/ or English		Russian/ or English
Company name		Country	
Company Name in the Exhibition Guide		Pavilion No.	
Company Name in Diploma		Stand No.	

No.	Type of Products	AGE	Registered Trademark	Country of Registration, TM	Manufacturing Company, Country, Address
1.					
2.					
3.					
4.					

If your company is the organizer of a collective exposition, please, kindly specify the information above for each exhibitor.



Signature _____ Date _____

* Obligatory fields

NAME OF EXHIBITION:*						PAVILION:*			
NAME OF EXHIBITOR/CONTRACTOR:*						BOOTH No:*			
CONTACT PERSON:*									
PHONE:*		Mobile:		E-MAIL:*		Price (€, VAT incl.)		Quantity	



ELECTRIC POWER

Additional power source for connection of exhibits and power consuming equipment, per connection with capacity up to:	5 kW	224,20	
	10 kW	413,00	
	20 kW	767,00	
	30 kW	1 062,00	
	50 kW	1 486,80	
	75 kW	1 829,00	
	100 kW	2 572,40	

Note: The space rental covers the cost of power consumption within the limit of 100 W (220V) per sq.m. This service is essential, if you are going to use energy consuming exhibits, powerful lighting items, etc. Power cable, sockets and electrical switchboard (380V) are not included and are supplied by your stand builder. All electric installation works should be done by a qualified personnel hired by the exhibitor or a stand builder.



WATER SUPPLY

Connection of the exhibitor's kitchen and other equipment to plumbing system, per connection	on the pavilion floor level	536,90	
	on the upper booth level	584,10	
Rent of plumbing device for filling/discharge of tubs, pools or other types of reservoirs in pavilion, each	up to one m ³	200,60	
	over one m ³	295,00	

Note: Kitchen equipment is not included and should be supplied by your stand builder. The rates cover the costs of water consumption and sewage.



COMPRESSED AIR

Connection to the air main with air consumption, per connection	up to 30 m ³ per hour	684,40	
	over 30 m ³ per hour	991,20	



INTERNET-CHANNEL

Unlimited Internet cable connection ¹ with the speed up to:	512 Kbps	194,70	
	1024 Kbps	265,50	
	2048 Kbps	354,00	
	5 Mbps ³	460,20	
	10 Mbps ³	554,60	
	20 Mbps ³	749,30	
	30 Mbps ³	879,10	
Additional IP address ²	50 Mbps ³	1 014,80	
	per each	12,98	

¹ Unlimited wire communication channel to a booth for the exhibition work period with one IP address and RJ-45 socket.

² This service must be ordered to connect each extra computer to the same Internet channel.

³ Service is provided if technically feasible.



PHONE / FAX

Description of service	Price (€, VAT incl.)	Quantity
Installation of a telephone Indicate the need for long distance calls Yes <input type="checkbox"/> No <input type="checkbox"/>	100,30	
Installation of a fax machine Indicate the need for long distance calls Yes <input type="checkbox"/> No <input type="checkbox"/>	129,80	

Note: The rates cover the cost of calls within Moscow city. Long distance national and international calls shall be paid by credit card on the last day of exhibition and are charged due to the actual duration of calls.



PASSES

Description of service	Price (€, VAT incl.)	Quantity
Extra exhibitor pass Is acquired if necessary, additional information can be found at the link .	16	
Pass for a distributor of promotional materials (promoter) Before acquiring the pass please get acquainted with « Approved Procedure for Distribution of Promotional Materials at Expocentre Fairgrounds ». Please attach the copies of promotional materials for approval.	205	



PARKING PASSES

Type of pass	Parking lots (see the layout)								
	All parking	No.1	No.2	No.3	No.3a	No.4	No.7	No.7a	
Exhibitor car pass for the exhibition work period	Price (€, VAT incl.)	—	205	205	205	205	147	205	205
	Submit quantity	—							
Exhibitor car pass for the exhibition work period + mounting and dismantling periods	Price (€, VAT incl.)	—	264	264	264	264	205	264	264
	Submit quantity	—							
Exhibitor car pass for mounting and dismantling periods	Price (€, VAT incl.)	95	ATTENTION! Move-in and move-out of exhibits is free of charge with one-time pass (issued on the grounds D.03 form).						
	Submit quantity								

Note: The car pass authorizes the exhibitor car to stay on the chosen parking lot at Expocentre Fairgrounds from 8:00 to 20:00.

