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1. Setting up and dismantling

1.1 Setting up and delivery

Stand Construction:

first–fourth day of setting up: 8.00 am – 8.00 p.m.

fourth day of setting up: The work from 4.00 p.m. – 8.00 p.m. can only be done on the stand. Aisles have to be free as we are going to lay carpet in the aisles from 4.00 onwards.

Any goods that have not been unpacked by 4.00 p.m. on the last day for setting up are to be removed / put into storage at the cost of the exhibitor and may only be delivered again after 6.00 p.m. on the first day of the fair, at the earliest.

Exhibitors can move into the turnkey stands after 1.00 p.m. on the last day allocated for setting up.

1.2 Technical data on the halls

Hall dimensions

	Max. hall height	Max. construction height (see – Point 2.2)
Hall 1 depending on placement	9.80 m	6.00 m
Hall 2.1, 2.2, 2.3	8.20 m	6.00 m
Hall 2.4, 2.5 depending on placement	3.60 m	3.00 m
Hall 7.3, 7.4, 7.5, 7.6	5.80 m	5.30 m
Forum depending on placement	ca. 13.00 m	6.00 m
Hall 8.1, 8.2, 8.3	8.00 m	6.00 m
Hall 8.4, 8.5 depending on placement	2.50 m	2.50 m

Foundations, anchor holes and cable ducts

Foundations, anchor holes (drilling of holes, etc.) and the laying of cables under the floor are not permitted.

1.3 Electricity and water

a) Electricity

Electricity for lighting: 220 V

Electricity for power: 3-phase AC 380 V

with limited load mid-point conductor (fourth wire).

The main frequency is 50 Hz. Motors with more than 20 kW must be switched with load-limiting starter devices.

All electrical units and equipment must comply with the regulations of VDE. The supply cabling and the main electrical connection from the hall distributor to the stand may only be made by Messe Düsseldorf GmbH for reasons of safety in operation. Orders are to be placed using the appropriate form. Electrical installations within the stands are done by Messe Düsseldorf GmbH on the basis of the orders placed. Electrical installations within the stands can be done by the electricians of the exhibitor or by concessionaire electrical companies working in compliance with VDE regulations and to the state of the art of technology. Existing electrical installations within the stands may only be put into operation during the period of the event itself once they have been officially accepted and approved by Messe Düsseldorf GmbH. Test certificates are to be kept in readiness when the stand is officially accepted. Test certificates are to be in Russian and German.

b) Water

The necessary installation work may only be carried out by Messe Düsseldorf GmbH for reasons of safety in operation. Orders are to be placed using the appropriate form.

a+b WARNING

Please note that it is not possible to provide an optimum layout in all cases when planning the layout at the trade fair or exhibition due to obstacles and structures such as pillars, columns, electrical connecting boxes, water supply and drainage lines, fire alarms, etc. It is necessary to take into account that there will be visible cables and pipes.

The management of the trade fair concerned is to be informed immediately in the event of any problems with the supply of energy or power.

The organiser shall have no liability whatsoever for losses and consequential damage caused by problems with the supply of energy or power.

1.4 Transport, exhibition and dismantling of exhibition goods

The transport of exhibition goods to the stand and back, the storage of empty containers and packaging, the use of lifting and conveying equipment, the use of personnel for packing and unpacking, setting up the exhibition goods and dismantling them, repacking them and other associated work is exclusively a matter of the exhibitor.

The hall shipper is exclusively responsible for handling shipping-related matters within the premises of the exhibition grounds.

The organiser has no liability whatsoever for such matters.

1.5 Customs formalities

The exhibitor himself must be aware of and comply with all the necessary customs formalities concerning items for exhibition, stand design materials and goods.

Any further details that are necessary for all transport processing, including the handling of goods for representation and printed materials, are to be communicated to the exhibitors by special transport-related circular letters from the hall shipper.

2. Stand setup and equipping

2.1 Stand setup, design, labelling and personnel

Equipping and designing the stands, if they exceed the scope covered in the terms and conditions of the organiser, is a matter for each individual exhibitor. However, the construction regulations and guidelines of the organiser shall apply for the type of design for the location of the event. The exhibitor is required to agree beforehand with the organiser concerning his design. A stand design that does not comply with the regulations or guidelines can be removed or modified by the organiser at the cost of the exhibitor concerned.

The stands can be produced with your own material. The rear of the stands must be designed in a neutral way by the person to whom the stand belongs so that the interests of the neighbouring stand are not adversely affected.

Walls that are adjacent to the visitor gangways must be made less monotonous by the installation of showcases, niches, displays, etc., to document the exhibitory nature of the stand and the entire event. Constructions of all types and exhibits may not protrude into adjacent areas and the visitor gangway.

Stand construction materials that were rented from the organiser may not be damaged by drilling, stapling, cutouts or remnants of strong adhesives and the like. The exhibitor will be billed for any damage caused (e.g. system wall element EUR 100.00).

