

**GUIDELINES FOR PARTICIPANTS**  
**of the VII International Forum**  
**ATOMEXPO 2015**

June 1-3, 2015

Gostiny Dvor, Moscow



atomexpo

## Welcome to the VII International Forum ATOMEXPO 2015

Dear participants,

We would like to thank you for your decision to make your company part of the VII International Forum ATOMEXPO 2015 and we are pleased to welcome you as a participant. We will do our best to make your participation most effective and will be happy to answer any questions you may have in preparation for the Forum, as well as provide you with all necessary information.

The Guidelines for Participants of the VII International Forum ATOMEXPO 2015 will help you to better plan your work and get the best results from your participation in the Forum. Please read carefully the information contained herein and follow the instructions, it will save you unnecessary trouble. The Guidelines cover all necessary information, as well as application forms for additional equipment and services.

We would like to draw your attention to a number of forms that need to be filled in and sent back to the Directorate of the Forum **no later than April 30, 2015**, as later orders are accepted **for an extra fee of 50% and 100%**, while some of them may be impossible to implement:

**For space only:**

**Form C1** - booth design project (approval of the booth design project)

**Form C5** - electrical connection

**Form C7** - IDs of participants of the Forum (badges)

**Form C8** - description of a company in the catalog

**For space and shell** (standard booth):

**Form C2** - booth sketch

**Form C3** - inscription on the border panel, graphic works

**Form C5** - electrical connection

**Form C7** - IDs of participants of the Forum (badges)

**Form C8** - description of a company in the catalog

Other form must be completed as required but orders therein must be confirmed by **Form No. 3**, which, upon receipt by the Directorate of the Forum, becomes an annex to the agreement on participation in the Forum and will be used for billing your account.

If orders, made earlier on the basis of the Guidelines, need to be canceled, you should send a formal letter, sealed and signed by the Director of your company, to the Directorate of the Forum no later than 1 month prior to the installation of booths (until April 29). Otherwise, the order will be deemed accepted for execution and relevant issued invoices - payable.

If you have any problems or questions with filling in the forms, please do not hesitate to contact us, we will be happy to assist you.

**ATTENTION!**

If different employees or departments of your organization are responsible for delivery of exhibition materials and objects / design and assembly of your booth, please inform these employees of receiving the Guidelines and give them to the responsible person.

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

Yours respectfully,

Directorate of the Forum

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## 1. DIRECTORATE OF THE FORUM. THE FORUM'S KEY TOPIC

АТОМЭКСПО

Center of Information and Exhibition Activities in the Nuclear Industry LLC  
(Atomexpo LLC)

Address: 11 Ordzhonikidze St., Bldg. 11, Block 40, Moscow 115419

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Fax: +7 (495) 663-38-20

e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

<http://www.atomexpo.com>

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Key Topic of the VII International Forum ATOMEXPO 2015:  
**Nuclear Power - Impetus to Socio-Economic Development**



## 2. SCHEDULE OF THE FORUM

Friday May 29	00:01 – 24:00	Assembly of booths (space and shell/space only) <sup>1</sup>
Saturday May 30	00:01 – 24:00	Assembly of booths (space and shell/space only) <sup>1</sup>
Sunday May 31	00:01 – 18:00	Assembly of booths (space and shell/space only) <sup>1</sup>
	09:00 – 17:00	Delivery of equipment of participants of the Forum
	11:00 – 18:00	Registration of participants of the Forum
	16:00	Deadline for the arrival of participants of the Forum
	17:00	All goods (exhibits) should be delivered and unpacked All booths must be assembled and prepared for inspection
	18:00	Rehearsal of the official tour of the Forum
Monday June 1	09:00 – 18:00	The Forum is open to participants <sup>2</sup>
	10:00 – 18:00	The exhibition is open to visitors
	12:00	Official opening of the Forum
	19:00	Reception in honor of the opening of the Forum
Tuesday June 2	09:00 – 18:00	The Forum is open to participants <sup>2</sup>
	10:00 – 18:00	The exhibition is open to visitors
Wednesday June 3	09:00 – 18:00	The Forum is open to participants <sup>2</sup>
	10:00 – 18:00	The exhibition is open to visitors
	18:30 – 24:00	Dismantling of booths
	19:30	Equipped booths must be vacated, exhibits - removed <sup>3</sup>
Thursday June 4	00:01 – 23:00	Dismantling of booths
	24:00	The hall must be vacated, equipment and elements of booths - taken out

<sup>1</sup> Terms of installation of oversized and heavy equipment/exhibits must be approved by the Directorate of the Forum in advance.

<sup>2</sup> Admission to the pavilion by IDs (badges) only. Installation works on booths are banned, installation badges are not valid.

<sup>3</sup> All materials, exhibits and design elements of participants of the Forum must be removed, otherwise further responsibility for their safety (or full recycle of disposable elements) lies with participants of the Forum.

### IMPORTANT DATES

#### For participants of the Business Program of the Forum:

Deadline for applications on presenting reports	April 15, 2015
Deadline for abstracts for publication	April 30, 2015
Deadline for applications to participate in the Conference without reports	May 15, 2015

#### For exhibitors:

Deadline for applications to participate in the exhibition	April 30, 2015
Deadline for information for the official catalog of the Forum	April 30, 2015
Registration of participants of the Forum (getting badges)	from May 31, 2015

### 3. EXHIBITION HALL

**Venue — Gostiny Dvor, Moscow** - a unique monument of architecture, situated in the heart of the capital, today it is a business and cultural center.

Address: 4 Ilyinka St., Moscow 109012, Russia



Metro stations: Ploshad Revolutsii, Kitai-Gorod.



Gostiny Dvor is located in the very center of Moscow, near the Kremlin, Red Square, the Historical Museum, the building of the State Duma.

Within walking distance, there are the best hotels and most convenient metro stations.

*Participants of the Forum may use paid city parking lots as indicated on the scheme or parking lots of the State Department Store (find out more at <http://www.gum.ru/scheme/>). Additional information on the location of parking areas is available at [www.parking.mos.ru](http://www.parking.mos.ru).*



#### 4. VENUE

##### Technical Parameters of Gostiny Dvor

The ceiling height at Gostiny Dvor is 20 m

The height of a booth must not exceed *the recommended maximum*.

(see the section **Space Only**, p. 7)

Check-in and check-out for installation and dismantling works must be carried out within agreed time slots:  
from Varvarka St. - via Entrance 16

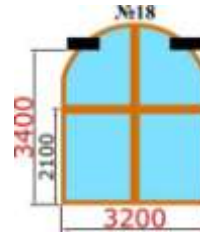
##### Installation Gates 16 - 3,300 x 2,300 (height x width):



and from Khristalny Pereulok - via Entrance 18

*(model and number of a car  
are subject to prior approval)*

##### Installation Gates 18 - 3,400 x 3,200 (height x width):



##### Floor load

The maximum permissible load on the floor of the hall - **2,500 kg/m<sup>2</sup>**.

The load must be evenly distributed without accumulation of heavy objects in several points.

##### Access to the territory

**Participants: IDs (badges)** allow the personnel of companies-participants of the Forum enter the exhibition hall. More information is available in the section **Procedure for entry in Gostiny Dvor** (p. 16).

**Contractors:** Developers are required to provide their employees with clean clothing and distinguishing marks on their uniform (lapel badges), identifying employees' affiliation to the company, their names and positions.

**Being on the territory of the exhibition hall without badges is strictly prohibited!**

##### Moving design elements and equipment in/out

The procedure for moving design elements and equipment in or out is described in the appropriate section of this Guidelines - **Procedure for entry in Gostiny Dvor** (p. 16).

Due to the location, there are no places for collection and storage of construction and other waste on the territory of Gostiny Dvor. In this regard, all participants of the exhibition must remove packaging and construction waste after unloading of materials and installation of exhibits via their own vehicles.

**Collection and storage of containers and packaging within the exhibition area during the exhibition is prohibited!**

Terms of installation of oversized and heavy equipment/exhibits must be approved by the Directorate of the Forum in advance.

##### Restaurants/Cafes

There are bars and cafes on the territory of Gostiny Dvor.

**Smoking is strictly prohibited on the entire territory of Gostiny Dvor!**

## 5. SPACE ONLY. FORM C1

If you rent space only, you are responsible for design and equipping of your booth. A booth design must be in accordance with the rules of the Forum and must be approved by the Directorate of the Forum. A participant of the exhibition or its assigned developer must obtain a permit (pass technical accreditation) to carry out installation and dismantling works.

Technical accreditation is performed by the General Developer of Gostiny Dvor - A3M LLC. The technical accreditation cost of fully exclusive booths for third-party companies - not less than 2,000 rubles (excl. VAT 18%) per sq.m., depending on used materials. (To find out more, please contact the General Developer of Gostiny Dvor - A3M LLC).

