

**Guide for the Participant
of IX International Forum
ATOMEXPO 2017**

June 19 - 21, 2017

Moscow, Gostiny dvor



Welcome to the IX International Forum ATOMEXPO 2017

Dear Participants!

We heartily thank you for your company's decision to participate in IX International Forum ATOMEXPO and have the honor to welcome you as its participant. We will make every possible effort to make your participation the most efficient and will be glad to answer any questions you may have in the course of preparation to the Forum as well as we will provide you any necessary information.

Guide for the Participant of IX International Forum ATOMEXPO 2017 will help you to plan your work in the best way and to obtain maximum effect from participation in the Forum. Please read information contained in it carefully and follow the instructions which will release you from care. The present Guide contains all necessary information as well as application forms for auxiliary equipment and services.

We wish to draw your attention to a number of forms of the Guide that should be obligatorily filled in by you and returned to the Forum Directorate **not later than May 19, 2017** because delayed orders shall be accepted **with extra charges of 50 and 100%** and a part thereof may be impossible to fulfill:

For space only:

Form C1 - design project of the booth (coordination of design project of the booth)

Form C5 - power supply connection

Form C7 - Forum participants identity cards (badges)

Form C8 - company description in the Catalog of the Forum

For space and shell (standard booth):

Form C2 - booth sketch

Form C3 - inscription of the fascia, graphic works

Form C5 - power supply connection

Form C7 - Forum participants identity cards (badges)

Form C8 - company description in the Catalog of the Forum

The rest of the Forms shall be filled in by you if necessary but the orders made in them shall be mandatory confirmed in **Form №3** that upon its receipt by the Forum Directorate shall be the annex to the Contract for participation in the Forum and the basis for issuing of the invoice.

If you would like to cancel the orders made earlier on the basis of the forms of the present Guide you should not later than 1 month before commencement of installation of the booths (before May 19) send to the Forum Directorate an official letter sealed and signed by Director General of your Company. Otherwise the order shall be considered as accepted for execution and the relevant invoices issued to you shall be subject to payment.

Should you have any problem or question in relation to completing the forms please contact us and we will be happy to assist you.

ATTENTION!

If different employees or departments are responsible for delivery of exhibition materials and exhibit items, construction or design of the booth in your company, please inform them about receipt of the present Guide and hand it over to the responsible person.

We wish you good luck and look forward to seeing you at the Forum!

Yours faithfully,
Forum Directorate

Contents

1. Forum Directorate. Key issue of the Forum	3
2. Working hours of the Forum.....	4
3. Venue	5
4. Exhibition hall	6
5. Space only. FORM C1	7
6. Individual booth construction.....	8
7. Space and shell (<i>Improved</i> standard booth). FORM C2 and FORM C3	9
7.1. Space and shell (<i>Simple</i> standard booth). FORM C2 and FORM C3	10
8. Samples of schemes and content of the <i>Improved</i> standard booth	11
8.1. Samples of schemes and content of the <i>Simple</i> standard booth	13
9. General information for all booth types	14
10. General and supplementary services	14
11. Rules of performing of installation and dismantling works	16
12. Fire safety regulations and procedure of performing of electric installation works	17
13. Procedure of entrance and delivery of exhibit items and equipment	18
Cargo delivery, customs clearance	19
Procedure of entering the Third Ring Road	20
14. Samples of letters to request access for installation /dismantling	21
15. Sample of a letter to request access for employees for installation /dismantling	22
FORM №3. Application for supplementary services and equipment	23
FORM C1. Space only	24
FORM C2. Space and shell (booth sketch)	25
FORM C3. Inscription on the fascia. Artistic design	26
FORM C4. Auxiliary equipment	27
FORM C5. Connection and consumption of power	30
FORM C6. Cleaning, Internet, Security	31
FORM C7. Badges, invitation cards	32
FORM C8. Company description in the Catalog of the Forum	33
FORM C9. Advertising in the Catalog of the Forum. Additional advertising opportunities	34

1. FORUM DIRECTORATE. KEY ISSUE OF THE FORUM



Information and Exhibition Center of Nuclear Industry, LLC
(Atomexpo LLC)

Address: bld.40, 11, Ordzhonikidze str., Moscow, 115419

Tel. / fax: +7 (499) 922-89-95

e-mail: atomexpo@atomexpo.com

<http://www.atomexpo.com>

Contacts:

Dmitry Shabinskiy - Senior Project Manager

ext. 113, e-mail: ddshabinskiy@atomexpo.com

Ekaterina Bulgachenko - Project Manager

ext. 152, e-mail: esbulgachenko@atomexpo.com

Ekaterina Shmakova - Project Manager

ext. 155, e-mail: epshmakova@atomexpo.com

Olesya Redko - Project Manager

ext. 135, e-mail: OVRedko@atomexpo.com

Aleksandr Voronov - Congress Division Manager

ext. 120, e-mail: asvoronov@atomexpo.com

Kirill Maslov - Congress Manager

ext. 137, e-mail: kvmaslov@atomexpo.com

Svetlana Dvoryaninova - Head of PR department

ext. 131, e-mail: sdvoryaninova@atomexpo.com

Dmitriy Krukov - Forum Technical Manager

ext. 129, e-mail: dskryukov@atomexpo.com

The main topic of the IX International Forum ATOMEXPO 2017 shall be:

« _____ ».



2. WORKING HOURS OF THE FORUM

Friday June, 16	00:01 – 24:00	Booth installation (space only and space and shell) ¹
Saturday June, 17	00:01 – 24:00	Booth installation (space only and space and shell) ¹
Sunday June, 18	00:01 – 18:00 10:00 – 17:00 12:00 – 18:00 16:00 17:00 18:00	Booth installation (space only and space and shell) ¹ Delivery of equipment of the Forum participants Registration of the Forum participants Latest time of the Forum participants arrival All cargo (exhibit items) shall be delivered and unpacked Rehearsal of the official round about the Forum
Monday June, 19	08:00 – 09:00 09:00 – 18:00 10:00 – 18:00 12:00	Final booth cleaning by the constructing companies The Forum is open for the participants ² The exhibition is open for the visitors Official opening of the Forum
Tuesday June, 20	09:00 – 18:00 10:00 – 18:00 19:00	The Forum is open for the participants ² The exhibition is open for the visitors Gala Evening devoted to the Forum opening
Wednesday June, 21	09:00 – 18:00 10:00 – 18:00 22:00 – 24:00 19:30	The Forum is open for the participants ² The exhibition is open for the visitors Booths dismantling ³ The equipped booths shall be vacated, the exhibit items removed ⁴
Thursday June, 02	00:01 – 23:00 23:59	Booth dismantling The hall shall be vacated, the equipment and booth constructions removed

¹ The terms of installation of the large dimension and heavy equipment / exhibit items shall be coordinated with the Forum Directorate in advance.

² Entrance to the pavilion is allowed only on production of the identity cards (badges). It is forbidden to perform installation works in the booths, installation identity cards are not valid.

³ **Before this time access of the employees of independent constructing companies to the site is FORBIDDEN!**

⁴ All materials, exhibit items and constructions of the Forum participant shall be removed, otherwise further responsibility for their safe custody (or complete utilization of single use constructions) shall be borne by the Forum participant.

IMPORTANT DATES

For participants of the Forum Business Program:

Final date of acceptance of applications for participants delivering reports May 26, 2017

(with consideration of the approval by the Forum organizing committee)

Final date of acceptance of the abstracts for publication June 01, 2017

Final date of acceptance of the applications for participation in the conference without making reports June 16, 2017

For the exhibition participants:

Final date of acceptance of the applications for participation in the exhibition May 19, 2017

Final date of acceptance of the information for the Official Catalog of the Forum May 19, 2017

Commencement of registration of the Forum participants (receiving of badges) June 18, 2017

3. VENUE

The place of the exhibition holding is **Moscow Gostiny Dvor** which is a unique architectural monument - located in the very center of the capital and an operating business and cultural centre.

Address: 4 Ilinka street, Moscow, 109012, Russia



subway stations Ploshad Revolutsii, Kitay-Gorod.



Gostiny Dvor is located in the very centre of Moscow, next to the Kremlin, Red Square, Historical museum, the building of the State Duma.

The city's best hotels and subway stations are located within a walking distance from Gostiny Dvor.

For car parking the Forum participants may use fee-based municipal parking places or GUM's parking lot information about which is available at <http://www.gum.ru/scheme/>. Location of the municipal parking places may be found at web-site www.parking.mos.ru.



4. EXHIBITION HALL

Technical data of Gostiny Dvor complex

Ceilings height in Gostiny Dvor is 20 m

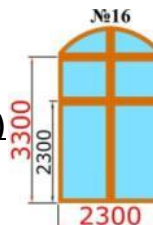
The height of your booth shall not exceed the *allowed height*.

(see section «**Space only**», page 7).

Arrival and departure for installation and dismantling of the exhibition shall be made within the previously agreed time:

from Varvarka street - via entrance № 16

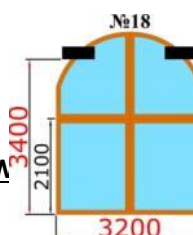
The dimension of installation gates № 16 is 3300x2300 (H x W)



and from Khrustalny Lane - via entrance № 18

(it is required to coordinate the brand and registration number of the car)

The dimension of installation gates № 18 is 3400x3200 (H x W)



Pavilion floor load

The maximum allowable floor load of the hall is **2500 kg for 1 sq.m.**

It is necessary to uniformly distribute load and not to allow point accumulation of heavy items.

Access to the exhibition territory

Participants: *The identity cards (badges)* authorize the personnel of the companies participating in the Forum to enter the exhibition hall. A more detailed information may be found in section **Procedure of entrance and delivery of exhibit items and equipment** (page 18).

Contractors: The constructing company shall provide its employees with clean overalls and identification marks (breast badge) on the overall that demonstrate the company the employee works for, as well as his position and full name.

Walking around the territory of the exhibition hall without badges is prohibited!

Delivery and removal of cargo

Procedure of entrance and delivery of the equipment to the exhibition hall is described in the relevant section of the present Guide - **Procedure of entrance and delivery of exhibit items and equipment** (page 18).