The use of other stand back walls is forbidden. Each exhibitor / stand constructor is required to make provision for an adequate number of walls of his own. Each rented stand is to be given a floor covering.

Dismantling of the stands can be done within the times intended for that purpose. Exhibitors shall remove their collections for stand dismantling by no later than 6.00 pm. The rented space shall be handed back to the organiser in the same condition as it was found in. Any damage to walls, floors, ceilings, fittings, etc., will be made good by the organiser and billed to the exhibitor. The stand is to be provided with an adequate number of information personnel during the opening times of the exhibition or trade fair.

2.2 Construction height

The construction height is a maximum of 2.50 m for all stands, measured from the hall floor to the top edge of the stand. It is only permissible to exceed this height with the explicit approval of Messe Düsseldorf GmbH. The same applies to items suspended from the hall ceiling. If the normal height of 2.50 m is exceeded, it is necessary to comply with a neighbouring zone of 3.00 m. Exhibited items are not subject to these restrictions.

A two-storey structure is only permitted to a limited extent and only with the approval of Messe Düsseldorf GmbH. The construction request for a two-storey structure must be sent in immediately after the stand has been approved. The application, which must be received by Messe Düsseldorf GmbH 10 weeks before the start of construction at the latest, must include stand construction drawings in 1:100 scale (construction details may need to be shown in a larger scale as applicable), structural calculations in accordance with German standards, and two copies of a description of the structure in German.

The fees for the construction permits are to be billed to the exhibitor. There is a surcharge of 20% on these fees for applications that are sent in late. With two-storey exhibition stands the structural components, the ceiling of the ground floor and the floor of the upper storey must be made out of sparingly flammable materials. Test certificates are to be kept in readiness when the stand is officially accepted. Test certificates are to be in Russian and German.

2.3 Stand construction approval / self constructor

The companies that do not construct their trade fair / exhibition stands with ZAO Expoconsta shall submit two copies of the following documents for further approval to ZAO Expoconsta in Moscow:

- floor plan and layout of your stand (including all measurements)
- plan of electrical installation including power consumption
- layout for power supplies (compressed air, water)
- layout for communication systems (telephone, internet, audio-video)
- certificate of qualification for electricians who will be responsible for the electrical installations on site (according to the Russian standard: safety category 3 resp. 4)

These documents have to be submitted to ZAO Expoconsta in Moscow not later than 8 weeks before the official date of construction starts:

ZAO Expoconsta
Mr. Rostopka
Krasnogvardeisky Proyezd, 12
123 100 Moscow / Russia
Fax: +7 095 9455764 or
+7 095 2539513
e-mail: konev@expoconsta.ru or
sales@expoconsta.ru

In case that the documents did not arrive in time, ZAO Expoconsta will charge currently following fees:

Fees for onestorey stand construction A
Additional charges for two-storey stand construction B

	A	B
	EUR / m ²	EUR / m ²
45 days before build-up time	12.98	12.98
44–15 days before build-up time	19.47	19.47
14–6 days before build-up time	25.96	25.96

incl. the statutory Russian VAT

subject to alterations. (actual status February 2014).

The general stand construction approval procedure such as inspection of the maximum permissible installation height and compliance with the specified distances between installations continue to be the responsibility of Messe Düsseldorf GmbH.

Before submitting your plans to ZAO Expoconsta for approval, please send us the appropriately scaled floor plans and view diagrams, which will be immediately returned to you with the corresponding approval notes of Messe Düsseldorf GmbH.

Please note that stand construction materials imported into the fairgrounds without official authorisation may be refused.

Messe Düsseldorf GmbH is still responsible for the general construction approval, the inspection and authorisation of the construction height and the required spacing. When constructing their own stands exhibitors must first obtain general approval from Messe Düsseldorf GmbH on the intended basic plan. Should these be approved the plans will be immediately returned to exhibitors who then shall forward these to ZAO Expoconsta for further authorisation; the associated fees shall be borne by the exhibitor.

Messe Düsseldorf GmbH, Rainer Haack
T +49.(0)211.4560.7722
F +49.(0)211.4560.7750
E-mail: HaackR@messe-duesseldorf.de

2.4 Roofing

The stands may only be given enclosed roofing using sparingly inflammable construction materials in the area of the cabins.

The installation of a sprinkler unit is required if an area of more than 30 m² is enclosed.

2.5 Labelling and advertising

Signs and placards may only be installed up to the boundary of the stand. Any advertising activities outside the exhibition stand shall require prior approval from the organiser.

2.6 Protection against fire and safety regulations

Smoke and fire alarms

The operator of the ZAO Expoconsta requires smoke and fire alarms for two-storey trade fair stands. These will be provided and installed by the operator of the Trade Fair Center. The cost including labour and VAT is EUR 160.00 each. The number of alarms to be installed will be determined by the structural conditions and evaluation by the fire brigade. The charges will be included in the final invoice or are to be paid in cash on location.