In order to meet deadlines for preparation, construction and equipping of booths, developers must consult documents, published on the website of the General Developer ([www.a3m.su](http://www.a3m.su), Accreditation). Developers will be allowed to carry out their works only upon concluding a corresponding agreement with A3M LLC and making payment for the company's services.

### **Booth design approval by the Directorate of the Forum**

Participants of the exhibition, which order their booth designs not through the Official Contractor of the Forum — Weil Service LLC, must obtain approval on the design of their exhibition at the Directorate of the Forum. To do this, please fill in **Form C1** and send it to the Directorate of the Forum no later than May 15, 2015. It should include:

- Name of the company, developing the booth, including contacts of responsible employees;
- Booth design project with a 3D sketch (at least 2 dimensions);
- Plan of all floors of the booth with a full-scale metric grid;
- Side view with a full-scale metric grid;
- Booth installation scheme, indicating the electrical switchboard and all energy users.

In response, participants will be sent **Form C1** with a stamp of the Directorate of the Forum on approval or comments on the need to make changes to their booth design project.

Please note that in case of late submission of **Form C1** - later than May 15, 2015 - approval will be performed for a fee of 576 rubles per sq. m.!

Without passing the procedure of approval on the booth design project, participants and their developers are not permitted to enter the exhibition area to carry out installation works. In case of deviation from the approved booth design project during construction, the Directorate of the Forum has the right to suspend installation works and demand to continue them in accordance with the project.

### **IMPORTANT NOTE!**

- Electrical connection of booths is ordered separately, based on the total capacity of all energy users, by filling in the **Form C5**.
- If the outer surface of a booth is visible from the passages, then it should be properly decorated - only neutral white color is allowed.

The maximum authorized height of booths is **5 meters**.

### **Permission to carry out installation works (Technical Accreditation)**

Participants of the exhibition or their contractors must undergo the paid procedure for obtaining a permission to carry out installation works (Technical Accreditation) with A3M LLC.

**Technical accreditation of firms-developers is performed at:**

**Address: 4 Ilyinka St., Section 7, Moscow 109012, Russia**

**Phone: +7 (495) 698-12-30, (495) 698-40-42 (Office)**

**Fax: +7 (495) 698-30-57**

**E-mail: [ap@a3m.su](mailto:ap@a3m.su)**

**Senior Administrator - Andrey Pavlovich Sheptak, mob. phone: +7 (916) 130-35-99**

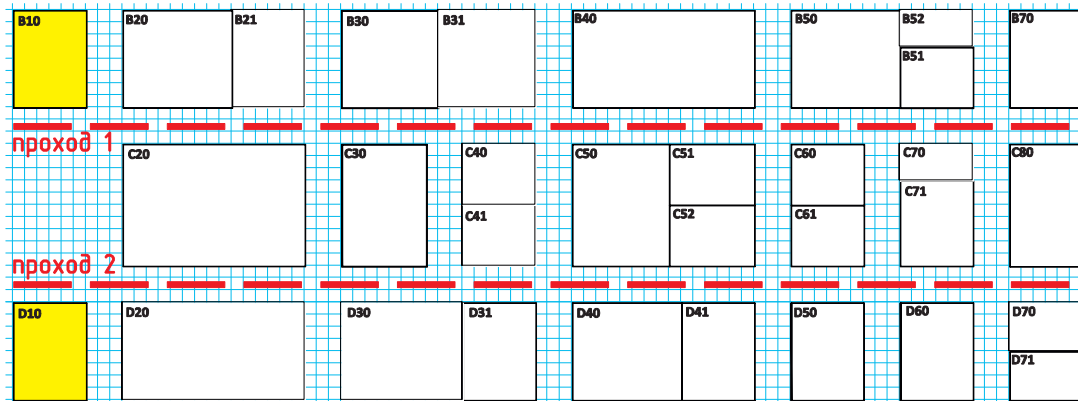
**Necessary documents and technical accreditation requirements are published at**

**[www.a3m.su](http://www.a3m.su) (Accreditation).**



**ATTENTION! IMPORTANT UPDATE ON EXCLUSIVE BOOTH CONSTRUCTION!!!**

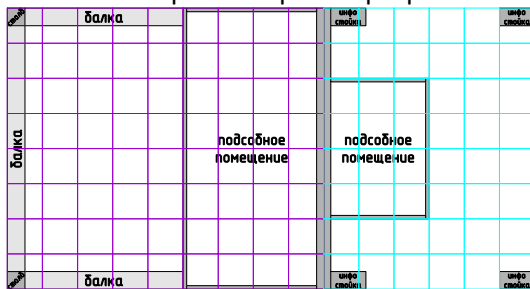
Please note — both participants and their developers - booths, accessed from Passages 1 and 2 - there are limitations, imposed on the booth design project.



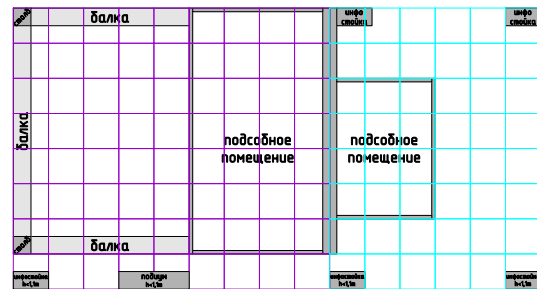
It is prohibited to put high elements (walls, storerooms, pillars, columns, pylons, etc.) at a distance of 1 meter from the passage at the sides of booths, accessed from Passages 1 and 2.

Only information desks, podiums, leaflet holders, as well as various floristic elements - pots or flowerbeds are allowed for placement.

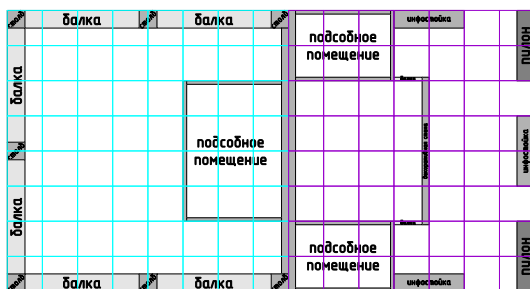
Below are simple examples of proper and improper layouts of the booth:



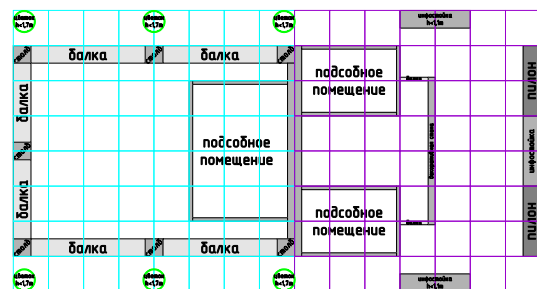
ПРОХОД 1 →



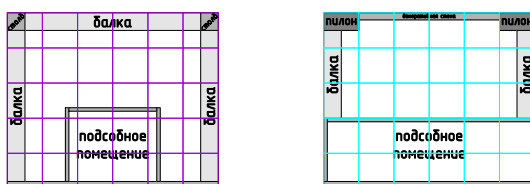
ПРОХОД 1 →



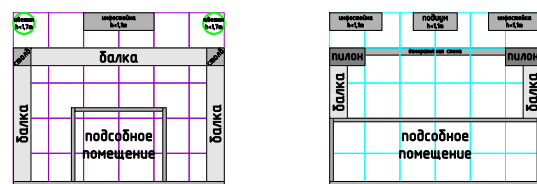
ПРОХОД 2 →



ПРОХОД 2 →



**НЕПРАВИЛЬНО**



**ПРАВИЛЬНО**

## 6. INDIVIDUAL BOOTH DEVELOPMENT

The Directorate of the Forum, the Official Contractor Weil Service LLC and the General Developer A3M LLC of the VII International Forum ATOMEXPO 2015 are glad to offer you the service of individual booth development.

Participants of the Forum, ordering this service, do not need to fill in **Form C1**. Besides, they obtain a number of benefits, saving their time, optimizing their budget and enjoying a full range of services, delivered by their personal managers.

This offer includes the following services:

- individual booth design;
- 3D booth layout;
- registration and approval of required project documentation;
- design of posters, banners and so on;
- technical support during construction;
- multimedia equipment for the booth (plasma screens, seamless screens, etc.);
- technical services (electricity, cleaning, etc.);
- technical staff (receptionists, models, interpreters, waiters, bartenders, etc.).



Our professionalism and experience will ensure that your booth has a unique design, highlighting your products and reflecting your brand style.