Due to the location there is no space for collection and storage of construction and other large size waste and packing at GostinyDvor site. Due to this fact all participants of the exhibition shall remove all packing and construction waste by their transport after unloading of the materials and installation of their displays.

Stocking and storing of the packing during holding of the exhibition in the territory of Gostiny Dvor is prohibited!

The terms of installation of the large dimension and heavy equipment and exhibit items shall be coordinated with the Forum Directorate in advance.

Restaurants / Cafes

There are bars and restaurants in the territory of Gostiny Dvor.

Smoking is strictly prohibited in the whole territory of Gostiny Dvor!

5. SPACE ONLY. FORM C1

If you lease space only you are responsible for construction and equipping of your booth. The booth design shall be made in accordance with the Forum regulations and shall be coordinated with the Forum Directorate on mandatory basis and the participant of the exhibition or its constructing company shall obtain permit (pass technical accreditation) for performing of installation and dismantling works.

Technical accreditation is carried out by the general contractor of Gostiny Dvor Expo Servis, LLC. The cost of the technical accreditation of completely exclusive booths for third parties is not less than 2000 rub. (without VAT of 18%) for 1 sq.m. of the lease area depending on the materials and equipment used and in case of passing of the technical accreditation within the terms agreed with the General contractor, upon expiration of the terms surcharge rates shall be applied. (Detailed information may be obtained from the General contractor of Gostiny Dvor - Expo Servis, LLC).

For meeting the terms of preparation, construction and equipping of the booths at the exhibition the constructing company shall in advance familiarize itself with the documents published at the website of the General contractor (www.a3m.su, (section **Accreditation**). The above mentioned constructing company shall be admitted to performing the works only in case of concluding of the relevant contract with Expo Servis, LLC and effecting the payment.

Coordination of the design project with the Forum Directorate

The exhibition participant shall coordinate the design project of its booth with the Forum Directorate. In order to do this it is necessary to complete **Form C1** and send it to the Forum Directorate not later than May 19, 2017. It shall include:

- Name of the constructing company with contact details of the responsible person;
- Design project of the booth with submission of the 3D sketch (minimum 2 types);
- Plan of each floor with metrical grid affixment in scale;
- Profile view with metrical grid affixment in scale;

The submitted **Form C1** will be sent to the exhibition participant in reply with the information from the Forum Directorate confirming its approval or with a statement of the necessity to make changes to the design project.

Please pay attention to the fact that in case of breach of the term of submission of **Form C1** - before May 19, 2017, further coordination thereof shall be fee-based and shall equal to 12 euro (without VAT) for 1 sq.m. of the leased area!

If the Forum participant has not received approval of its design project of the booth from the Forum Directorate it or its constructing company shall not be admitted to the exhibition site for booth installation. In case of deviation from the approved booth design during its construction the Forum Directorate shall be entitled to suspend installation and require performing of the works in accordance with the design.

IMPORTANT!

- Connection of power supply to the booth shall be ordered additionally on the basis of the total power of all consumers by completing **Form C5**.
- If the outer surface of the booth is seen from the aisles it shall be duly decorated, only neutral white color is acceptable, that may be a white banner of cloth.

Metal parts of the structure shall not be seen.

- The maximum allowable height of the booth construction is **5 meters**.

Obtaining of the permit for performing of installation works (Technical accreditation)

The exhibition participant or its company shall pass fee-based procedure of obtaining the permit to perform installation works (technical accreditation) in Expo Servis, LLC.

Technical accreditation of the constructing companies shall be carried out at the following address:

Bld. 916, 119 Prospect Mira, VDNKh, Moscow Telephone: +7 (495) 108-56-09 (office).

E-mail: akk@a3m.su

Manager on general and information issues Margarita Cherednikova

mobile: +7 (926) 308-28-48, +7 (985) 725-88-00.

Working hours: Monday - Friday From 9.00 to 18.00 (lunch hour is from 13.00 to 14.00)

The necessary documents and requirements for accreditation are published at web-site – www.a3m.su in section Accreditation.

6. INDIVIDUAL BOOTH CONSTRUCTION

The Forum Directorate and the General constructing company (A³M, LLC) will be happy to offer you services on individual booth construction.

The Forum participant that would like to receive such services shall be released from obligation to complete **Form C1** as well as shall receive a number of advantages that allow to save time, minimize expenditures and receive the whole range of services of high quality from your personal manager.

The following services are included into this offer:

- elaboration of individual booth design;
- creation of a booth layout in 3D graphics;
- preparation and coordination of the necessary design documentation;
- design of posters, banners etc.;
- technical assistance during construction;
- multimedia equipment of the booth (plasma panels, seamless screens etc.);
- possibility to order of technical services (power supply, booth cleaning etc.);
- possibility to order provision of technical personnel (booth attendants, models, interpreters, waiters, bartenders etc.).



Our expertise and experience will allow you to receive the booth of original design that will give the best showing of your products and reflect your corporate style.

If you are interested in our offer please send a request to the Forum Directorate or complete the form below and send it to the Forum Director address: ddshabinskiy@atomexpo.com

Company:			
Contact person:			
Telephone:		Fax:	
e-mail:		Web-page:	
Exhibition:	ATOMEXPO 2017, June 19-21, 2017, Gostiny Dvor, Moscow		
Booth configuration	<input type="checkbox"/> Linear <input type="checkbox"/> corner <input type="checkbox"/> peninsula <input type="checkbox"/> island		
Booth dimensions and area		m (laterally) x	m (deep) = sq.m.
Planned booth height		m	
Planned number of the booth floors		floor (s)	

7. Space and shell (improved standard booth). FORM C2 and FORM C3

The improved standard booth is constructed with use of light aluminum structures of MAXIMA system and laminated medium density fiberboard panels, it is covered by a banner with Forum branding and is completed with furniture and equipment according to the leased area. The booth height is 5 meters. Samples of schemes and content of the improved standard booths are stated on **pages 11-12**. The company's inscription (10 symbols are included in the booth price) shall be applied to the fascia element located on the booth side open to the aisle. The fascia element 1.5 meters high shall be installed at a height of 3.5 meters from the floor and shall be a white banner.

Please complete **Form C2** (booth sketch) using legends contained therein and send it to the Forum Directorate. This form and changes thereto shall be sent to the Forum Directorate not later than May 19, 2017.

Equipment not reflected by you in the sketch shall not be installed in the booth!

In case of absence of **Form C2** the improved standard booth shall be made in accordance with the samples stated on **pages 11-12**. In case of a corner booth fascia elements with company name inscription shall be installed on the sides open to the aisles. Additional equipment may be ordered using **Form C4**. If the ordered equipment is absent in your booth in the end of the last installation day - on June, 18, inform the Forum Directorate about that.



Your booth layout will be sent to you upon receipt of the completed forms from you.

The keys from the doors and /or file cabinets and display windows may be received at the Forum Directorate booth on the arrival day.

During installation the installed and decorated booths are not subject to any independent changes, complete or partial dismantling made by the Forum participant.

Wall elements, any other elements of booth structure, utility rooms or furniture ordered and received for lease by the Forum participants shall be returned without damage, clean from adhesive tape and glue left-overs etc.

It is not allowed to drill holes, connect own equipment to the leased or nearby booth constructions and utility rooms with self-drilling screws, nails, pins, drawing pins, glue, strong setting adhesive tape etc. The cost of the damaged elements of booth, hall constructions and equipment will be charged to the Forum participant.

ATTENTION!

Connection of power supply to the booth shall be ordered additionally on the basis of the total power of all consumers by completing **Form C5**.

7.1 Space and shell (Simple standard booth). FORM C2 and FORM C3

The simple standard booth is constructed with use of light aluminum structures of Oktanorm system and laminated medium density fiberboard panels and is completed with furniture and equipment according to the leased area. The booth height is 2,5 meters. Samples of schemes and content of the standard booth are stated on **page 13**. The company's inscription (10 symbols are included in the booth price) shall be applied to the (inserted) fascia element located on the booth side open to the aisle. The fascia element 0.5 meters high shall be installed at a height of 2 meters from the floor and shall be a panel made of white PVC.

Please complete **Form C2** (booth sketch) using legends contained therein and send it to the Forum Directorate. This form and changes thereto shall be sent to the Forum Directorate not later than May 19, 2017.

Equipment not reflected by you in the sketch shall not be installed in the booth!

In case of absence of **Form C2** the standard booth shall be made in accordance with the samples stated on **page 13**. In case of a corner booth fascia elements with company name inscription shall be installed on the sides open to the aisles. Additional equipment may be ordered using **Form C4**. If the ordered equipment is absent in your booth in the end of the last installation day - on June, 18, inform the Forum Directorate about that.



Your booth layout will be sent to you upon receipt of the completed forms from you.

The keys from the doors and /or file cabinets and display windows may be received at the Forum Directorate booth on the arrival day.

During installation the installed and decorated booths are not subject to any independent changes, complete or partial dismantling made by the Forum participant.

Wall elements, any other elements of booth structure, utility rooms or furniture ordered and received for lease by the Forum participants shall be returned without damage, clean from adhesive tape and glue left-overs etc.

It is not allowed to drill holes, connect own equipment to the leased or nearby booth constructions and utility rooms with self-drilling screws, nails, pins, drawing pins, glue, strong setting adhesive tape etc. The cost of the damaged elements of booth, hall constructions and equipment will be charged to the Forum participant.

ATTENTION!

Connection of power supply to the booth shall be ordered additionally on the basis of the total power of all consumers by completing **Form C5**.

8. Samples of schemes and content of the Improved standard booth

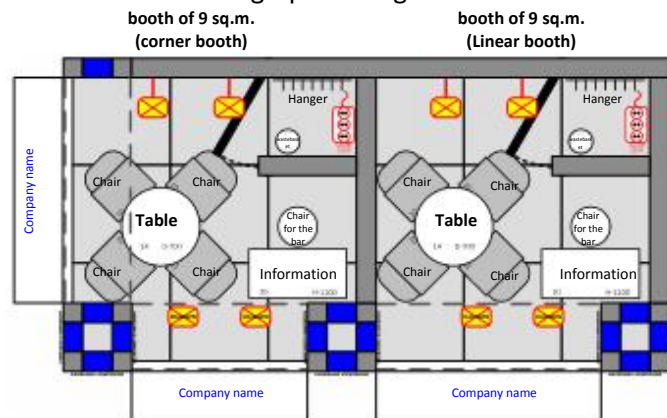
Samples of the improved standard booths and the list of equipment contained in them according to the leased area is stated here. If the booth area exceeds the maximum area stated in this Guide the content shall be made on the basis of the sum of equipment items of the two booths of the relevant area.