Stand construction and decorative materials

Highly inflammable materials or materials that drip when burning may not be used. Special requirements may be made concerning structural parts in individual cases for safety reasons. Decorative materials of all types must be sparingly inflammable. It is necessary to prove that these materials are sparingly inflammable at the time of acceptance (test certificates are to be in Russian). Materials with a risk of explosion are subject to the [German] Explosives law and may not be exhibited at trade fairs and exhibitions.

Balloons

It is forbidden to use balloons filled with an inflammable gas within the halls and in the open areas outside. The use of balloons filled with a safe gas within the halls and in the open areas outside requires the prior approval of Messe Düsseldorf GmbH.

Rubbish, recycling and remnant bins

No bins or containers used to hold rubbish, materials for recycling or remnants involving inflammable materials are to be set up at the stands. The bins and containers at the stands are to be emptied regularly at the corresponding points, and at the latest every evening after the fair or exhibition has closed.

Spray guns, nitro-based paints

It is forbidden to use sprayguns or nitro-based paints in any of the halls.

Cutting and grinding work and all work with naked flames, welding, flame-cutting, soldering, thawing, cutting and grinding work must be publicised before the start of the work and a written application made beforehand to Messe Düsseldorf GmbH. The area is to be suitably blocked off beforehand to avoid any dangers to others. Fire extinguishers must be available ready for use in the immediate vicinity. Circular saws are only permitted by using a dust extractor.

Cranes, fork lift trucks

It is not permitted to operate your own cranes and fork lift trucks on the premises of the exhibition grounds.

Only units belonging to the shippers involved on the premises of the exhibition grounds may be operated.

Empty containers and packaging

It is forbidden to store empty containers (e.g. packaging and packing materials) at the stands. All empty containers and packaging materials are to be taken immediately to the designated storage point for empty containers and packaging materials operated by the approved shippers.

Glass

Only laminated safety glass may be used. The edges of glass panes must be machined or protected in such a way that there is no possible risk of injury. Objects made completely of glass must be marked at eye level.

Stand safety

The trade fair and exhibition stands with their fittings and exhibits and holders for advertising signs are to be set up in a secure and stable manner so that they do not endanger the general public or cause a nuisance. The exhibitor is responsible for ensuring structural stability and must provide certification and proof of this if required to do so.

Protective equipment

Machines and apparatus may only be put into operation once all the protective devices are functional and operating.

The management of the trade fair or exhibition is authorised to prohibit at any time the operation of machines, apparatus and equipment if in their view continued operation of same would entail a risk of injury or damage.

Hall floors

Carpets and other floor coverings must be laid so as to avoid accidents and may not protrude out beyond the edge of the rented area. Only adhesive tape that leaves no traces or residues may be used for fixing. All the materials used must be capable of being removed without leaving any traces or residues. Substances such as oils, greases, paints and similar substances must be removed at once from the hall floor. Neither paint nor adhesive may be applied to the hall floor.

Security patrols

General security patrols of the halls and the premises of the exhibition grounds during the time of the trade fair or exhibition will be undertaken by Messe Düsseldorf GmbH. There will be general security patrols during the setting up and dismantling times, starting on the first day of setting up and ending on the last day of dismantling. The exhibitor must organise for himself any security monitoring of his possessions. Exemption from liability for personal injury and property damage shall not be limited by the general security patrols. Security guards required for the duration of the trade fair / exhibition must be ordered using the relevant form 6 of the "SERVICE MANUAL" only.

No other security staff shall be permitted over the entire fair grounds.

3. During the fair of exhibition

3.1 Machine noise, audiovisual presentations, etc.

Presentations of all types should be restricted as much as possible in the interest of other exhibitors and the visitors. It is not permitted to exceed a noise level of 75 dB (A) at the boundary of the stand.

3.2 Photography and filming

Photography is not permitted on the premises of the trade fair or exhibition grounds and within the halls, especially with regard to exhibition objects and items. The organiser reserves the right to make use of photographs and films of all types for its own and for general publications.

4. Costs, Extra Services

Orders / extra services can only be made / ordered by exhibitors using the forms included in the "SERVICE MANUAL". These orders/ services are subject to a charge. Prices for these can be found on the relevant forms. Exhibitors must hand in the order forms to the address (organiser or Messe Düsseldorf GmbH) stated on the form no later than the deadline also specified on the relevant form. Orders for technical services (Stand construction FULL PACKAGE and additional technical orders) received by the Igedo Company GmbH & Co. KG or Messe Düsseldorf GmbH after the stated deadline (up from 7 weeks before the exhibition) shall be subject to a 30% surcharge on the net price.

All technical services must be ordered from the organiser.