

# PARTICIPANT GUIDE



# DIVE SHOW .RU

# 2019



Organised by Underwater Ltd, the venue: Sokolniki Exhibition and Convention Centre  
Организатор: ООО «Андервотер», место проведения: Конгрессно-Выставочный Центр «Сокольники»

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## The 4<sup>th</sup> International Specialized Underwater exhibition MOSCOW DIVE SHOW 2019

### About:

**MOSCOW DIVE SHOW** is Russia's and Eastern Europe's largest exhibition of equipment, tourism and training for all "underwater" and "water" people. The base of the exposition are four main underwater areas — diving, spearfishing, freediving and underwater photography, as well as water activities — yachting, dive regattas, kiting, surfing, SUP and water tourism.

**MOSCOW DIVE SHOW** is the main exhibition of the underwater and water man, and of anyone who is only planning to become one.

### Aim of the Exhibition:

To bring together everything one may need for underwater, above water and near water activities under one roof.

### Exhibition Ideology:

Effective communication platform for retail and wholesale business, ensuring dealership network expansion, direct sales of goods and services to visitors with simultaneous promotion of traditional and online shops.

### Participants:

- producers, distributors and sellers of goods for diving, spearfishing, freediving, underwater photography, yachting, surfing, kiting and other water activities;
- dive resorts, safari yachts, dive centers;
- travel agencies offering diving tours;
- dive clubs offering training and dive trips;
- fishing bases specializing on spearfishing;
- tourism industry representatives from the countries developing underwater tourism;
- airlines and insurance companies offering special programs for travelling underwater fans;
- yacht clubs and yacht schools.

### Audience:

- divers, freedivers, spearfishers, underwater photographers — people who are already crazy about yachting, surfing, fishing and other underwater and water activities.

### Organizer:

FISH PRESS publishing house that publishes two main Russian underwater magazines: Ultimate Depth and Spearfishing World.

## Welcome to MOSCOW DIVE SHOW 2019!

## General Information

### Exhibition Organizing Committee:

OOO Underwater:

Postal address: 125362, Moscow, Vodnikov st., 2, building 17, office 9

Telephone: +7 (499) 110-48-37

Website: [www.diveshow.ru](http://www.diveshow.ru)

### Management Office:

Project manager:

Georgy Zdanovsky

[georgy@diveshow.ru](mailto:georgy@diveshow.ru)

Sales director:

Maria Gaydukova

+7 (925) 204-43-38

[sale@diveshow.ru](mailto:sale@diveshow.ru)

Accounting:

Olga Stankievich

+7 (926) 553-44-24

[info@diveshow.ru](mailto:info@diveshow.ru)

Site administrator:

[support@diveshow.ru](mailto:support@diveshow.ru)

### Organizers Office at the Exhibition:

ORGANIZERS OFFICE will be located in the showroom of pavilion #4. We will help to resolve any technical issues during set-up/dismantling and exhibition operation!

### Exhibition Schedule:

Set-up: 30.01.2019 — from 9:00 to 21:00

Visiting hours: 31.01.2019 — from 10:00 to 20:00

01.02.2019–02.02.2019 — from 10:00 to 21:00

03.02.2019 — from 10:00 to 18:00

Dismantling and

move-out of items:

03.02.2019 — from 18:00 to 23:55

*A booth not occupied until 12:00 January 31, 2019 will be considered vacant. Inform the organizers of the exhibition in case you fail to occupy the booth by that time.*

## Application Forms:

1. Application for participation and conference room booking — Form #1. Advanced booth booking is possible on [www.diveshow.ru](http://www.diveshow.ru).

Application for participation in the Exhibition (Form #1) is made through booking a vacant booth on Room Plan page ([www.diveshow.ru/shema.php](http://www.diveshow.ru/shema.php)). All vacant booths are highlighted blue (not shaded). Please choose a vacant booth, click on it and book it. The application will be automatically submitted to the sales department. The booth will be booked for you within 24 hours and you will be contacted by a manager.

*In case you have troubles booking a booth via the site, send an application for the booth booking in any form to [sale@diveshow.ru](mailto:sale@diveshow.ru).*

2. Additional equipment application — Form #2. Must be submitted if you need any additional equipment or services.
3. Booth scheme — Form #2.1. You need to locate standard and additional equipment ordered under Form #2 on the scheme. The booth scheme must be emailed to [sale@diveshow.ru](mailto:sale@diveshow.ru) for approval.
4. Advertising at the Exhibition — Form #3. For advertising on the territory of Sokolniki park, outside and inside pavilions, rent of equipped conference halls and coffee-breaks organization.
5. Application for badges — Form #4. During set-up/dismantling works and the entire period of the Exhibition, the Exhibition can be accessed by badge only.
6. Move-in/Move-out letter — Form #5. Must be properly filled in and available in 3 copies.