Please make a sketch of your booth in **Form C2** using legends and samples stated below. You may make changes moving walls, doors, electrical outlets, lamps and furniture. Samples of equipment and furniture are stated on **page 29**.

Company inscription will be places on the booth fascia elements that will be located on the booth sides open to the aisle. In **Form C3** state company name for the fascia element considering the number of inscriptions in case of corner or peninsula booth. In **Form C3** you may also order additional graphic design of the booth.

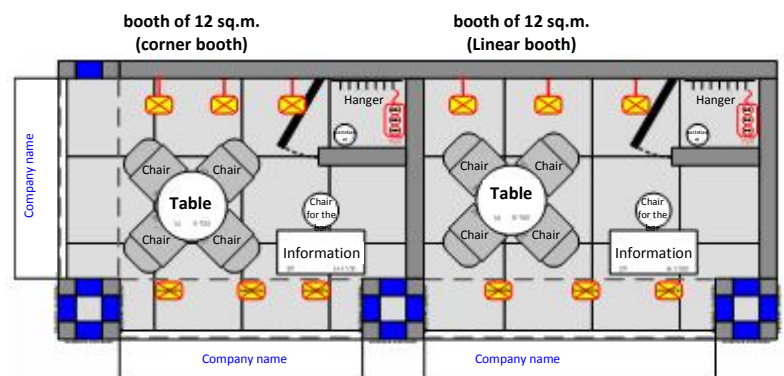
Booths of 9 sq.m.

1. Grey carpet flooring
2. Walls along the perimeter of the closed sides
3. Faked pillar - 1 piece
4. Utility room with a push open door - 1 sq.m.
5. Information desk made of laminated chip board - 1 piece
6. Bar chair - 1 piece
7. Round table (D-70 cm) - 1 piece
8. Chair - 4 pcs.
9. Metal halogen spotlight - 2 pcs.
10. Metal halogen spotlight on a bar - 2 pcs.
11. Euro socket (T-piece, 1 kW, 220 V) - 1 piece
12. Company name - 10 symbols
13. Coatrack - 1 piece
14. Wastepaper basket - 1 piece



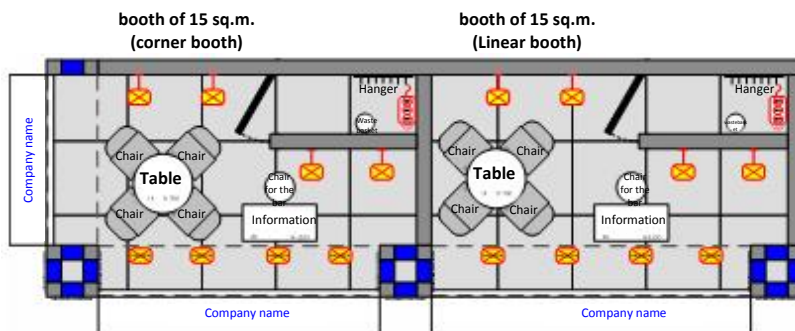
Booths of 12 sq.m.

1. Grey carpet flooring
2. Walls along the perimeter of the closed sides
3. Faked pillar - 1 piece
4. Utility room with a push open door - 1 sq.m.
5. Information desk made of laminated chip board - 1 piece
6. Bar chair - 1 piece
7. Round table (D-70 cm) - 1 piece
8. Chair - 4 pcs.
9. Metal halogen spotlight - 3 pcs.
10. Metal halogen spotlight on a bar - 3 pcs.
11. Euro socket (T-piece, 1 kW, 220 V) - 1 piece
12. Company name - 10 symbols
13. Coatrack - 1 piece
14. Wastepaper basket - 1 piece



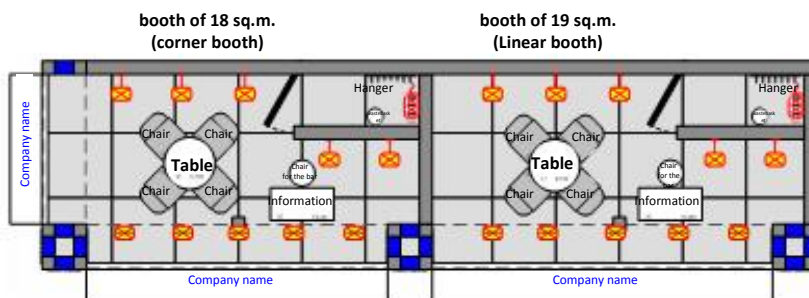
Booths of 15 sq.m.

1. Grey carpet flooring
2. Walls along the perimeter of the closed sides
3. Faked pillar - 1 piece
4. Utility room with a push open door - 2 sq.m.
5. Information desk made of laminated chip board - 1 piece
6. Bar chair - 1 piece
7. Round table (D-70 cm) - 1 piece
8. Chair - 4 pcs.
9. Metal halogen spotlight - 4 pcs.
10. Metal halogen spotlight on a bar - 4 pcs.
11. Euro socket (T-piece, 1 kW, 220 V) - 1 piece
12. Company name - 10 symbols
13. Coatrack - 1 piece
14. Wastepaper basket - 1 piece



Booths of 18 sq.m.

1. Grey carpet flooring
2. Walls along the perimeter of the closed sides
3. Faked pillar - 1 piece
4. Utility room with a push open door - 2 sq.m.
5. Information desk made of laminated chip board - 1 piece
6. Bar chair - 1 piece
7. Round table (D-70 cm) - 1 piece
8. Chair - 4 pcs.
9. Metal halogen spotlight - 5 pcs.
10. Metal halogen spotlight on a bar - 5 pcs.
11. Euro socket (T-piece, 1 kW, 220 V) - 1 piece
12. Company name - 10 symbols
13. Coatrack - 1 piece
14. Wastepaper basket - 1 piece



Booths of more than 18 sq.m.

Complete equipment of booths with an area of more than 18 sq.m. is calculated on the basis of the sum of complete equipment items of 18 sq.m. booth and a booth with a smaller area from the list above.

In this case there is only one information desk made of laminated chip board and one bar chair in a booth of any area.

8.1 Samples of schemes and content of the Simple standard booth

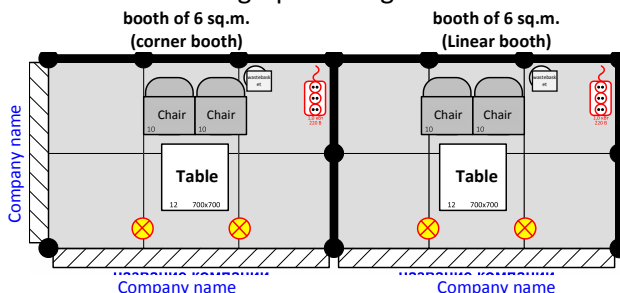
Samples of the simple standard booths and the list of equipment contained in them according to the leased area is stated here. If the booth area exceeds the maximum area stated in this Guide the content shall be made on the basis of the sum of equipment items of the two booths of the relevant area.

Please make a sketch of your booth in **Form C2** using legends and samples stated below. You may make changes moving walls, doors, electrical outlets, lamps and furniture. Samples of equipment and furniture are stated on **page 29**.

Company inscription will be places on the booth fascia elements that will be located on the booth sides open to the aisle. In **Form C3** state company name for the fascia element considering the number of inscriptions in case of corner or peninsula booth. In **Form C3** you may also order additional graphic design of the booth.

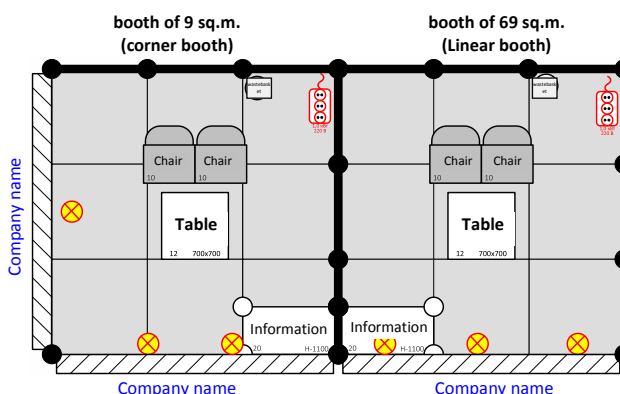
Booths of 6 sq.m.

1. Grey carpet flooring
2. Walls along the perimeter of the closed sides
3. Square table (70x70 cm) - 1 piece
4. Chair - 2 pcs.
5. Spotlight on a bar - 2 pcs.
6. Euro socket (T-piece, 1 kW, 220 V) - 1 piece
7. Company name - 10 symbols
8. Wastepaper basket - 1 piece



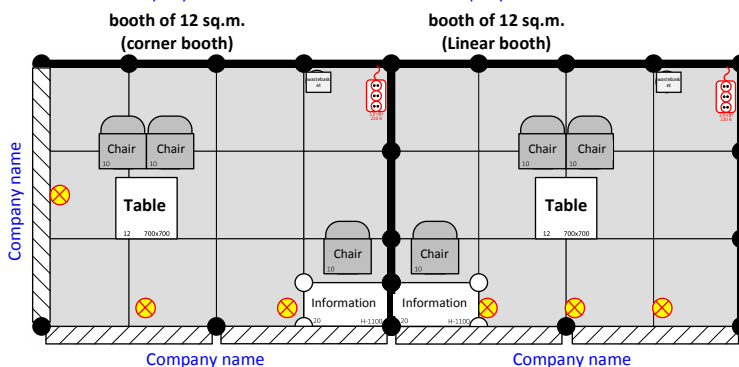
Booths of 9 sq.m.