If you are interested in our offer, please make a request at the Directorate of the Forum or fill in the form below, send it to the Manager of the Forum: [DDShabinskiy@atomexpo.com](mailto:DDShabinskiy@atomexpo.com)

Company:	<input type="text"/>		
Contact person:	<input type="text"/>		
Phone:	<input type="text"/>	Fax:	<input type="text"/>
e-mail:	<input type="text"/>	Website:	<input type="text"/>
Exhibition:	ATOMEXPO 2015, June 1-3, 2015, Gostiny Dvor, Moscow		
booth configuration	<input type="checkbox"/> Line	<input type="checkbox"/> corner	<input type="checkbox"/> peninsula <input type="checkbox"/> island
Booth dimensions and size	<input type="text"/>	m (front) x	<input type="text"/> m (depth) = <input type="text"/> sq. m.
Planned booth height	<input type="text"/>	<b>m</b>	
Planned number of floors	<input type="text"/>	floor (s)	

## 7. SPACE AND SHELL (ENHANCED STANDARD BOOTH). FORM C2 AND FORM C3

The enhanced standard booth is created, using the lightweight aluminum construction system MAXIMA and laminated MDF, covered with a banner with symbols of the Forum, furniture and equipment are provided, based on the rented area. The height of the booth is 5 m. See sample diagrams and layouts of standard booths on pages 10-11. The front frame element, seen from the passage, will have the inscription with the company's title (10 characters are included in the cost of the booth). The front frame element in the form of a translucent banner is 1.5 m high and is installed at the height of 3.5 meters above the floor.

Please fill out **Form C2** (booth sketch), using the indicated parameters, and send it to the Directorate of the Forum. This form and changes thereto must be sent to the Directorate of the Forum no later than May 1, 2015. **Equipment, not covered by the sketch, will not be installed at the booth!** In the absence of **Form C2**, enhanced standard booths are developed according to samples, per the instructions on pages 10-11. When booths have corner location, the sides towards the passage get front frame elements with inscriptions of companies. Additional equipment can be ordered via **Form C4**. If ordered products are not be available at your booth, please contact the Directorate of the Forum.



Your booth plan will be sent to you upon receiving the forms from you.

Keys to the doors and/or locks for file cabinets and display cases will be available at the booth of the Directorate of the Forum on the day of arrival. Keys and locks will be issued subject to the refundable security deposit of 200 rubles.

During the installation, no changes shall be made to assembled and decorated booths without prior approval of the Directorate of the Forum.

Wall elements, any other construction elements of booths, utility rooms or furniture, ordered and rented from organizers of the Forum, shall be returned intact and be free from residues of adhesive tapes, glues, etc.

Drilling holes, attaching your own equipment to rented or neighboring structures of booths and utility rooms with screws, nails, pins, buttons, glue, strong fixing with adhesive tape, etc. shall be prohibited. The cost of damaged construction elements of booths, halls and equipment shall be subject to compensation.

### ATTENTION!

Electrical connection of booths is ordered separately, based on the total capacity of all energy users, by filling in the **Form C5**.

## 8. SAMPLE DIAGRAMS AND LAYOUTS OF ENHANCED STANDARD BOOTHS

Below are samples of enhanced standard booths and a list of equipment included, according to the rent conditions. If a booth area exceeds the maximum one per these Guidelines, the contents get summed up from two booths with a corresponding area.

Please make a sketch of your booth according to **Form C2**, using the symbols and samples below. You can make changes, moving walls, doors, electrical outlets, light fixtures and furniture. Samples of equipment and furniture are on page 27.

The company's inscription will be placed on front frame elements of your booth, open to the passage. Indicate the inscription in **Form C3**, given a number of inscriptions for angular or peninsular booth locations. Additional graphics can be ordered via **Form C3** as well.

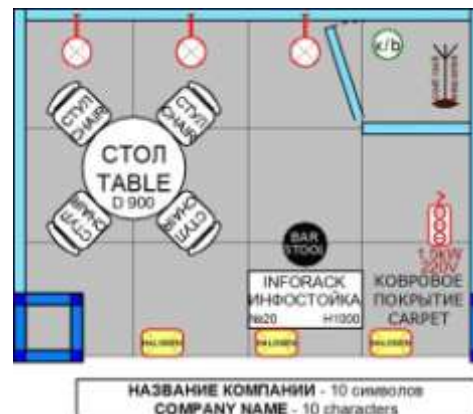
### Booths 9 sq.m.

1. Gray carpeting
2. Walls around the perimeter of closed sides
3. Decorative lit pylon - 1 pc
4. Storeroom with a swinging door - 1 sq. m
5. Information desk - 1 l.m.
6. Bar stool - 1 pc
7. Round table (D-80 cm), 1 pc
8. Chair - 4 pcs
9. Metal halide lamp - 2 pcs
10. Spot on arm - 2 pcs
11. Euro socket x 3 (1.5kW, 220V) - 1 pcs
12. Company title - 10 characters
13. Coat booth - 1 pcs
14. Wastepaper bin - 1 pcs



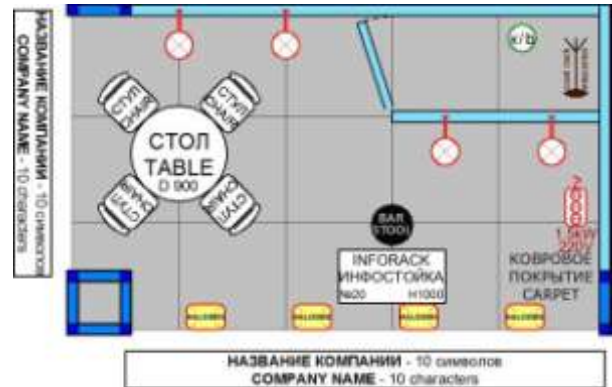
### Booths 12 sq.m.

1. Gray carpeting
2. Walls around the perimeter of closed sides
3. Decorative lit pylon - 1 pc
4. Storeroom with a swinging door - 1 sq. m
5. Information desk - 1 l.m.
6. Bar stool - 1 pc
7. Round table (D-80 cm), 1 pc
8. Chair - 4 pcs
9. Metal halide lamp - 3 pcs
10. Spot on arm - 3 pcs
11. Euro socket x 3 (1.5kW, 220V) - 1 pcs
12. Company title - 10 characters
13. Coat booth - 1 pcs
14. Wastepaper bin - 1 pcs



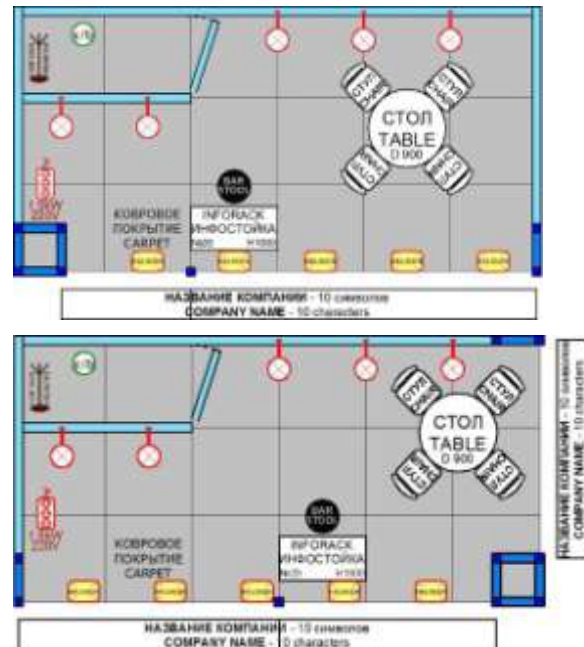
**Booths 15 sq.m.**

1. Gray carpeting
2. Walls around the perimeter of closed sides
3. Decorative lit pylon - 1 pc
4. Storeroom with a swinging door - 2 sq. m
5. Information desk - 1 l.m.
6. Bar stool - 1 pc
7. Round table (D-80 cm), 1 pc
8. Chair - 4 pcs
9. Metal halide lamp - 4 pcs
10. Spot on arm - 4 pcs
11. Euro socket x 3 (1.5kW, 220V) - 1 pcs
12. Company title - 10 characters
13. Coat booth - 1 pcs
14. Wastepaper bin - 1 pcs