Overnight parking is prohibited!



STAND CLEANING

Type of cleaning	Periodicity of cleaning	Floor of the booth	Price (€, VAT incl.)	Booth space	Date
Vacuum cleaning	Daily (exhibition work period)	Included in participation cost (see the note below). <i>It's possible to order additionally, if it necessary.</i>			
		per 1 sq.m	4,72		—
		per 1 sq.m (2nd floor)	8,26		—
	One time	per 1 sq.m per day (1st floor)	1,77		
		per 1 sq.m per day (2nd floor)	2,36		
Wet cleaning (laminare, tile)	Daily (exhibition work period)	per 1 sq.m	7,67		—
		per 1 sq.m (2nd floor)	12,98		—
	One time	per 1 sq.m per day (1st floor)	3,54		
		per 1 sq.m per day (2nd floor)	4,72		
Waste removal (emptying trash bins 3 times a day)	One time	per 1 sq.m per day	0,59		
Cleaning of glass cases (Indicate space of the glass surface)	One time	per 1 sq.m of surface per day	2,36		

Note: Daily **vacuum cleaning** of booths is included in participation cost. Cleaning is done once a day during the run of the exhibition and includes vacuum cleaning of floor carpeting and emptying of waste baskets.



ADVERTISING SERVICES

Note: For further information please visit the related section on [Advertising services](#) page on the web-site of Expocentre. The advertising services order form can be found at the [link](#).



SECURITY

Date	Service	Security guard for one booth from 8:00 to 20:00	Security guard for one outdoor booth from 8:00 to 20:00	Security guard for one outdoor booth from 20:00 to 8:00
			34,22 € (VAT incl.) for 1 duty (2 hours)	41,30 € (VAT incl.) for 1 duty (2 hours)
	Indicate the dates	Indicate the time period	Indicate the time period	Indicate the time period

Note: The number of security guards is determined by the administration of Expocentre Fairgrounds, depending on the size and configuration of the booth.



PERSONNEL

ATTENTION! Late applications (5 days before the start of the mounting period) are accepted if services are still available.

Description of service		Price (€, VAT incl.)	Quantity	Work hours in period from 10 ⁰⁰ to 18 ⁰⁰	Date
Interpreter (consecutive interpretation of negotiations) Indicate the language of interpretation in notes	Major European languages	41,30 / hour ¹			
	Oriental and rare languages	53,10 / hour ¹			
Assistant stand attendant ³	Only Russian speaking	118,00 / day ²		—	
	With basic knowledge of a foreign language	153,40 / day ²		—	
Stand attendant	Only Russian speaking	118,00 / day ²		—	
	With basic knowledge of a foreign language	153,40 / day ²		—	
Promoter ⁴		100,30 / day ²		—	

¹ Minimum time of interpreting services is 4 hours, partial hour shall be charged as full.

² Working day is from 10⁰⁰ to 18⁰⁰.

³ The service includes maintaining the cleanness of the stand during the whole day, removing waste, preparing and serving snacks and drinks, washing dishes (if the stand is equipped with a dishwasher), buying food, doing stand duty when the exhibitor or the staff are away, communicating with Expocentre staff, etc.

⁴ Working in a full height figures is not expected. For distributing promotional materials on the territory of a particular exhibition, you have to acquire the pass of a distributor of promotional materials (see section Passes and Invitations).

Notes:



ACCOMMODATION

Note: For further information please visit the related section on [Services for Exhibitors](#) page on the web-site of Expocentre.

ATTENTION!

Non-cash payments for services are available only before the beginning of the assembly period.