1. Grey carpet flooring
2. Walls along the perimeter of the closed sides
3. Information desk (H-1m) - 1 piece
4. Square table (70x70 cm) - 1 piece
5. Chair - 2 pcs.
6. Spotlight on a bar - 3 pcs.
7. Euro socket (T-piece, 1 kW, 220 V) - 1 piece
8. Company name - 10 symbols
9. Wastepaper basket - 1 piece



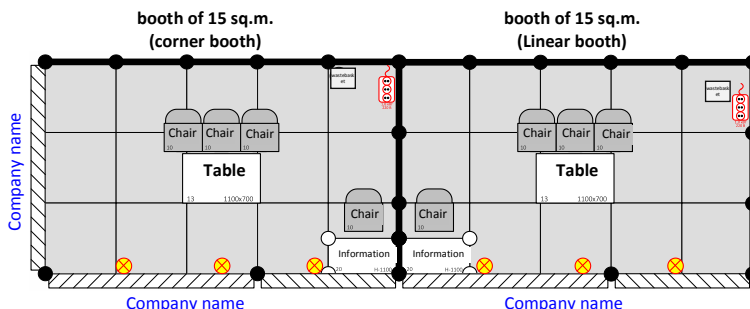
Booths of 12 sq.m.

1. Grey carpet flooring
2. Walls along the perimeter of the closed sides
3. Information desk (H-1m) - 1 piece
4. Square table (70x70 cm) - 1 piece
5. Chair - 3 pcs.
6. Spotlight on a bar - 3 pcs.
7. Euro socket (T-piece, 1 kW, 220 V) - 1 piece
8. Company name - 10 symbols
9. Wastepaper basket - 1 piece



Booths of 15 sq.m.

1. Grey carpet flooring
2. Walls along the perimeter of the closed sides
3. Information desk (H-1m) - 1 piece
4. Rectangular table (110x70 cm) - 1 piece
5. Chair - 4 pcs.
6. Spotlight on a bar - 3 pcs.
7. Euro socket (T-piece, 1 kW, 220 V) - 1 piece
8. Company name - 10 symbols
9. Wastepaper basket - 1 piece



9. General information for all booth types

Booth, hall structures, equipment

No part of the booth, fascia board or other equipment should protrude beyond the area defined in the contract. The Forum Directorate reserves the right to require removal of such elements and structures of the booth at the expense of the Forum participant.

Location

Electrical cubicles, points of technical connections for your booth and the nearby booths may be located inside your exhibition space. In this case power cables may be laid in the aisles or inside your booth without additional coordination. We kindly ask you to pay attention to this fact especially during planning of lagging and / or display platforms in your booth. Contact the Forum Directorate for additional information.

Sub-exhibitors

Participation of sub-exhibitors is only allowed in case of complying with the Forum rules and thus payment of the fee for registration and including into the Official Catalog of the Forum - **Form C9**.

Noise level

During presentations, video and audio demonstrations the allowable noise level shall not exceed 80 dB (truck motor noise) along the booth border. In case of any complaints from the other participants of the Forum related to excessive noise level the Forum Directorate shall be entitled to disconnect its source.

Banners, flags, balloons

No advertising structures (banners, flags ect.) may be located on the floor, hall constructions, walls and other hall parts without permission of the Forum Directorate. In case of use of balloons and lighting chains for decoration of the display or for advertising you should take into consideration that balloons shall not be filled with light gas in order to avoid their lifting to the ceiling.

10. General and supplementary services

Form №3 (application for services rendering). Payments. Late order

Form №3 (Annex №1 to the Contract for participation in the exhibition, **page 23**) as well as application forms shall be sent to the Forum Directorate not later than May 19, 2017.

The ordered services shall be paid immediately after receipt of the invoice. The orders that have not been paid shall not be executed. All prices stated in the present Guide are **without VAT of 18%**.

ATTENTION!

Orders made from May 29 to June 09 shall be accepted for execution with **extra charge of 50%** and orders made from June 12 to June 18 and on (holding of the Forum) shall be accepted with **extra charge of 100%** in case if it is possible to execute them. In case of placing an order during holding of the Forum some part of equipment and services may already be not available.

The orders may not be accepted for consideration without completed, signed and sealed **Form №3**, and they may not be accepted for execution without payment of the invoice.

Booth fascia element. Graphic works. Form C3

The standard construction includes placement of the company name on the booth fascia element in the amount of 10 symbols. Please state your company name in **Form C3** and send to the Forum Directorate. If the number of symbols exceeds 10 pcs. you should order manufacturing and application of additional symbols taking into consideration the number of the fascia elements in accordance with this form.

You may additionally order printing on banners on the walls completing **Form C3** as well as covering of the equipment surfaces with colored film and placing of the logo on the fascia and other elements of the booth (*additional information desk, display platforms, walls etc.*). In this case please specify the colors of the logo and send a file with its layout in vector view (*.cdr, *.ai or *.eps) to the Forum Directorate pointing out the place of its application on the booth sketch (**Form C2**).

The order made under **Form C3** shall be accepted only for space and shell.

Structural elements, furniture and electrical equipment. **Form C4**

Additional elements of the booth structure, furniture and accessories, lighting devices, sockets, kitchen, audio / video and other equipment may be ordered using **Form C4, pages 27-28**. We kindly ask you to mark the relevant positions in the order form and point out the location of the ordered equipment on the booth sketch in **Form C2**.

The order made under **Form C4** shall be accepted only for space and shell.

Power supply connection. **Form C5**

Power supply connection to the booth is not included into the exhibition space lease price, that is why it shall be ordered additionally (on the basis of the total power of consumers) by completing **Form C5**.

For space only power supply to the booth shall be made by the Forum participants of their constructing companies. The Forum participant or its constructing company shall have its own electric board and lead-in power cable. Cable length shall not be less than 15 meters

Power is supplied to the booths for the period of the Forum duration. During installation and dismantling the Forum participant or its constructing company should use battery operated tools. The number of sockets in the hall is limited.

Booth cleaning. Connection to the Internet. Security. **Form C6**

In the period of the Forum duration general cleaning of the aisles between the booths shall be made each morning. In order to have your waste that has accumulated during the day removed you should collect it and put it into the aisle neat the booth in the end of the working day in a plastic bag or in a box. Keeping the booths clean shall be ensured by the Forum participants. Individual booth cleaning may be ordered using **Form C6, page 31**.

You may also order Internet connection using **Form C6**. Wired connection. In addition it is possible to order installation of equipment for wireless internet connection (Wi-Fi). In this case please indicate the point of cable outlet and installation of the equipment on the booth scheme (**Form C1** for space only, **Form C2** for space and shell).

Motor transport parking during holding of the Forum is possible on fee-based parking places defined by Moscow Government in accordance with the usual procedure. Location of the parking places may be found at web-site www.parking.mos.ru.

Forum participant identity cards. Invitation cards for Gala Evening. **Form C7**

The Forum participants will receive Forum participant identity cards (badges) on the basis of 2 free identity cards for **each full (!) 9 sq.m.** of the booth area and invitation tickets for the Gala Evening on the basis of 1 free invitation ticket for a company (**Form C7, page 32**).

Each employee working at the booth shall be accredited and shall wear a name badge to enter the exhibition hall. The badge may not be handed over to another person. Sub-exhibitors may be presented at the booth but they shall comply with the general conditions of participation in the Forum and pay the specified registration fee. Registration shall be carried out from 12 p.m. on June 18, 2017.

Should you need additional Forum participant's identity cards or invitation tickets to the Gala Evening you may order them by completing **Form C7, page 32**.

If you engage additional personnel please make sure that all employees of your company working at the booth during the Forum, installation and dismantling have badges and are listed in the *Letter with a list of employees engaged in installation / dismantling* (see section **Procedure of entrance and delivery of exhibit items and equipment, page 18**).

Advertising in the Official Catalog of the Forum. Additional advertising opportunities. **Form C9**

Additional advertising of your company if the Official Catalog of the Forum, such as; you may order logo placed opposite the company description or advertising broadside completing **Form C9**. You may also complete this form to use additional advertising opportunities.

Advertising materials for the Official catalog shall be submitted to the Forum Directorate not later than May 19, 2017.

Please contact the Forum Directorate if you have any questions related to offers for Sponsors and the prices and content of the Sponsorship packages.

11. Rules of performing of installation and dismantling works

The Forum participant or its constructing company during installation and dismantling at the Forum shall provide its employees with clean overalls and identification marks (breast badge) on the overall that demonstrate the company the employee works for, as well as his full name.

Walking around the territory of the exhibition hall without badges is prohibited!

During installation and dismantling of the exhibition in order to ensure occupational safety and health protection as well as unhindered access to the booths the constructing companies or the Forum participants shall clean and remove the accumulated waste by themselves in the course of its accumulation or immediately upon request of the Forum Directorate.

All participants of the Forum or their constructing companies shall remove all packing and construction waste by their transport after unloading of the materials and installation of their displays.

All works on installation of your booth shall be completed on June, 18, on the last day of the Forum installation before 18.00.

IMPORTANT:

We draw your attention to the fact that prolongation of the duration of the installation works on June, 18 is not possible!!!

All installation works shall be performed with complying to the current safety regulations, regulations on operation of electric consumers, electrical installation arrangement, fire safety in the Russian Federation and construction rules and regulations.

Booth construction with painting application may be performed only in case of covering of the floor with polythene film (not less than 1 meter around the booth). In order to perform finishing and painting works water-emulsion or water-dispersible materials and paints shall be used. In case of occasional painting of the surfaces of other booths or the hall the Forum participant or its constructing company shall eliminate the contamination by themselves.

Works related to formation of construction dust shall be performed only with use of dust-arresting equipment. During the last installation day, on June, 18, it is strictly forbidden to perform the works that may cause construction dust generation.

During installation of the booth and upon completion of its installation the Forum participant or its constructing company shall remove all packing, left-overs of construction and installation materials, all exhibition waste from the main and auxiliary installation materials, construction waste and solid domestic waste from the territory of Gostiny Dvor.

Stocking and storing of the packing during holding of the Forum in the territory of Gostiny Dvor is prohibited.

On the last day of the Forum, on June, 21 before 22.00 all works related to dismantling (delivery of packing to the booth, packing and removal of exhibit items, equipment, access of the installation workers) are PROHIBITED!

The works on booths dismantling may be commenced only after 22.00.

Upon closing of the Forum and dismantling of the displays all constructions and all construction waste shall be completely removed by the Forum participant or its constructing company by themselves. After removal of the fitted carpet the Forum participant or its constructing company shall remove all adhesive tape used for installation of the floor coating from the hall floor and hand over clean exhibition area to the representatives of the Forum Directorate and administration of Gostiny Dvor.