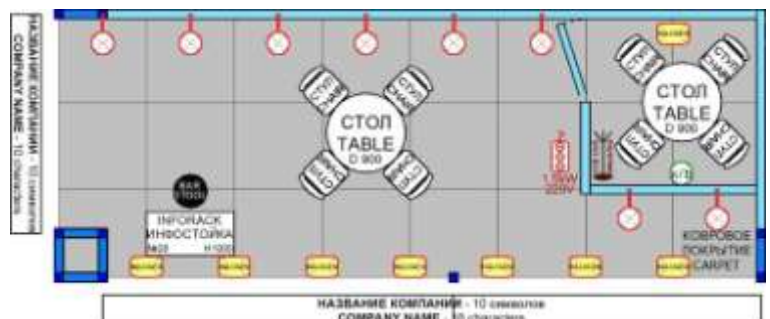
**Booths 18 sq.m.**

1. Gray carpeting
2. Walls around the perimeter of closed sides
3. Decorative lit pylon - 1 pc
4. Storeroom with a swinging door - 2 sq. m
5. Information desk - 1 l.m.
6. Bar stool - 1 pc
7. Round table (D-80 cm), 1 pc
8. Chair - 4 pcs
9. Metal halide lamp - 5 pcs
10. Spot on arm - 5 pcs
11. Euro socket x 3 (1.5kW, 220V) - 1 pcs
12. Company title - 10 characters
13. Coat booth - 1 pcs
14. Wastepaper bin - 1 pcs



**Booths 24 sq. m and more**

1. Gray carpeting
2. Walls around the perimeter of closed sides
3. Decorative lit pylon - 1 pc
4. Storeroom with a swinging door - 4 sq. m
5. Information desk - 1 l.m.
6. Bar stool - 1 pc
7. Round table (D-80 cm), 2 pc
8. Chair - 8 pcs
9. Metal halide lamp - 8 pcs
10. Spot on arm - 8 pcs
11. Euro socket x 3 (1.5kW, 220V) - 1 pcs
12. Company title - 10 characters
13. Coat booth - 1 pcs
14. Wastepaper bin - 1 pcs



## 9. GENERAL INFORMATION FOR ALL TYPES OF BOOTHS

### Structures of booths, halls, equipment

No part of booths, signage or other equipment shall extend beyond the area, defined by the agreement. The Directorate of the Forum reserves the right to remove such elements and constructions at the expense of participants.

### Location

Electrical cabinets, points of technical connections for your or neighboring booths may be located within your exhibition area. In this case, power cables can be laid in the aisles or within your booth without further authorization. Please pay attention to this fact, including when planning decks or catwalks at your booth. For more information, please contact the Administration of the Forum.

### Sub-exhibitors

Sub-exhibitors are allowed to participate in the Forum only in compliance with the Rules of Participation in the Forum, consequently, they shall pay for signing up and listing in the official Catalog under **Form C9**.

### Noise level

During presentations, video and audio demonstrations, etc. it shall not be permitted to exceed the noise level over 80 DB (noise of a truck engine) along the edge of your booth. In case of any complaints from other participants of the Forum in relation to a too high noise level, the Directorate of the Forum shall have the right to turn the source off.

### Banners, flags, balloons

No advertising elements (banners, flags, etc.) may be placed on the floor, structures in the halls, on the walls and other parts of the hall without prior approval of the Directorate of the Forum. When using balloons and garlands for decoration of the exposition or advertising, please keep in mind that balloons should not be inflated with light gas to avoid raising to the ceiling.

## 10. GENERAL AND SUPPLEMENTARY SERVICES

### Form No. 3 (request for provision of services). Payments. Late order

**Form No. 3** (Annex 1 to the Agreement on Participation in the Exhibition, p. 21), as well as request forms shall be sent to the Directorate of the Forum no later than May 1, 2015.

Ordered services shall be paid immediately upon receipt of the invoice. Orders without payment shall not be executed. All prices, listed in these Guidelines, **do not include VAT 18%**.

#### **ATTENTION!**

Orders, made on May 15-28, will be accepted with the extra charge of 50%; on May 29-31 and later (holding) - 100%, subject to possibility of their execution. When ordering during the Forum, part of services and equipment may no longer be available.

Without a completed, signed and stamped **Form No. 3**, orders cannot be taken into consideration; without the payment of the invoice - they cannot be executed.

### Booth front frame element. Graphic works. Form C3

For a standard booth, there is the option of placing the company's name of 10 characters over the front frame element. Please enter your company's name in **Form C3** and send it to the Directorate of the Forum. If the number of characters exceeds 10, you have to order the manufacture and application of additional characters under this Form, given the number of front frame elements.

In addition to **Form C3**, you can order printing on banners on the walls, covering surfaces of equipment at the booth with colored film, logo placement on the front frame element and other elements of the booth (*additional information desks, catwalks, walls, etc.*). Please specify a color of your logo and send a file with its layout in the vector format (\*.cdr, \*.ai or \*.eps) to the Directorate of the Forum, including marking it on a sketch of your booth (**Form C2**).

Orders under **Form C3** are accepted for space and shell only.

Elements of structures, furniture and electrical equipment. **Form C4**

Additional elements of booth structures, furniture and accessories, lighting, outlets, kitchen, audio/video and other equipment can be ordered under **Form C4**, pp. 25-26. Please mark respective positions in the order form and specify a location of the equipment ordered on your sketch of the booth in **Form C2**.

Orders under **Form C4** are accepted for space and shell only.

Power supply. **Form C5**

Power supply of the booth is not included in the rent and therefore should be ordered optionally (based on a total power capacity of energy users) under **Form C5**.

For space-only booths, electrical power supply is carried out by participants of the Forum or their developers. Such participants or their developers should have their own electric panel and an input supply cable. The length of such a cable should be not less than 15 meters.

The power supply of the booth shall be carried out for the time of the Forum. During installation and dismantling works, participants of the Forum or their developers must use tools that run on batteries. The number of outlets in the hall is limited.

Cleaning of booths. Connecting to the Internet. Security. **Form C6**

During the Forum, general cleaning of passages between the booths will be performed daily. To ensure that the garbage, accumulated during the day, gets removed, please collect it and put it in a plastic bag or a box in the passage next to your booth at the end of the day. Booths shall be cleaned by participants themselves. To order individual cleaning of your booth, please fill in **Form C6**, p. 29.

You can also order to get connected to the Internet via **Form C6**. The connection is wired. Additionally, you can order the installation of equipment for a wireless Internet connection (Wi-Fi). Please include the output cable point and locations of installed equipment pieces at the booth (**Form C1** for space only, **Form C2** - for space and shell).

During the Forum, car parking will be available on a common basis on paid parkings, as designated by the Government of Moscow and indicated in the scheme on page 5. Additional information on the location of parking areas is available at [www.parking.mos.ru](http://www.parking.mos.ru).

IDs of participants of the Forum. Invitations to the gala dinner. **Form C7**

Participants of the Forum will receive corresponding IDs (badges) at the rate of 2 free IDs for **every full (!) 9 sq. m.** of the booth area and invitations to the gala dinner at the rate of 1 free invitation per company (**Form C7**, p. 31).

Every staff member, working at the booth, shall be accredited and wear a badge to enter the exhibition hall. Badges must not be given to other people. Sub-exhibitors may be presented at the booth, however, they must abide by the general terms of participation in the Forum and pay the prescribed registration fee. The registration will be held from 10AM on May 31, 2015.

If you need additional IDs of participant or invitations to the gala dinner, please fill in **Form C7**, p. 31, to order.

If you employ additional staff members, please make sure that all employees of your company, working at the booth during the Forum, installation and dismantling works, will have badges and be included in the *Letter with the list of personnel, involved in installation/dismantling works* (see **Procedure for entry and delivery of exhibits and equipment**, p. 16).

Advertising in the official catalog of the Forum. Additional advertising opportunities. **Form C9**

**Form C9** provides for additional advertising of your company in the official catalog of the Forum, such as a logo or a description of your company, or an advertising slogan. Under this form, you can also benefit from additional advertising opportunities.

Promotional materials for the official catalog shall be submitted to the Directorate of the Forum no later than April 30, 2015.

**On proposals for sponsors, as well as the cost and contents of sponsorship packages, please refer to the Directorate of the Forum.**

## 11. RULES FOR INSTALLATION AND DISMANTLING WORKS

Participants of the Forum and developers are required to provide their employees with clean clothing and distinguishing marks on their uniform (lapel badges), identifying employees' affiliation to the company, their names and positions.

Being on the territory of the exhibition hall without badges is strictly prohibited!

During installation and dismantling works at the exhibition, in order to create conditions for the protection of occupational safety and health, as well as for unimpeded access to the booths, participants of the Forum and their developers must clean up and take out their own trash as it accumulates or immediately at the request of the Directorate of the Forum.

All participants of the exhibition must remove packaging and construction waste after unloading of materials and installation of exhibits via their own vehicles.

All works on the construction of booths shall be completed on May 31, the last day for installation works, till 6.00PM.

### **IMPORTANT NOTE!**

**Please note that no extension of works on May 31 shall be provided!**

All installation works must be performed in compliance with the existing safety regulations (PTB), the technical operation of electrical consumers (PTEEP), the installation of electrical devices (PUE), fire safety and construction rules and regulations (SNIP).