Name of the organization

Booth

## CONTACT DETAILS

COMPANY NAME

CONTACT NAME

ADDRESS LINE 1

ADDRESS LINE 2

CITY & POSTAL CODE

TELEPHONE #

EMAIL

## BOOTH CHOICE

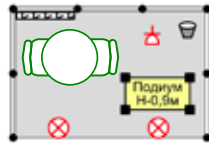
I am booking unequipped booth at €159/sq.m,  sq.m

I am booking equipped booth at €189/sq.m



4 sq.m

1. Side walls
2. Grey flooring
3. Fascia panel with exhibitor ID caption on the open side of the booth (Company name, city/country – 15 symbols)
4. 1 round table
5. 1 chair
6. 2 spot lights
7. 1 garbage bin
8. 1 clothes hanger
9. 1 table 60x60



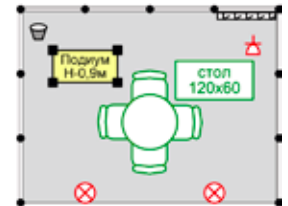
6 sq.m

1. Side walls
2. Grey flooring
3. Fascia panel with exhibitor ID caption on the open side of the booth (Company name, city/country – 15 symbols)
4. 1 round table
5. 2 chairs
6. 2 spot lights
7. 1 garbage bin
8. 1 clothes hanger
9. 1 power socket
10. 1 podium



9 sq.m

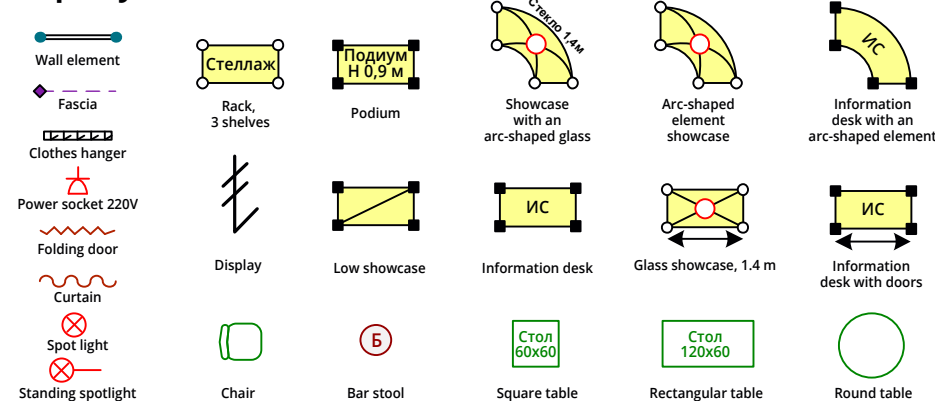
1. Side walls
2. Grey flooring
3. Fascia panel with exhibitor ID caption on the open side of the booth (Company name, city/country – 15 symbols)
4. 1 round table
5. 3 chairs
6. 2 spot lights
7. 1 garbage bin
8. 1 clothes hanger
9. 1 power socket
10. 1 podium



12 sq.m

1. Side walls
2. Grey flooring
3. Fascia panel with exhibitor ID caption on the open side of the booth (Company name, city/country – 15 symbols)
4. 1 round table
5. 4 chairs
6. 2 spot lights
7. 1 garbage bin
8. 1 clothes hanger
9. 1 power socket
10. 1 podium
11. 1 table 120x60

### Map Key:



**Additional accessories for the booth:** furniture, lights, showcases, tech services can be ordered via Form №2 or submitting an application to [sale@diveshow.ru](mailto:sale@diveshow.ru).



## Booth Equipment

### In case you book EQUIPPED exhibition area, the price includes:

1. An exhibition area (floor space and location according to the Application for participation);
2. Standard booth, including the minimum standard equipment. Standard equipment of a booth of a certain floor space is described in Prices and Booths section at the Exhibition website;
3. Additional equipment according to the Demand for additional equipment and furniture — Form #2;
4. General security of the territory of pavilion of the Exhibition Center and cleaning between stands in pavilion;
5. Placement of information about the company on [www.diveshow.ru](http://www.diveshow.ru)

### In case you book UNEQUIPPED exhibition area, the price includes:

1. An exhibition area (floor space and location according to the Application for participation);
2. General security of the territory of pavilion of the Exhibition Center and cleaning between stands in pavilion;
3. Placement of information about the company on [www.diveshow.ru](http://www.diveshow.ru)

### Please note that:

In case of exclusive booth equipment by an external builder (not Sokolniki Exhibition Center), the building company needs to be accredited (according to technical documentation of exhibition booths standards control) in Sokolniki Exhibition Center.