Forum participants and their representatives and constructing companies shall be fully liable for any damages caused by their actions or omissions to the premises or property of the Forum venue as well as to the other participants of the event.

12. Fire safety regulations and procedure of performing of electric installation works

Forum participants including constructing companies performing construction of booths at the Forum shall strictly observe Fire safety regulations in the Russian Federation (PPB 01-03) and shall be liable for their violation.

Control over compliance with the present regulations shall be carried out by the Forum Directorate and local fire fighting authorities.

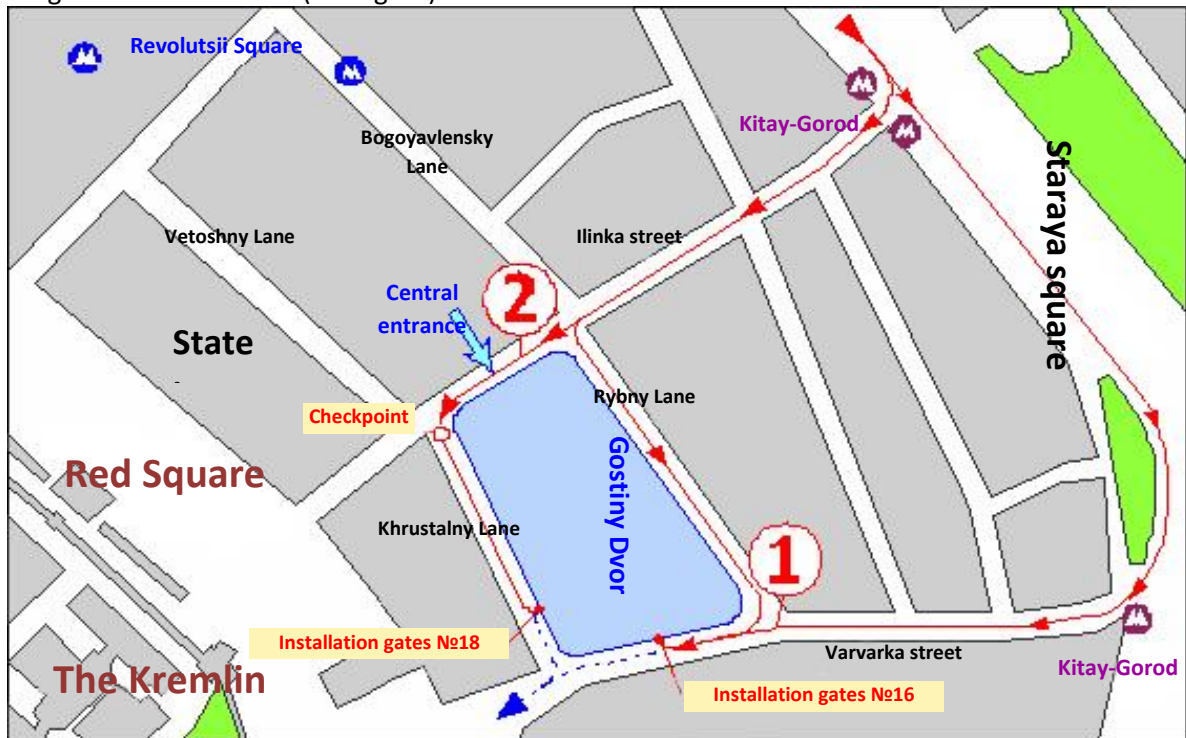
1. The Forum participant and its constructing company shall be liable for fire safety condition of its property and the property of persons fulfilling their assignments, compliance with fire safety regulations and electrical safety regulations in the Forum premises.
2. The Forum participant and its constructing company shall be liable for observing of the requirements of the occupational safety, fire safety and electrical safety rules and regulations by their employees and persons fulfilling their assignments during preparation for the Forum.
3. The Forum participant and its constructing company employees participating in preparation and holding of the Forum shall receive mandatory fire safety briefing. These persons shall familiarize themselves with the following:
 - Possible reasons of fires breaking out and measures on their prevention and extinguishing;
 - Areas that are the most dangerous in terms of fire where it is forbidden to smoke, use open fire and it is necessary to observe other precautions;
 - Practical actions to be performed in case of fire (calling fire fighting brigade, use of emergency fire fighting equipment, evacuation of people and material valuables etc.).
4. During visiting the hall the employees of the Forum participant and its construction company shall study the evacuation route for emergency cases located in the hall lobby.
5. In emergency situations the employees of the Forum participant and its constructing company shall follow the instructions of the hall security and loud speaker communication announcements.
6. In case of smoke, open fire detection as well as signs of the wiring short circuit and other abnormal situations the employees of the Forum participant and its constructing company shall immediately inform the support staff or the hall security of such facts.
7. The employees of the Forum participant and its constructing company are not allowed to switch on and off control devices of the electric connections, water supply and fire fighting systems taps by themselves.
8. Smoking is allowed only in the areas specially designed for the purpose.
9. During operation of electrical equipment it is forbidden:
 - to use electrical equipment and instruments in conditions that do not meet the requirements of the manufacturing companies or are faulty as well as use cables and wires with damaged or insulation or insulation that has lost its shielding properties.
 - to use damaged sockets or other electrical devices;
 - to leave electrical devices connected to power supply unattended.
10. Routes, aisles to the emergency exits and external fire ladders, access to fire notification means and fire fighting equipment shall be free and shall be maintained in operative condition and be illuminated in the dark.

In case of breach of the fire safety regulations, sanitary safety regulations, electrical safety regulations as well as rules and regulations set forth by the current legislation of the Russian Federation by the employees of the Forum participant or its constructing company that has caused personal injury or property damage of the persons being in the hall in the period of the Forum duration the liability for such breach shall borne by the Forum participant or its constructing company that shall guarantee compensation of all harm caused at its own expense without participation of the Forum Directorate.

13. Procedure of entrance and delivery of exhibit items and equipment

These rules are prepared for the organizers, construction workers, exhibition participants and persons performing loading operations.

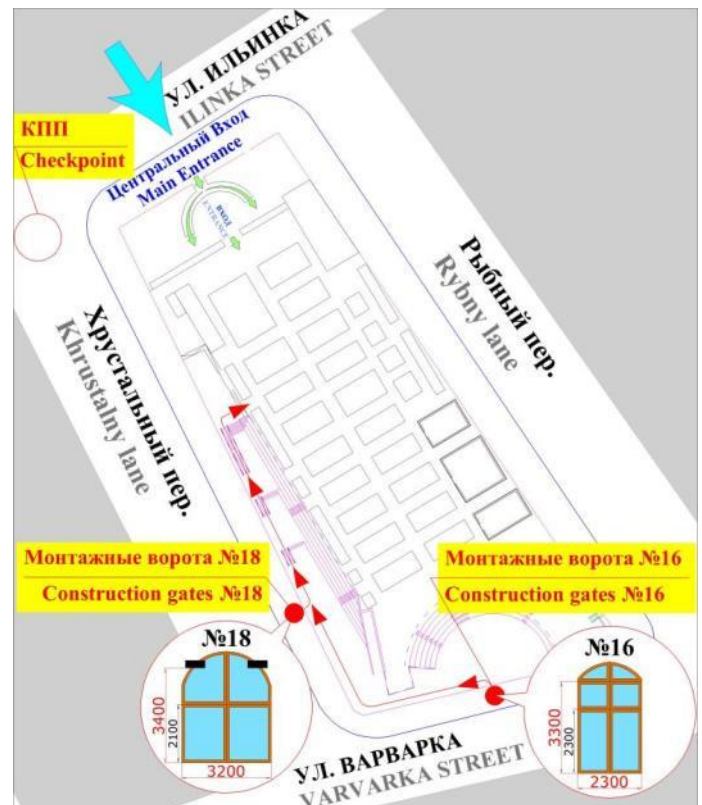
It is possible to load and unload the exhibition equipment and exhibit items by the two means: using installation gates №16 and №18 (see figure):



1) Gates №16, 3300 x 2300 (H x W). Access to installation gates №16 shall be available from Varvarka street without preliminary sending of the motor vehicles registration numbers (pursuant to the letters requesting delivery and removal). Due to absence of a platform and handling area all unloading and loading of the exhibit items and equipment shall be made from Varvarka street.

2) Gates №18, 3400 x 3200 (H x W). Access to installation gates №18 shall be available from Khrustalny Lane on the basis of the previously sent brands and registration numbers of the vehicles (the letter requesting delivery and removal of the equipment) because additional coordination with the Federal Protection Service is required. On the basis of the sent letters with information on the vehicle brand and registration number access of vehicles shall be ensured via the checkpoint (metal gates) at the turn from Ilinka street to Khrustalny Lane. The data on the arriving vehicles shall be accepted before **June 09, 2017. It is impossible to change vehicle information in prompt manner!!!**

After loading / unloading the vehicle shall be removed beyond the handling area. Parking of the - vehicle is allowed only for **not more than 15 minutes**. Parking of private vehicles as well as vehicles that have already performed loading / unloading is **strictly prohibited**.



On the basis of the letters with the **List of delivered equipment and exhibit items** and the **List of the employees** their access shall be ensured via installation gates of Gostiny Dvor to the exhibition territory during the days of its installation and dismantling.

Participants' badges may be received from 12.00 on June, 18 at the central entrance at registration desks.

Arrival and departure for installation and dismantling of the exhibition shall be made within the following time:

arrival for installation shall be made from 00.01 on June, 16 to 18.00 on June, 18 (the hall shall be closed at 20.00 on June, 18).

arrival for dismantling shall be made from 22.00 on June, 21 to 23.59 on June, 22.

ATTENTION!

During delivery and removal of the exhibit items and equipment the booths are not guarded and the Exhibition Directorate shall not be liable for their safe-keeping and integrity.

Transportation of all materials and exhibition items to the hall level in Gostiny Dvor shall be made via the inclined ramps with a width of 2 meters. The aggregate elevation from the unloading level to the site shall be about 3 meters. Taking into consideration the necessity to apply significant physical effort for movement of the materials one should avoid causing damage to the hand-rails and glass infill in the ramp fence.