During the assembly and dismantling periods it is possible to pay off services only by corporate credit card Visa, Visa Electron, Master Card, Maestro at the cash desk of Service Bureau (pavilion 4).

Services are provided ONLY after full advanced payment.

Late applications (during the mounting period) are accepted if services are still available.

The prices can be changed by the suppliers without a prior notification.

COMPANY-PAYER BANKING PARTICULARS:

(for issuing an invoice)

* Obligatory fields

Name of the company: *
Country: *
Address: *
Bank details: *
Contact person: *
Phone: *
E-mail: *

THANK YOU FOR COOPERATION!

Stand construction according to your requirements

For successfully building of the stand according to your requirements please fill in the **FORM 1** you can find below and send it to Expoconsta OOO email address: fedor@expoconsta.ru.

You can design the stand by yourself placing the walls and furniture items at your option.

Please draw the claimed configuration of the stand according to the ordered space using the standard elements.

You can find the examples of the shell scheme stands layouts below.

Please indicate in your layout all equipment included in the shell scheme package as well as all extra items you are going to order.

Equipment that is not indicated in the layout will not be provided.

Please mark the open sides of your stand.

All additional equipment and graphics will be provided for extra payment in accordance with the price-list of the Constructor.

To order additional equipment you should fill in the proper sections in **FORM 1** and **send** it together with **your company bank details** to Expoconsta OOO email address: fedor@expoconsta.ru.

If you order additional logo please send the file with the logo by email in the following formats: ***.CDR, *.EPS.**

Attention! If you do not provide Expoconsta OOO with the filled in form for stand construction, your space will be built up according to the shell scheme stand examples.

Orders, received during the mounting and exhibition period are surcharged as follows:

Elements of stand constructions +100%

Furniture +50%

Electrical equipment +100%

Water equipment +50%

All equipment is provided to the Customer on the terms of lease.

The stands layouts with your requirements and the orders for additional equipment are accepted till the 19th of August 2017.

To prevent your letter be accepted as a spam please indicate in the subject line the name of the exhibition and your company name.

Example: Mir Detstva 2017, Alfa

I. STANDARD STAND Mir Detstva 2017

Standard 1



Standard 2

(is provided to the space over 12 sq. m.)



List of construction and equipment		4 sq. m.	6-11 sq. m.	12-17 sq. m.	18-24 sq. m.	25-32 sq. m.	32-45 sq. m.
Carpet (color alternatives: gray, blue, red, green)		+	+	+	+	+	+
The height of the stand walls 2.5 m Height of the construction 4.0 m		+	+	+	+	+	+
Storage room with lockable (1x1m)	sq. m.	-	-	1	1	1	1
Fascia panel h 0.3 m	pc	+	+	+	+	+	+
Lighting of the stand: 1 spotlight to each 3m	pc	2	3-5	6-8	8-12	12-16	16-22
Plug socket up to 2 kW	pc	1	1	1	1	2	2
Info.counter h1.1m	pc	1	1	1	1	1	1
Table alternatives d 0.7m, 0.7x0.7m, 1.2x0.7m	pc	1	1	1	2	2	2
Soft chair	pc	2	3	4	6	6	8
Waste basket	pc	1	1	1	1	2	2
Clothes rack	pc	1	1	1	1	2	2
Two-level clothes rack (for CJF)	pc	-	-	2	3	4	6
Fascia panel: H letters - 10 cm (15 symbols + Stand No.); if it is a corner stand, there is a fascia panel on each side. The fascia color is dark blue by default. The letters are Russian or Latin (at the customer's request)		+	+	+	+	+	+

Standard 2 is provided to the space over 12 sq. m.
For the stands of less space the Standard1 is provided.

- Production of the logos is to be paid additionally
- Additional equipment is provided in accordance with the Expoconsta price-list

You can see a list of additional stand equipment (ordered and paid separately) in the Equipment Section [here](#).

You can see a full list of standard stand equipment [here](#).