Construction of booths, which includes painting works, can be carried out only when the floor is closed with plastic film (not less than 1 m around the booth). For finishing and painting works, water-emulsion and water-borne materials and paints shall be applied. In the event of leaking paint on the surface of other booths or the hall, participants or their developers must eliminate impurities on their own.

Works, associated with the formation of construction dust, shall be carried out with application of dust-recovery devices. On the last day of installation works, May 31, it shall be strictly forbidden to carry out any works, involving the formation of construction dust.

During and after installation works on booths at the Forum, participants of the Forum and their developers shall be obliged to take out all packaging remnants, construction materials, all major and minor waste of construction materials, solid domestic waste from Gostiny Dvor.

Collection and storage of containers and packaging within the exhibition area during the exhibition is prohibited.

Till 6.30PM on the last day of the Forum, June 3, all works, associated with dismantling of exhibits (delivery of packaging to booths, packing and removal of exhibits, equipment) shall be prohibited. Dismantling works may be started only after 6.30PM.

On completion of the Forum and dismantling of exhibits, all structures and construction debris shall be removed by participants of the Forum and their developers in full on their own. After removing the carpeting, participants of the Forum or their developers must completely remove all adhesive tape, used for floor covering, from the floor of the hall, and transfer the exhibition site clean to representatives of the Directorate of the Forum and the administration of Gostiny Dvor.

Participants of the Forum, their representatives and their developers shall be solely responsible for any damage, caused by their acts or omissions to the premises or property of the venue of the Forum, as well as other participants of the event.



## 12. FIRE SAFETY RULES AND THE PROCEDURE FOR EXECUTION OF ELECTRICAL WORKS

Participants of the Forum, including companies engaged in construction of booths, must strictly observe the fire safety rules of the Russian Federation (PPB 01-03) and shall be held responsible for their violation.

The Directorate of the Forum and local firefighting authorities shall supervise the compliance with these rules.

1. Participants of the Forum and their developers shall be responsible for fire protection of their assets and property of individuals, who perform their tasks, respect for the fire safety and electrical safety rules on the premises of the Forum.
2. Participants of the Forum and their developers shall be responsible for compliance with the norms and rules of labor protection, occupational safety, fire safety and electrical safety of their employees, and individuals, who perform their tasks when preparing for the Forum.
3. Participants and their developers, involved in preparation and conducting of the Forum, must undergo mandatory fire safety training. Trainees must get familiar with:
  - possible causes of fires and measures for their prevention and eradication;
  - most dangerous areas in relation to fire, where it is prohibited to smoke, use open fire and required to observe other safety measures;
  - practical actions in case of fire (fire call, use primary fire extinguishing equipment, evacuation of people and assets, etc.).
4. When visiting the exhibition hall, participants of the Forum and their developers shall be obliged to study the emergency evacuation scheme, available in the lobby of the hall.
5. In case of emergencies, staff members and participants of the Forum, as well as their developers, shall be obliged to follow instructions of the security personnel and communications, announced via speakers.
6. In case of detecting smoke, open flames, short circuits, and other signs of unusual situations, staff members and participants of the Forum, as well as their developers, shall promptly notify the service personnel or the security service of the hall.
7. Participants of the Forum and their developers shall be prohibited to switch on/off electrical controls, water supply and fire-fighting valves without prior authorization.
8. Smoking is allowed only in specially designated areas.
9. During operation of electrical equipment, it shall be prohibited to:
  - use electrical equipment and instruments under conditions, inappropriate according to instructions of manufacturers, or having problems, as well as exploit wires and cables with damaged insulation or insulation with lost protective properties;
  - use damaged outlets or other electrical products;
  - left electrical products, connected to electric mains, unattended.
10. Driveways, walkways to emergency exits and exterior fire-escape ladders, approaches to fire notification means and fire fighting equipment must always be free and in good condition, illuminated at night.

In case of a breach by participants of the Forum and their developers of existing norms and rules of fire safety, health safety and electrical safety, regulations and rules, established by the current legislation of the Russian Federation, resulting in damages to health and property of people on the premises of the Forum within its duration, the responsibility for these violations shall be assumed by the company-participant of the Forum or its company-developer, guaranteeing payment of compensation in full at the expense of their own means without any participation of the Directorate of the Forum.

### 13. PROCEDURE FOR ENTRY AND DELIVERY OF EXHIBITS AND EQUIPMENT

These rules are designed for organizers, developers, exhibitors and performers of loading works.

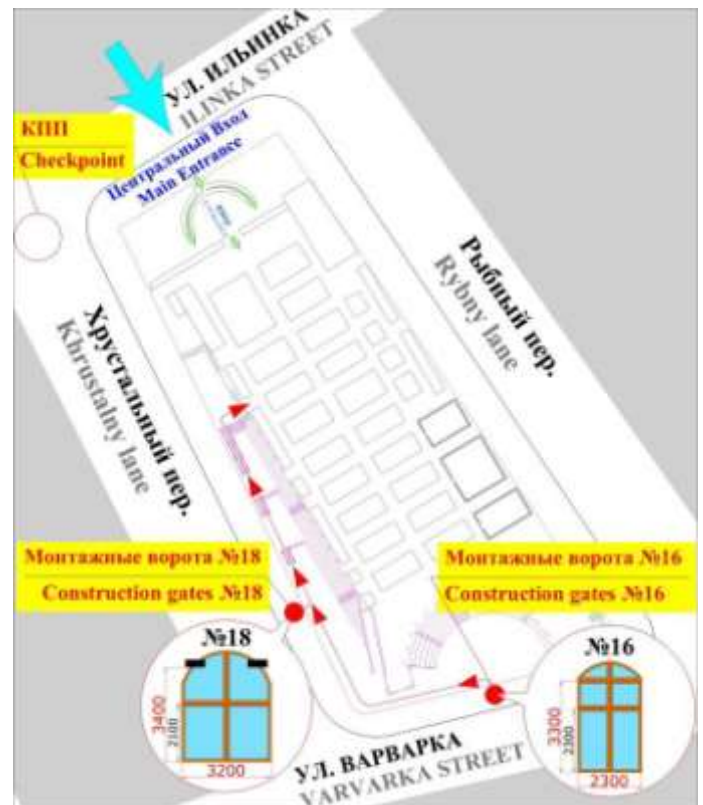
The loading and unloading of exhibition equipment and exhibits will be carried out in two ways: using Gate No. 16 and Gate No. 18 (see figure):



1) **Gate No. 16, 3,300 x 2,300 (h x w)** Access to Gate No. 16 shall be provided from Varvarka Street without previously sent car registration plates and models (letters for moving equipment in/out). Due to the lack of sites and material handling areas, unloading and loading of exhibits and equipment shall be carried out from Varvarka Street.

2) **Gate No. 18, 3,400 x 3,200 (h x w).** Access to Gate No. 18 shall be provided from Khrustalny Pereulok, according to previously sent car registration plates and models (letter for moving equipment in/out), as it is necessary to obtain additional approval at the Federal Protection Service. Based on letters with car registration plates and models, the entry of vehicles will be performed through the checkpoint (metal gates) at the turn from Ilyinka Street to Khrustalny Pereulok. Data on incoming vehicles will be accepted until **May 25, 2015. It will be impossible to promptly replace a vehicle!**

After loading/unloading, vehicles shall be driven beyond the material handling area. The time of stay for vehicles will be limited - **not more than 15 minutes**. Parking of private vehicles, as well as vehicles, which have already completed loading/unloading, shall be **STRONGLY PROHIBITED**.



On days of installation and disassembling works, access of employees shall be performed through the installation gates of Gostiny Dvor, based on letters with **the List of Moved-In Equipment and Exhibits** and **the List of Employees**.

Badges of exhibitors will be available on May 31 at the main entrance at check-in desks.

**Check-in and check-out for installation and dismantling works must be carried out within agreed time slots:**

- for installation - from 12AM on May 29 to 6PM on May 31 (on **May 31, 8PM - the Hall will be closed**).
- for dismantling - from 6.30PM on June 3 to 11PM on June 4.

#### **ATTENTION!**

When moving exhibits and equipment in/out, booths will not be secured, the Directorate of the Forum shall not be responsible for their safety.

Handling of all materials and exhibits to the ground level of the Hall will be carried out via ramped approaches with the width of 2 m. The total rise from the unloading area to the ground level is around 3 meters. In view of the need for greater physical efforts to move materials, please avoid damage to handrails and glass filling in the fence of ramps.

For non-compliance with these and other recommendations of the administration of the exhibition venue, which lead to damage or loss of the appearance of buildings and their elements, sanctions shall be imposed on those responsible to compensate the costs on restoration of losses in order to maintain architectural monuments in a proper condition.