For failure to observe the above mentioned and other recommendations of the exhibition site administration that have caused damage or deterioration of the appearance of the constructions and their elements the persons found responsible for the violations shall be fined in the amount of compensation of the expenses necessary for restoration of the damaged property with the purpose to maintain the architectural monuments in due condition.

Cargo delivery, customs clearance

ExpoVesTrans Company is the partner of the Exhibition and renders services of customs clearance of the exhibition items.

Please contact ExpoVesTrans office for receipt of additional information on tariffs, delivery terms and customs regulations.

Contacts: Mikhail Severyanov, Dmitry Aleksandrovsky

Tel.: +7 (495) 605-08-06.

E-mail: exhib1@ewt.ru, www.ewt.ru

In case of use services of another company please show the present Guide to them in particular the section with conditions and procedure of arrival to Gostiny Dvor - section "**Procedure of entrance and delivery of exhibit items and equipment**"(page 18).

Passage of truck transport inside the Third Ring Road

We would like to draw your attention to the fact that Gostiny Dvor is located in the area with restricted traffic of freight transport with cargo capacity of more than 1 ton.

The Government of Moscow issued Resolution № 379-PP that restricts entrance of freight transport with cargo capacity of more than 1 ton to the central part of the city (The Third Ring Road and the Garden Ring Road). The restriction is valid from 7 a.m. to 10 p.m.

Entrance to the central part of the city within the Third Ring Road shall be made on the basis of the special permits. All detailed information may be found at:

<http://dt.mos.ru/projects/cargo-logistics/>

Permanent and single use permits shall be issued by the State institution of Moscow Center of the traffic organization of the Moscow city Government of the Moscow city transport agency (SI Centre of the traffic organization)

You may learn all the details of obtaining the permits for entering Moscow city center at:

<http://pgu.mos.ru>, -> Transport -> Other services -> Truck transport -> To obtain single use permit for entrance of the freight transport.

<https://pgu.mos.ru/ru/services/procedure/0/0/7700000010000164773> (direct link)

In accordance with the Administrative Offenses Code of the Russian Federation in case of entering the area with restricted traffic without the permit administrative actions shall be applied to the driver for breach of the requirements of the prohibitory road sign that restricts entrance to the above mentioned area (road sign 3.1 No entry, road sign 3.4 Movement of freight vehicles is prohibited).

14. Samples of letters to request access for installation /dismantling

Sample of a letter to request delivery and removal of exhibit items and equipment

The present letter shall be the permit for delivery and removal of the exhibit items and equipment to the territory of Gostiny Dvor. The completed letter shall be sent in mandatory manner to the Forum Directorate before 15.00 on June 09, 2017. You need to have the original letter with you when you arrive.

It shall be filled in on the company's letterhead
(in THREE original copies)

"Atomexpo" LLC
To Director of the IX International
Forum ATOMEXPO 2017
D.D. Shabinskiy

(company name)

(address)

Hereby we kindly ask you to permit delivery / removal of the exhibit items, equipment and materials that will be displayed at booth №_____ in the territory of Gostiny Dvor during holding of the IX International Forum ATOMEXPO 2017.

List of exhibit items and equipment:

№	Name*	Quantity
1		
2		
3		
4		
5		

Add lines if necessary

*In case of delivery of consumables, promotional materials, food etc. the total number of cargo items (boxes) shall be stated.

We guarantee removal of the delivered equipment, exhibit items, packing, large size packing and materials of the booths constructions within the set terms.

Position

(Signature)

(full name)

Seal

15. Sample of a letter to request access for employees for installation /dismantling

The present letter shall be the permit to enter the territory of Gostiny Dvor during installation and dismantling of the Forum for the company's employees engaged in installation / dismantling. The completed letter shall be sent in electronic view (**a scanned copy!!!**) in a mandatory manner to the Forum Directorate to the following e-mail: atomexpo@atomexpo.com before June 09, 2017, 15:00. You need to have the original letter with you when you arrive. In case of change of the employees you should contact the Forum Directorate for making additions to the employees list.

It shall be filled in on the company's letterhead
(in THREE original copies)

"Atomexpo" LLC
To Director of the IX International
Forum ATOMEXPO 2017
D.D. Shabinskiy

(company name)

(address)

Hereby we kindly ask you to permit access of the employees for installation and dismantling of the equipment at booth №_____ in the territory of Gostiny Dvor for the IX International Forum ATOMEXPO 2017.

List of employees:

№	Full name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Add lines if necessary

Position

Seal

(Signature)

(full name)

to Contract №

dated " " 20 _

FORM №3. Application for supplementary services and equipment

Send the form to the Forum Directorate by fax: +7 (499) 922-89-95; to e-mail: atomexpo@atomexpo.com

Organizer:	"Atomexpo" LLC		
Exhibition participant:			
	(full legal name of the company)		
Represented by:			
	(position, full name)		
Acting pursuant to:			
Contact person:			
	(full name)		
Tel.:		Fax:	
		E-mail:	

The Participant requests to render the following services:

Form №	Name of the service:	Amount, euro:
Form C3	Inscription on the fascia element. Graphic works	
Form C4	Auxiliary equipment	
Form C5	Power supply connection	
Form C6	Cleaning, Internet, Security	
Form C7	Badges, invitation cards	
Form C9	Company advertising in the Catalog of the Forum	
Total:		
Extra charge for late order (from May 29 to June 09, 2017) - 50%		
Extra charge for late order (from June 10 to June 18, 2017) - 100%		
FORM C1	Coordination of design project of the booth after May 19, 2017.	
Total with consideration of extra charge for late order and Form C1 :		
VAT of 18%:		
Total including VAT of 18%:		
Amount in words:		

The cost of additional services rendered by the Organizer to the Participant shall be calculated on the basis of the forms set forth by the Guide for the participant of the IX International Forum ATOMEXPO 2017. Upon signing of the present application refusal from the additionally ordered services and additional equipment shall be possible only not later than May 19, 2017. In case of refusal from the additional services and equipment upon expiration of the above mentioned time the amounts shall not be subject to return.

The participant has carefully read the rules of participation in the exhibition set forth in the present Guide and agrees with them.

Organizer:
"Atomexpo" LLC
Position: Executive Director
Signature: /N.E. Shingaryov/

Seal

Participant:

Position: _____
Signature: _____ / _____
(full name)

Seal

FORM

C1
SPACE ONLY
The form shall be filled in on a mandatory basis

Only for the participants that have ordered **space only**

It shall be submitted before May 19, 2017

Send the form to the Forum Directorate by fax: +7 (499) 922-89-95; to e-mail: atomexpo@atomexpo.com

Company

Booth №

ATTENTION!

If you order construction of the booth via the Forum Directorate this form shall not be completed.

Send information about the constructing company to the Forum Directorate:

Name of the constructing company:

Contact person:

Contact telephone number:

and the final design project of the booth containing:

- Design project of the booth with submission of the 3D sketch (minimum 3 types);
- Plan of each floor of the booth with a grid with 1 m step;
- Profile view with a grid with 1 m step;

Please place 3D sketch of your booth in this area
and send the rest of the required plans and schemes of the booth in separate files.

The submitted **Form C1** will be sent to you in reply with the information from the Forum Directorate confirming its approval or with a statement of the necessity to make changes to the booth design.

Coordination of the design project after May 19, 2017.

In case of breach of the term of submission of **Form C1** - before May, 19, approval of the design project of the booth shall be fee-based and shall constitute 12 euro for one square meter of the leased area.

Designation	Price, euro per m ² net of VAT 18%	Quantity, m ² :	Amount:
Coordination of the design project of the booth after May 19	12		

ATTENTION!

If the Forum participant has not received approval of its design project of the booth, it or its constructing company shall not be admitted to the exhibition site for booth installation.

Total as per Form C1:

euro.

It is invalid without **Form №3!**

Full name

Signature

Date

FORM

C2

Space and shell (booth sketch)

The form shall be filled in on a mandatory basis

Only for the participants that have ordered **space and shell**

It shall be submitted before May 19, 2017

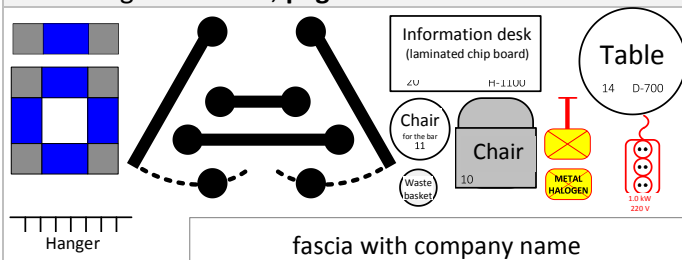
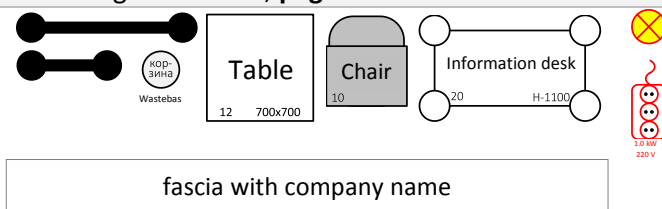
Send the form to the Forum Directorate by fax: +7 (499) 922-89-95; to e-mail: atomexpo@atomexpo.com

Company

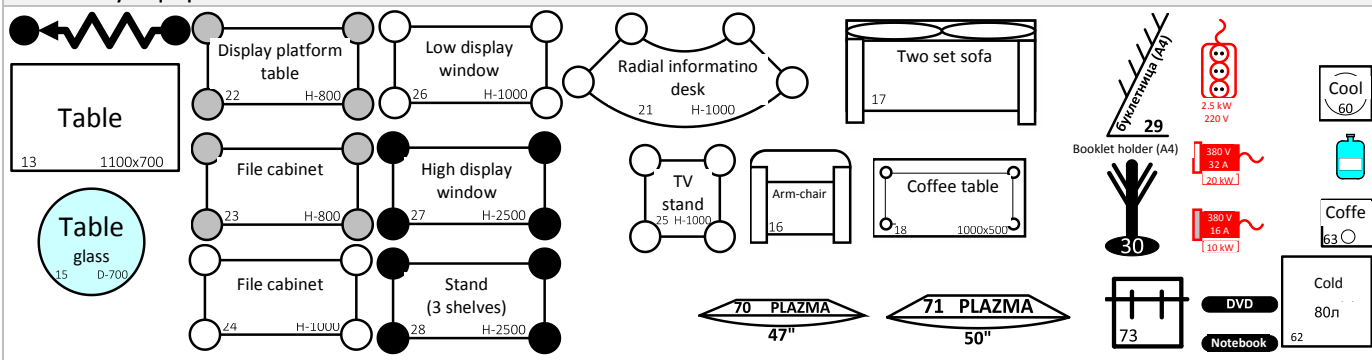
Booth №

Depict the sketch of your booth using legends. Point out all equipment inside the booth metric area as well as additional equipment. Samples of schemes and booth content are stated on **pages 11-13** and furniture and equipment samples are stated on **page 29**. Company name to be put on the booth fascia element shall be indicated in **Form C3**.