#### **FREIGHT DELIVERY, CUSTOMS HANDLING**

**ExpoWesTrans** is the partner of the Exhibition and carries out services on customs clearance of exhibition goods.

Please contact the Office of ExpoWesTrans to get more information on rates, timing of delivery and customs regulations.

Contact persons: Mikhail Severiyanov, Dmitry Aleksandrovsky

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

E-mail: [exhib1@ewt.ru](mailto:exhib1@ewt.ru), [www.ewt.ru](http://www.ewt.ru)

If you plan to order the services of any other company, please be sure to inform them of these Guidelines, in particular - the terms and conditions of entry in Gostiny Dvor - the section **Procedure for entry in Gostiny Dvor** (p. 16).

### **Entry of freight transport within the Third Ring Road (TRR)**

Please note that Gostiny Dvor is located in a restricted freight traffic zone for trucks with a weight-carrying capacity of over 1 ton.

The Moscow Government adopted Decision No. 379-PP, which restricted the entry of trucks, carrying more than a ton into the central part of the city (Third Ring and Garden Ring). The restriction applies from 7AM to 10PM.

Entry in the central part of the city, bounded by the Third Ring Road, is carried out under special permits. To find out more, please visit

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

Permanent and one-time permits are issued by the state institution of the city of Moscow - the Traffic Organization Center under the Moscow Government Department of Transport and Road Transport Infrastructure Development of the city of Moscow.

Below you can find out all details on how to obtain permits to enter the City Center:

<http://pgu.mos.ru>, -> Transport-> Other Services-> Freight transport-> Get one-time permit for entry of trucks.

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

In accordance with the Code of Administrative Offenses of the Russian Federation, when entering a restricted traffic zone without a permit, drivers are subject to administrative sanctions for non-compliance with traffic banning signs, which mark the entry in the specified zone (road sign: 3.1 "Entry Denied"; road sign: 3.4 "Trucks Prohibited").

#### 14. SAMPLE LETTER OF APPLICATION FOR ACCESS DURING INSTALLATION/DISMANTLING

##### Example of letter for shipment and removal of exhibits and equipment

This letter is a pass to enter Gostiny Dvor territory during installation and dismantling of the Exhibition for the employees of the company involved with installation and dismantling. Please, send this letter in advance, no later than **May 30 2015, 15:00**, to the Exhibition Directorate. The original of the letter must be available at the moment of entry.

To be sent on the company letterhead paper, in 3 copies

ATOMEXPO LLC  
Director of ATOMEXPO 2015  
International Forum  
Mrs. Lashmanova

[ ]  
(company name)

[ ]  
(address)

Please allow the following exhibits, equipment and materials to be used for the stand №\_\_ on the territory of Gostiny Dvor during ATOMEXPO 2015 exhibition to be brought in and out of Gostiny Dvor during the VI International Forum ATOMEXPO 2015.

##### List of exhibits and equipment:

№	Title*	Amount
1		
2		
3		
4		
5		

*Add lines if necessary*

\* If disposables, promotional material, food products etc. are shipped in, total number of cargo spaces (boxes) is to be indicated..

##### The following vehicles will be used for transportation of exhibits and equipment:

№	Vehicle model	License plate number
1		
2		

*Add lines if necessary*

We guarantee transportation of the equipment, exhibits, packaging, overpacks and structural elements of the exhibition stands out of the exhibition territory within the established timeframe.

*Position*

(Signature)

(NAME)

**Stamp**

**15.SAMPLE LETTER OF APPLICATION FOR ACCESS DURING INSTALLATION/DISMANTLING**

This letter is a pass to enter Gostiniy Dvor territory during installation and dismantling of the Exhibition for the employees of the company involved with installation and dismantling. Filled letter has to be mandatorily sent in the electronic form **(SCAN !!!)** no later than May 30 2015, 15:00 to the Forum Directorate at the address [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com) . The original of the letter must be available at the moment of entry. In case of change in the list of employees, contact the Forum Directorate to amend the approved lists.

To be sent on the company letterhead paper, in 3 copies

Atomexpo LLC  
Director of ATOMEXPO 2015  
International Forum  
Mrs. Lashmanova

[ ]  
(company name)

[ ]  
(address)

Please allow access of employees for installation and dismantling of equipment for the stand №\_\_ on the territory of Gostiniy Dvor during the VII International Forum ATOMEXPO 2015.

**List of employees:**

№	NAME
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Add lines if necessary*

Position

(Signature)

(NAME)

Stamp

To the Agreement № \_\_\_\_\_

of " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_

**FORM №3. APPLICATION FOR ADDITIONAL SERVICES AND EQUIPMENT**

 Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Organizer:	Atomexpo LLC		
Exhibitor:	_____		
	(full legal company name)		
Represented by:	_____		
	(Position, NAME)		
Acting under:	_____		
Contact person:	_____		
	(NAME)		
Phone:	_____	Fax:	_____
		E-mail:	_____

Exhibitor is requesting the following services:

Forms	Service title	Amount, Euro:
Form C3	Fascia board inscription. Graphics	
Form C4	Additional equipment	
Form C5	Electricity connection and consumption	
Form C6	Cleaning, internet, security	
Form C7	Badges, invitations	
Form C9	Company commercials in the Forum Catalogue	
	<b>Total:</b>	
	Late order surcharge (May 15 through May 28 2015 ) - <b>50%</b>	
	Late order surcharge (May 29 through June 3 2015 ) - <b>100%</b>	
Form C1	Approval of stand design after May 15 2015	
	<b>Total, including late order surcharge and Form C1:</b>	
	VAT 18%:	
	<b>Total, including VAT 18%:</b>	
<b>Total in writing:</b>		

Cost of additional services rendered to the Exhibitor by the Organizer is determined based on the the Forms contained in the ATOMEXPO 2014 Exhibitor Manual. After signing this application, order for additional services and equipment can be cancelled no later than May 14 2015. In case of rejection of additional services and equipment after that date, the costs are not reimbursible.

The exhibitor have read and understood the rules of participation in the Exhibition contained in the present Manual and agreed with them.

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

Stamp

Participant:  
 \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_ / \_\_\_\_\_  
 (NAME)

Stamp

FORM

**C1**

**UNEQUIPPED AREA**

**THE FORM IS OBLIGATORY**

Only for the participants ordering **unequipped** area  
To be submitted before May 15 2015

Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Company		Stand №	
---------	--	---------	--

**ATTENTION!**

If you are ordering construction of the Exhibition stand through the official contractor of the Forum (Weil Service LLC), you do not need to fill this Form.

Please submit to the Forum Directorate the following information about the stand construction company:

Contractor company name:	
Contact person:	
Contact phone:	

and the final design of the stand, including:

- Exhibition stand layout illustrated by 3D drawings (at least 2 views);
- Plan of each floor (elevation) of the stand drawn to scale and tied to metric grid;
- Side view of the stand drawn to scale and tied to metric grid;
- Installation plan of the stand with electrical distribution board and all power consumers shown schematically. .

<p>Please, fit a 3D drawing of your stand here and send other required plans and drawings in separate files.</p>
--

In response, you will receive your **Form C1** with approval note of the Forum Directorate or with request to make changes to the design.

Design approval after May 14 2015

In case of violation of the deadline for submission of the **Form C1**, May 15, approval of the design is fee-based at the rate of 12 Euro per square meter of rented area.

Title	Cost, euro per m <sup>2</sup> net of VAT 18%	Area, m <sup>2</sup> :	Total:
Exhibition stand design approval starting from May 19 2014 (inclusively)	12		

**ATTENTION!**

Forum participants and their contractors shall not be allowed to access the exhibition site for installation of the stand unless they accomplish the process of approval of their design. .

**TOTAL PER THE FORMC1:**

Euro

Not valid without **Form №3 !**

NAME:	Signature	Date
-------	-----------	------



FORM

**C2**

**EQUIPPED AREA (STAND DRAWING)**

**THE FORM IS OBLIGATORY**

Only for the participants ordering **equipped** area

To be submitted before May 1 2015

Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

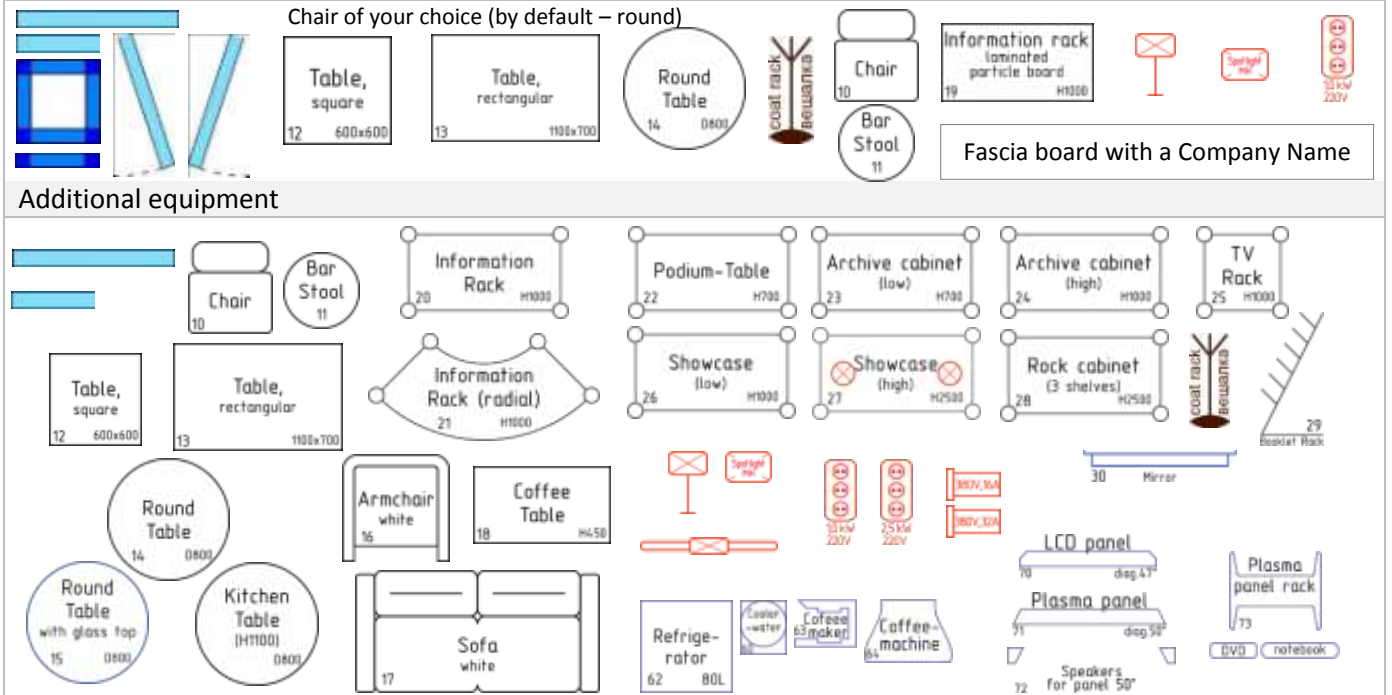
Company

Stand №

Please make a drawing of your stand using notation conventions. Indicate all the equipment, included into the standard stand and additional. Examples and drawings of stands and included equipment are presented on the pages 11-12. Equipment and furniture examples are shown on page 28. Company name for the frame board should be indicated in the **Form C3**.

**Conventional signs:**

Equipment included with the stand free of charge, according to its total area, see pp. 10-11:



Scale: 1 square = 1 meter




FORM

**C4**
**ADDITIONAL EQUIPMENT**

 Only for the participants ordering **equipped** area  
 To be submitted before May 1 2015

 Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Company	Stand№
---------	--------

Samples of furniture and stand equipment are presented on the page 29. Please identify the location of equipment on the stand drawing (**Form C2**). Please do not duplicate ordering the equipment, which is already included in the default configuration of your stand.

Orders for equipment placed between May 15 and May 28 2015 are accepted conditionally to equipment availability at the surcharge of 50%, between May 29 and June 3 2015 – at the surcharge of 100%.

№	Title	Cost, Euro net of VAT 18%	Amount:	Total:
<b>Stand structures</b>				
1.	Wall element, white color	L-1.0 m H-5.0 m	72	
2.	Wall element, white color	L-0.5 m H-5.0 m	55	
3.	Swing door		140	
<b>Furniture</b>				
10.	Chair, soft (black artificial leather, chrom. legs)		32	
11.	Bar stool		55	
12.	Square table	0,6x0,6 m	55	
13.	Rectangular table	1,1x0,7 m	70	
14.	Round table	D-0,8 m	62	
15.	Round glass table	D-0,8 m	95	
16.	White armchair		80	
17.	Double-seat white coach		140	
18.	Glass journal table	0,9x0,5 m, H-0,45 m	55	
19.	Laminated chipboard information rack	1x0,5 m, H-1 m	215	
<b>Composite equipment and other accessories</b>				
20.	Information rack	1.0x0.5 m H-1.0 m	145	
21.	Information rack, radial	R-0.5-1.0m H-1.0 m	245	
22.	Podium-Table (closed on 3 sides)	1x0,5 m, H-0,7 m	80	
23.	Archive cabinet (low)	1.0x0.5 m H-0.7 m	110	
24.	Archive cabinet (high)	1.0x0.5 m H-1.0 m	145	
25.	TV chest	0,5x0,5 m, H-1 m	100	
26.	Showcase, low	1.0x0.5 m H-1.0 m	160	
27.	Showcase, high, with lighting 2 glass shelves	1.0x0.5 m H-2.5 m	260	
28.	Rack cabinet, 3 shelves	1x0,5 m, H-2,5 m	98	
29.	Booklet rack	4xA4	68	
30.	Wall mirror (only for the amenity rooms!!!)	0,5x0,7 m	20	

Form C4 continued on the next page

**Form C4** continuation

<u>Electrical equipment</u>					
40.	Halogen spotlight on a cantilever	150W	110		
41.	LDS light	40W	55		
42.	Metal Halogen spotlight	150W	160		
43.	Triple socket, 220 V	up to 1 kW	42		
44.	Single socket, 220 V	up to 2.5 kW	52		
45.	Power socket, 380 V/16A	up to 5 kW	180		
46.	Power socket, 380V/32A	up to 10 kW	235		
<u>Kitchen equipment</u>					
60.	Cooler with water bottle (19 l)	700W	145		
61.	Additional water bottle for the cooler(19 l)		37		
62.	Refrigerator (with 24 hour power supply )	80l	140		
63.	Coffee maker, droplet type		38		
64.	Coffee machine, for bean coffee		215		
<u>Audiovisual equipment</u>					
70.	LCD TV (HDMI, USB)* (on a floor rack), with audio	47" diagonal	460		
71.	Plasma panel (HDMI)* (on a floor rack), without audio	50" diagonal	460		
72.	Add-on audio columns for 50" plasma panel		65		
73.	Floor rack for LCD TV/plasma panel		140		
74.	Wall fixture for LCD TV/plasma panel		140		
75.	DVD-player		60		
76.	Notebook		230		
			<b>Total:</b>		

\* - If you are ordering LCD TV/plasma panel and are bringing **your own** source of signal please, **MAKE SURE TO IDENTIFY THIS** (X):

Own notebook       Own DVD       Own USB flash card



































**TOTAL PER THE FORMC4:**

Not valid without Form №3

Euro

NAME: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAMPLES OF FURNITURE AND ADDITIONAL EQUIPMENT**

Chair 10 	Bar stool 11 	Square table 12 	Rectangular table 13 	Round table 14 	Round glass table 15 
White armchair 16 	White double-seat armchair 17 	Glass journal table 18 	Information rack (laminated chipboard) 19 	Information rack 20 	Radial Information rack 21 
Podium chair 22 	Low archive cabinet 23 	High archive cabinet 24 	TV chest 25 	Low showcase 26 	High showcase 27 
Rack 28 	Booklet holder 29 	Wall mirror 30 	Cantilever spotlight 40 	Metal halogen spotlight 42 	Triple socket 43/44 
Power outlet 45/46 	Cooler with water bottle 60 	Refridgerator 80л 62 	Droplet type coffee machine 63 	Bean coffee machine 64 	LCD TB 47" 70 
50" plasma panel 71 	Audio columns for 50" plasma panel 72 	Coat rack 73 	DVD-player/ Notebook 75/76 		

FORM

**C5**
**POWER SUPPLY CONNECTION AND CONSUMPTION**
**THE FORM IS OBLIGATORY**

For all forum participants

Submit before May 1 2015

 Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Company		Stand№	
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Consumption of electricity and cost of connection to electricity source are not included into the cost of rent of exhibition area and must be obligatorily ordered by all exhibitors regardless of the type of stand based on the rated power consumption.

Make sure you ordered adequate power, having summed powers of all the electric equipment and appliances that you connect or plan to connect.

№	Power*	Cost, Euro net of 18% VAT	number of connectio ns:	Total:
For equipped area (standard stand)				
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 unequipped area				
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.	Свыше 40 kW	835		
Total:				

\* Cost of electricity consumption is included into the service rate.

\*\* For unequipped stands, connection of electricity source to the stand is arranged by the exhibitors or their contractors (The constructors/installers of the stands must have their own electric power distribution boards, at least 15 line meters of power cable and cable conduits).