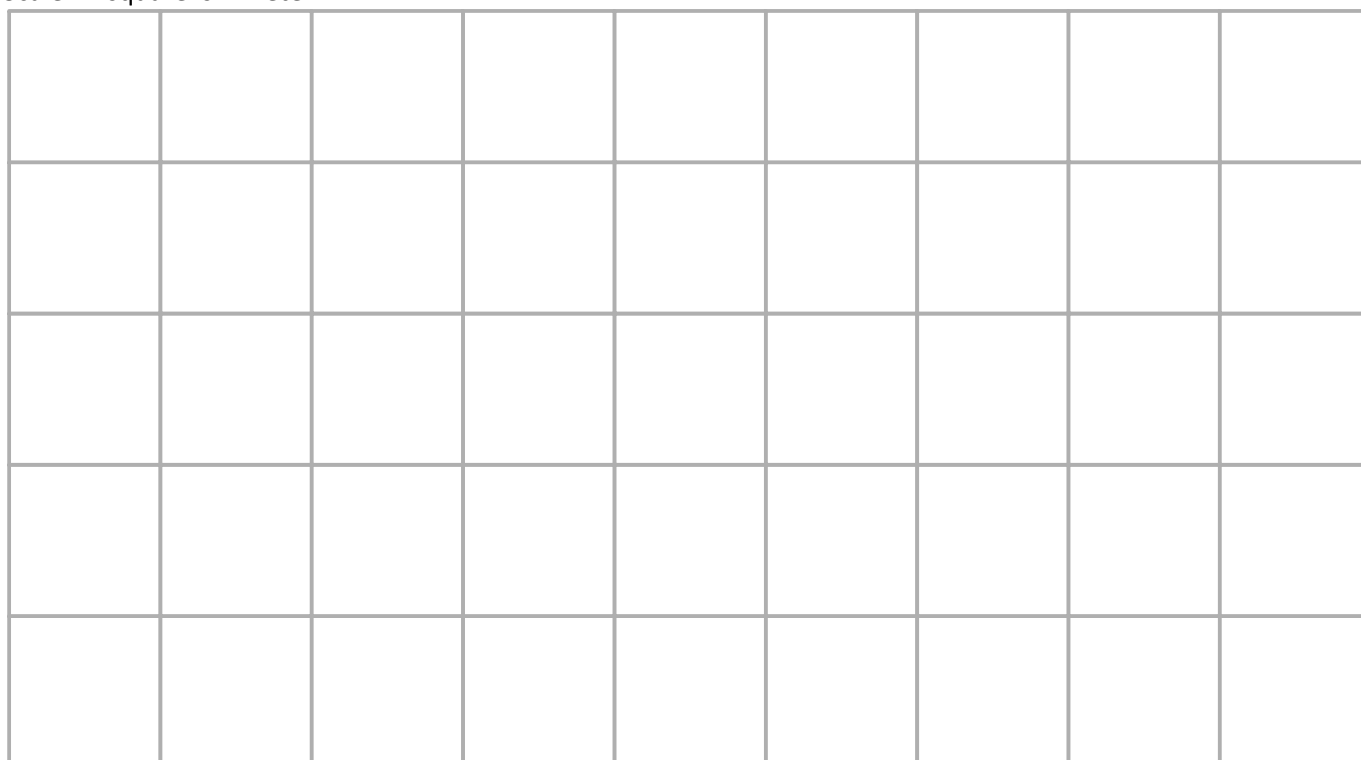
Legends:

Equipment included into the improved standard booth according to the area, **pages 11-12**:

Equipment included into the simple standard booth according to the area, **page 13**:


Auxilliary equipment



Scale: 1 square is 1 meter



name			
FORM	Auxiliary equipment		
C4	Only for the participants that have ordered space and shell It shall be submitted before May 19, 2017		

Send the form to the Forum Directorate by fax: +7 (499) 922-89-95; to e-mail: atomexpo@atomexpo.com

Company		Booth №	
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Samples of booth equipment and furniture are stated on **page 29**. Point out location of the ordered equipment on the booth sketch - **Form C2**. Please do not re-order equipment that is already included into your booth set. The order for the equipment within the period from May 29 to June 09, 2017 shall be accepted provided the equipment is available and shall be provided with **extra charge of 50%** and within the period from June 10 to June 18, 2017 with **extra charge of 100%**.

№	Name	Value, euro without VAT of 18%	Quantity:	Amount:
Booth structural elements				
1.	Wall element (banner with the Forum branding) L - 1.0 m, H - 5m.	72		
2.	Wall element (banner with the Forum branding) L - 0.5 m, H - 5m.	55		
3.	Push open door / folding door	140		
Furniture				
10.	Soft chair (black faux leather, chrome plated legs)	32		
11.	Bar chair	55		
12.	Square table 0.7 x 0.7 m	55		
13.	Rectangular table 1.2x0.6 m	70		
14.	Round table D - 0.7 m	62		
15.	Round table made of glass D - 0.7 m	95		
16.	White arm-chair	80		
17.	White two seat sofa	140		
18.	Coffee table made of glass 0,9x0,5 m, H-0,45 m	55		
19.	Information desk laminated chip board 1x0.5 m, H-1 m	215		
Structural elements equipment and other accessories				
20.	Information desk 1x0.5 m, H-1 m	145		
21.	Information desk, radial, R- 0.5 and 1 m, H-1 m	245		
22.	Display platform table (closed from 3 sides) 1x0.5m, H -0.7 m	80		
23.	File cabinet (low) 1x0.5 m, H-0.7 m	110		
24.	File cabinet (high) 1x0.5 m, H-1 m	145		
25.	TV stand 0.5x0,5m, H- 1 m	100		
26.	Display window 1x0.5 m, H-1 m	160		
27.	Highlighted display window 1x0.5 m, H -2.5 m 2 glass shelves	260		
28.	Stand, 3 shelves, 1x0.5 m, H - 2.5 m	98		
29.	Book holder (booklet holder) 4 x A4	68		
30.	Clothes rail (hall tree)	20		

Continuation of **Form C4** is on the next page

Continuation of **Form C4**

<u>Electrical equipment</u>				
40.	Halogen spotlight on a bar / spotlight on a bar 150 W	110		
41.	Luminescent lamp 40 W	55		
42.	Metal halogen spotlight 150 W	160		
43.	Triple socket, 220 V up to 1 kW	42		
44.	Triple socket, 220 V up to 2.5 kW	52		
45.	Power socket, 380 V /16A up to 10 kW	180		
46.	Power socket, 380 V /32A up to 20 kW	235		
<u>Kitchen equipment</u>				
60.	Cooler with water bottle (19 l)	145		
61.	Additional water bottle for the cooler (19 l)	37		
62.	Refrigerator (with a socket connected to power supply on a 24-hour basis) 80 l	140		
63.	Capsule coffee machine (50 capsules)	215		
64.	Capsules for coffee machine (a set of 50 pcs.)	75		
<u>Audiovisual equipment</u>				
70.	LCD TV (HDMI, USB)* display image size 47"	460		
71.	Plasma panel (HDMI) *, mute! , display image size 50"	460		
72.	Mounted speakers for the plasma panel of 50"	65		
73.	Floor LCD TV / plasma panel stand	140		
74.	Wall mounting of LCD TV / plasma panel	140		
75.	DVD-player	60		
76.	Notebook	230		
Total value:				

* - If you order LCD TV/ plasma panel and bring **your** signal source, please **STATE IT IN MANDATORY MANNER** (X):

Your own notebook

Your own DVD

Your own USB flash drive

Total as per Form C4:

euro


































It is invalid without **Form №3!**

Full name

Signature

Date

Samples of furniture and auxiliary equipment

<p>Chair</p> <p>10</p> 	<p>Chair for the bar</p> <p>11</p> 	<p>Table square shaped</p> <p>12</p> 	<p>Table rectangular shaped</p> <p>13</p> 	<p>Table round</p> <p>14</p> 	<p>Round table made of glass</p> <p>15</p> 
<p>White arm-chair</p> <p>16</p> 	<p>White sofa two seat sofa</p> <p>17</p> 	<p>Coffee table made of glass</p> <p>18</p> 	<p>Information desk (laminated chip board)</p> <p>19</p> 	<p>Information desk</p> <p>20</p> 	<p>Radial information desk</p> <p>21</p> 
<p>Display platform table</p> <p>22</p> 	<p>File cabinet low</p> <p>23</p> 	<p>File cabinet high</p> <p>24</p> 	<p>TV stand</p> <p>25</p> 	<p>Display window low</p> <p>26</p> 	<p>Display window high</p> <p>27</p> 
<p>Stand</p> <p>28</p> 	<p>Booklet holder</p> <p>29</p> 	<p>Hanger floor</p> <p>30</p> 	<p>Lamp on a bar</p> <p>40</p> 	<p>Spotlight metal halogen</p> <p>42</p> 	<p>Socket triple</p> <p>43/44</p> 
<p>Socket power</p> <p>45/46</p> 	<p>Cooler with water bottle</p> <p>60</p> 	<p>Refrigerator 80 l</p> <p>62</p> 	<p>Coffee machine capsule type</p> <p>63</p> 	<p>LCD TV 47"</p> <p>70</p> 	<p>Plasma panel 50"</p> <p>71</p> 
<p>Column speakers to plasma panel 50"</p> <p>72</p> 	<p>Floor stand</p> <p>73</p> 	<p>DVD-player notebook</p> <p>75/76</p> 			

FORM

C5
Connection and consumption of power
The form shall be filled in on a mandatory basis

For all Forum participants

It shall be submitted before May 19, 2017

Send the form to the Forum Directorate by fax: +7 (499) 922-89-95; to e-mail: atomexpo@atomexpo.com

Company		Booth №	
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Power supply to the booth is not included into the exhibition area lease price and shall be ordered in a mandatory manner on the basis of the installed power of all consumers.