**TOTAL PER THE FORMC5:**

Not valid without Form №3

Euro

NAME:

Signature

Date

FORM

**C6**
**CLEANING, INTERNET, SECURITY**

 For all Forum participants  
 To be submitted before May 1 2015

 Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Company		Stand№	
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Stand cleaning

№	Title	Cost, Euro без учета VAT 18%	Amount:	Total:
1.	Stand cleaning_on June 1, per 1 sq.m.	4,5		
2.	Stand cleaning_on June 2, per 1 sq.m.	4,5		
3.	Stand cleaning_on June 3, per 1 sq.m.	4,5		
3.	Daily cleaning, per 1 sq.m.	12,5		
Total:				

Stand cleaning implies vacuum cleaning, voiding trash bins, and removal of debris. Daily cleaning is to be done once a day, in the evenings between 08:00 and 10:00.

If you want the litter accumulated during the day to be disposed of, you should collect it and place in the aisle near your stand at the end of the working day, after 18:00 in a plastic bag or box.

Every morning before opening of the exhibition hall, the aisles between the stands shall be cleaned.

Internet connection

If internet connection is ordered, RJ-45 connection through local area network is provided to the Exhibitor. Installation and adjustment of equipment for wireless internet (Wi-Fi) can also be ordered.

№	Title	Cost, Euro net of VAT 18%	Amount:	Total:
1.	Internet with the connection speed of 1 Mb/s	230		
2.	Internet with the connection speed of 2 Mb/s	355		
3.	Internet with the connection speed of 10 Mb/s	750		
4.	Installation and adjustment of wireless internet (Wi-Fi) equipment	48		
Total:				

Stand security

Unarmed protection of the stand is provided for the duration of the exhibition between June 1 and 3 (from 9:00 to 19:00). Cost of security service is 25 Euro per man hour (net of VAT 18%).

№	Date	Time	Cost, Euro net of VAT 18%	Hours:	Total:
1.	9		25		
2.	10	June			
3.	11				
Total:					

**TOTAL PER THE FORMC6:**

Euro

Not valid without Form №3

NAME:	Signature	Date
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FORM

**C7**
**BADGES, INVITATIONS**
**THE FORM IS OBLIGATORY**

For all Forum participants

To be submitted before May 1 2015

 Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Company		Stand №	
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Forum Participant ID (Badges)

Every employee attending the stand must be accredited and wear a personal badge in order to access the exhibition hall. The badges are not transferable to other persons. Registration takes place at the registration deck, in the hall of Gostiniy Dvor starting from May 31.

Exhibitors are issued two exhibitor badges per 9 square meters of exhibition area free of charge. If you need additional Exhibitor badges, you can order them by filling in this Form. The price of exhibitor badge is 30 Euro (net of 18% VAT).

Please, fill in the Form for the stuff attending your stand, not including constructors/installers.

№	Employee name
1.	
2.	
3.	
4.	
5.	
6.	
Total:	pcs.
Total additional exhibitor badges:	30 Euro x <input type="text"/> pcs. = <input type="text"/> Euro

If you ran out of space in the table, please add lines or attach another page.

Invitations for the reception dinner

Forum Directorate invites the Forum Participants to the reception dinner dedicated to official opening of the VI International Forum ATOMEXPO 2014 taking place on June 10 2014 at 19:00. The venue of the dinner is to be inquired from the Forum Directorate. The price of additional invitation ticket for the reception dinner is 300 Euro

Forum Participants receive one free invitation for the reception dinner per company. If you need additional invitations, you can order them by filling in this Form. The price of an additional invitation for the reception dinner is 300 Euro (net of 18% VAT).

The Exhibitor orders additional invitations for the reception dinner :	300 Euro x <input type="text"/> pcs. = <input type="text"/> Euro
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Invitations for exhibition visitors

To arrange free access of your guests to the Exhibition, you have to provide them with Invitations. Every visitor will have to register at the registration decks in the hall of Gostiniy Dvor at the day of visit. Each Exhibitor will receive two invitations free of charge per every 3 square meters of the exhibition area. Invitations have to be collected in the Forum Directorate Office at the address:

11 bld 40, Ordzhonikidze street, Moscow, 115419, before June 1 2015.

**TOTAL PER THE FORMC7:**
 Euro

Not valid without Form №3

NAME:	Signature	Date
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FORM

**C8**

**COMPANY DESCRIPTION IN THE FORUM CATALOGUE**

**THE FORM IS OBLIGATORY**

For all Forum participants

To be submitted before April 30 2015

Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Company

Stand №

**ATTENTION.**

- Electronic copy of the **Form C8** will be sent to your e-mail simultaneously with distribution of this manual!
- Exhibition directorate does not guarantee inclusion of the records received after May 5 2014 into the catalogue.

Information in the catalogue in the amount of up to 1000 symbols is included into the registration fee, provided that the information is timely submitted through this Form. Every Exhibitor having paid the registration fee receives one hard copy of the catalogue.

If you want information about your sub-exhibitors included into the official catalogue, you must pay registration fee for every of them (**Form C9**).

NAME:

Signature

Date

FORM

**C9**
**ADVERTISEMENT IN THE FORUM CATALOGUE  
ADDITIONAL PROMOTIONAL OPPORTUNITIES**

 For all Forum participants  
To be submitted before April 30 2015

 Send this form to the Forum Directorate, Fax:: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Company		Stand№	
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Advertisement in the forum catalogue
**ATTENTION!**

- If you have already ordered advertisement in the application for participation in the exhibition, do not repeat your order;
- Promotional materials for the catalogue are to be submitted no later than April 30 2015
- 

№	Title:	Cost, Euro net of VAT 18%	Amount:	Total:
Placing company logo next to the description				
1.	Color	95		
2.	Black and white	45		
Promotional materials in the Official Forum Catalogue				
3.	Back cover page (outer side), exclusive positions	2 350		
4.	Back and front cover page, inner side, exclusive positions	1 950		
5.	Full page	1 200		
6.	Half page	850		
Information about sub-exhibitors				
7.	Information about sub-exhibitors	700		
<b>Total:</b>				

**REQUIREMENTS TO MATERIALS for placement in the Official Catalogue of ATOMEXPO 2014 International Forum**

- Page size (A4): 210x265 mm; half page (A5) – 145x210 mm.
- Bleed: minimum of 3 mm on each side.
- Trim margin – at least 5 mm.
- Accepted file formats (preferred): Adobe Illustrator, EPS, CorelDraw, or TIFF.
- All fonts should be transferred to curves or attached to the file.
- Color model for all types of images CMYK.
- Resolution of bitmap images at least 300 dpi.
- All CorelDraw effects used are to be separated from the objects, lenses transferred to bitmaps.

Additional promotional opportunities

Forum Directorate invites you additional promotional opportunities, such as: installation of wide plasma panels, roll-up, advertisement surfaces at the entrance zone, application of company logo on the Forum souvenirs etc. If you are interested, please contact Forum Directorate.

**ADDITIONAL PROMOTIONAL OPPORTUNITIES**

 Send this form to the Forum Directorate, Fax: +7 (495) 663-38-20; e-mail: [atomexpo@atomexpo.com](mailto:atomexpo@atomexpo.com)

Company		Stand №	
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We suggest you to make use of additional promotional opportunities for your company. Based on the marketing strategy of your company, Forum Directorate will be glad to offer you appropriate package optimally fitting your individual objectives.

№	Title:	Cost, Euro. net of VAT 18%	Total:
<b>Интернет-реклама</b>			
1.	Placing advertisement banner on the main page of the official web site of the Forum with a link to the company site, 60 days	400	
2.	Advertisement column on the right side of the main page, 60 days	600	
<b>Advertisement on the souvenir products</b>			
3.	Logo on the notebooks (included into the handouts of conference participants)	2 400	
<b>Advertisement in the exhibition zone</b>			
4.	Placement of printed products (booklets) into the Exhibition Participant "bag" (handout) ( no more than 3 items)	2 050	
5.	Placement of a rack with advertising materials in the registration zone	2 000	
6.	Placing Roll-up of your company at the entrance of the exhibition hall or in the registration zone (Roll-up to be provided by the customer). Production and shipment is arranged by the customer company	750	
7.	Audio announcement in the exhibition hall (30 seconds during lunch and coffee breaks, 3 announcements per day, total of 9 announcements in three days. )	550	
	Advertisement in the official Forum catalogue	see . <b>Form C9</b>	
<b>TOTAL:</b>			

On all the issues related to cost and content of the Forum Sponsor package, please contact.

**TOTAL PER THE FORMC9:**

Not valid without Form №3

Euro

NAME:	Signature:	Date:
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