Make sure that you have ordered the necessary power by summing of the power of all electric devices in the booth that are connected or planned to be connected.

№	Power*	Value, euro without VAT of 18%	Number of connections:	Amount:
For space and shell (standard booth)				
1.	Up to 2 kW	235		
2.	Up to 5 kW	310		
3.	Up to 10 kW	375		
4.	Up to 15 kW	485		
For space only				
5.	Up to 5 kW	295		
6.	Up to 10 kW	395		
7.	Up to 20 kW	545		
8.	Up to 40 kW	695		
9.	Over 40 kW	835		
Total value:				

* The service rate includes the cost of power consumption.

** For space only power supply to the booth is performed by the Forum participants or their construction companies by themselves (booth constructing company shall have its own electric board and power cable (minimum of 15 running meters)).

Total as per Form C5:

euro

It is invalid without **Form №3!**

Full name	Signature	Date
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FORM

C6
Cleaning, Internet, Security

For all Forum participants
It shall be submitted before May 19, 2017

Send the form to the Forum Directorate by fax: +7 (499) 922-89-95; to e-mail: atomexpo@atomexpo.com

Company		Booth №	
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Booth cleaning

№	Name	Value, euro without VAT of 18%	Quantity:	Amount:
1.	Complex booth cleaning, on June, 19 in the morning, for 1 sq.m.	4,5		
2.	Complex booth cleaning, on June, 20 in the morning, for 1 sq.m.	4,5		
3.	Complex booth cleaning, on June, 21 in the morning, for 1 sq.m.	4,5		
4.	Daily complex cleaning, for 1 sq.m.	12,5		
Total value:				

Complex cleaning includes floor vacuum cleaning, cleaning of the paper baskets and waste removal as well as wet cleaning of the surfaces of the tables, information desks etc.

The daily cleaning shall be made once a day in the morning from 8 a.m. to 9 a.m. In order to have your waste that has accumulated during the day removed you should collect it and put it into the aisle neat the booth in the end of the Forum working day after 18.00 in a plastic bag or in a box.

Connection to the Internet

In case of placing the order for connection to the Internet the Forum participant shall provide cable (cable connector standard RJ-45). One can also order installation and setting of the equipment for wireless internet -connection (Wi-Fi).

№	Name	Value, euro. without VAT of 18%	Quantity:	Amount:
1.	Internet with connection bandwidth of 1 MB / sec.	230		
2.	Internet with connection bandwidth of 2 MB / sec.	355		
3.	Internet with connection bandwidth of 10 MB / sec.	750		
4.	Installation and setting of equipment for wireless internet connection (Wi-Fi)	48		
Total value:				

Booth security

Unarmed booth security is provided for the period of holding of the exhibition from June, 19 to June, 21 (from 09.00 to 19.00). The cost of the security is 25 euro for a man-hour (without VAT of 18%).

№	Date of security provision		Time of security provision	Value, euro without VAT of 18%	Number of hours:	Amount:
1.	June, 19			25		
2.	June, 20					
3.	June, 21					
Total value:						

Total as per Form C6:

euro

It is invalid without **Form №3!**

Full name		Signature		Date	
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FORM

C7
BADGES, INVITATION CARDS

For all Forum participants

It shall be submitted before May 19, 2017

Send the form to the Forum Directorate by fax: +7 (499) 922-89-95; to e-mail: atomexpo@atomexpo.com

Company		Booth №	
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Forum participant identity card (badges)

Each employee working at the booth shall be registered and shall wear a name badge to enter the exhibition hall. The badge may not be handed over to another person. The registration shall be carried out from 12.00 on June 18, 2017 at registration desks located in the hall in front of the entrance to the Forum.

The Forum participants shall receive participant identity cards (badges) for free on the basis of 2 identity cards per each 9 sq.m. Should you need additional identity cards you may order them submitting this form and completing the table. The cost of the participant's identity card is 30 euro (without VAT of 18%).

Please fill in the table for the employees working at the booth not including the construction workers.

№	Employee full name
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Total:	pcs.
Total of additional participant's identity cards:	30 euro x <input type="text"/> pcs. = <input type="text"/> euro

If you need more space in the table add lines or attach an additional sheet.

Invitation cards to the buffet reception

The Forum Directorate invites The Forum participants to the Gala Evening devoted to opening of the XI International Forum ATOMEXPO 2017. Information about the venue for the event shall be sent to the participants individually by e-mail. The Forum participants will receive invitation tickets for the Gala Evening on the basis of one free invitation ticket for a company. Should you need additional invitation tickets you may order them submitting this form and completing the table below. The price of the additional invitation tickets for the gala Evening shall be 300 euro (without VAT of 18%).

The exhibition participant shall additionally order Invitation cards for Gala Evening:	300 euro x <input type="text"/> pcs. = <input type="text"/> euro
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Invitation cards for the exhibition visitors

For your guests free entrance to the exhibition you should provide them with the invitation tickets. In this case each Forum visitor shall register on the day of visiting the Forum at the registration desks located in the lobby in the hall in front of the entrance to the Forum and received badges "Visitor". Each Forum participant will receive invitation tickets on the basis of 2 pcs. per each 3 sq.m. of the exhibition area. The invitation tickets shall be received in the Forum Directorate office before June 15, 2017 at the following address:

bld.40, 11, Ordzhonikidze str., Moscow, 115419.

Total as per Form C7:
 euro

It is invalid without **Form №3!**

Full name	Signature	Date
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FORM

C8
Company description in the Catalog of the Forum

For all Forum participants

It shall be submitted before May 19, 2017

Send the Form to the Forum Directorate to e-mail atomexpo@atomexpo.com or to the e-mail of you manager.

Company

Booth №

ATTENTION.

- The electronic view of **Form C8** will be sent to your e-mail after conclusion of the Contract and effecting the advance payment.
- The Forum Directorate does not guarantee inclusion of the information received after May 19, 2017 into the Official Catalog of the Forum.

Information to be included into the Official Catalog of the Forum with a volume of up to 60 words is included into the cost of the registration fee in case of timely submission of the relevant information in this form. Each Forum participant that has paid the registration fee shall receive 1 copy of the printed Official Catalog of the Forum.

If you would like to include information about your sub-exhibitors into the Official catalog of the Forum you should pay a separate registration fee for each of them (**Form C9**).

Full name

Signature

Date

FORM

C9
Advertising in the Official Catalog of the Forum
Additional advertising opportunities

For all Forum participants

It shall be submitted before May 19, 2017

Send the form to the Forum Directorate by fax: +7 (499) 922-89-95; to e-mail: atomexpo@atomexpo.com

Company		Booth №	
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Advertising in the Official Catalog of the Forum
ATTENTION!

- If you have already ordered advertising in the application for participation in the exhibition, do not repeat your order;
- Advertising materials to be published in the Catalog shall be submitted not later than May 19, 2017.

№	Name:	Value, euro without VAT of 18%	Quantity:	Amount:
Placement of the logo next to the company description				
1.	colored	95		
2.	black and white	45		
Advertising in the Official Catalog of the Forum				
3.	4th cover page (reverse side of the catalog), Exclusive position	2 350		
4.	2d, 3d cover page, exclusive positions	1 950		
5.	full page	1 200		
6.	half-page	850		
Placement of information about the sub-exhibitor				
7.	information about the sub-exhibitor	700		
Total value:				

Requirements to the layouts placed in the Official Catalog of the Forum ATOMEXPO 2017:

- Broadsheet size (A5): 148 x 210 mm.
- Bleeds: minimum 3 mm on each side
- Space between the significant elements of the layout and the trim margin shall be not less than 5 mm.
- Files in Adobe Illustrator (more preferably), EPS, CorelDraw; or TIFF formats shall be accepted.
- All fonts shall be transferred to curves.
- CMYK color model of the layout files.
- The resolution of the bit map images shall be not lower than 250 dpi.
- All effects used in CorelDraw shall be separated from the objects, the lenses shall be transferred to bit map.
- The total amount of ink in each image point shall be not higher than 310%.

Additional advertising opportunities

The Forum Directorate offers you to use additional advertising opportunities such as: installation of a wide screen plasma panel, a roll-up, advertising surfaces in the Forum visitors and participants of the business program registration area, application of the company logo on the promotional items of the Forum etc. If you are interested in it, please send your request to the Forum Directorate.

Additional advertising opportunities

Send the form to the Forum Directorate by fax: +7 (499) 992-89-95; to e-mail: atomexpo@atomexpo.com

Company		Booth №	
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For promotion of your company we offer you to use additional advertising opportunities. On the basis of the marketing policy and strategy of your company the Forum Directorate is happy to offer you the necessary participation package that will suit your purposes in the best way.

№	Name:	Value, euro without VAT of 18%	Amount:
Internet advertising			
1.	Placement of the advertising banner on the front page of the official web-site of the Forum with a link to the company's web-site, 60 days	400	
2.	Advertisement column to the right on the front page, 60 days	600	
Advertising on promotional items			
3.	Logo placement on the notepads (enclosing into the portfolio of the conference participant)	2 400	
Advertising in the exhibition area			
4.	enclosing of press products (circulars) into portfolios of the Exhibition participants (not more than 3 items)	2 050	
5.	Placement of a stand with promotional materials in the registration area	2 000	
6.	Placement of the roll-up of your company at the entrance to the exhibition hall or in the registration area (the roll-up shall be provided by the customer). Manufacturing and delivery shall be performed by the customer company	750	
7.	Voice announcement of your promotional information in the exhibition hall (30 sec., during lunch time)	550	
	Advertising in the Official Catalog of the Forum	see Form C9	
			Total:

Total as per Form C9: euro

It is invalid without **Form №3!**

Full name		Signature:		Date:	
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Please contact the Forum Directorate if you have any questions related to offers for Sponsors and the prices and content of the Sponsorship packages.