### Upon equipped and unequipped area it is PROHIBITED:

- To perform independent assembly and dismantling works at the prepared booth (including works with electric equipment);
- To perform independent covering of panels;
- To use staplers for hanging your materials on the walls;
- To perform works involving drilling (other damage) of constructions;
- To smoke on the territory of exhibition halls;
- Mounting additional lighting or mobile booths that have independent electric chains is only allowed at the Organizers' approval;
- Mounting of non-standard elements and interior design elements which are not exhibit items (independent fitting or design exerting material impact on booth construction) is only possible at the Organizers' approval after passing project design documents control for the planned works.
- To take the leased equipment from the booth out of the Exhibition Center;
- All used banners or other decorative materials must have all necessary fire safety certificates.

\* *In case of damage of the leased equipment the cost of the damaged elements of a booth construction or additional equipment will be recovered from the Participant. During exhibition, a damage report will be drawn up.*

### Color print file requirements:

TIFF format, resolution not less than 72 dpi in actual size, scale 1:1, color model — CMYK (without built-in color profile). Any significant elements (texts, logos, etc.) should not be closer than 8 mm from the edge of the page.

### Sizes:

Covering of wall panels with color print (by customer's model): wall panel size: width — 970 mm, height — 2360 mm



Name of the organization

Booth



Name	Measurement	Price, €	Amount	Total, €
1. Carpet coating (colourful)	sq.m	12,00		
1.1 A carpet under boothes (grey velor)	sq.m	9,00		
2. Wall element, colour of white 2,5x1,0 m	pcs.	47,00		
3. Wall element, colour of white 2,5x0,5 m	pcs.	36,50		
4. Wall element, colour of white 1,8x1,0 m	pcs.	42,00		
5. Wall element, colour of white 1,8x0,5 m	pcs.	31,50		
6. Wall element, colour of white 1,5x1,0 m	pcs.	36,50		
7. Wall element, colour of white 1,5x0,5 m	pcs.	26,50		
8. Wall element, colour of white 0,5x1,0 m	pcs.	16,00		
9. Wall element, colour of white 0,9x1,0 m	pcs.	21,00		
10. Wall element, colour of white 0,5x0,5 m	pcs.	10,50		
11. Wall element with glass 2,5x1,0 (glass H 1,4 m)	pcs.	87,50		
12. Wall element with glass 2,5x0,5 (glass H 1,4 m)	pcs.	69,50		
13. Diagonal wall element 2,5x1,36 m	pcs.	67,50		
14. Diagonal wall element 2,5x0,66 m	pcs.	52,00		
15. Protection chain with fastening	metres	9,00		
16. A sliding door with the lock 2,5x1,0 m	pcs.	83,50		
16a. A sliding door 2,5x1,0 m	pcs.	118,50		
17. Color curtain 2,5x1,0 m	pcs.	44,00		
18. Ceiling raster. 1x1 m	sq.m	21,00		
19. Ceiling lattice with a raster 1x1 m	sq.m	41,00		
20. Hinged frieze panel 0,3x1 m	metres	29,50		
21. * Show-window H 0,9 m (1,0x0,5 m)	pcs.	124,50		
22. * Show-window H 0,9 m (0,5x0,5 m)	pcs.	67,50		
22a. * Show-window glass H 0,9 m R 1,0 m	pcs.	192,50		
23. * Show-window 2,5x0,5x1 m (glass H 1 m)	pcs.	166,00		
24. * Show-window 2,5x0,5x1 m (glass H 1,4 m)	pcs.	187,00		
25. * Show-window 2,5x0,5x0,5 m (glass H 1 m)	pcs.	130,00		
26. * Show-window 2,5x0,5x0,5 m (glass H 1,4 m)	pcs.	156,00		
27. * Show-window 2,5x2x0,5 m (glass H 1 m)	pcs.	249,00		
28. * Show-window 2,5x2x0,5 m (glass H 1,4 m)	pcs.	299,00		
29. * Show-window radial H 2,5; R 1,0 m (glass H 1 m)	pcs.	228,50		
30. * Show-window glass H 2,5; R 1,0 m (glass H 1,4 m)	pcs.	249,00		
31. * Show-window glass H 2,5; R 0,5 m (glass H 1 m)	pcs.	150,50		
32. * Show-window glass H 2,5; R 0,5 m (glass H 1,4 m)	pcs.	171,50		
33. Rack H 2,5 m	pcs.	8,50		
34. Rack H 1,8 m	pcs.	6,50		
35. Rack H 1,5 m	pcs.	5,50		
36. Rack H 0,9 m	pcs.	3,50		
37. Rack H 0,5 m	pcs.	2,00		
38. Purlin 1 m	pcs.	5,50		
39. Purlin 0,5 m	pcs.	3,00		
40. Information Rack H0,9x0,5x1,0 m	pcs.	67,50		

Name of the organization

Booth

Name	Measurement	Price, €	Amount	Total, €
41. Information Rack H 0,9x0,5x1,0 m with small doors	pcs.	78,00		
42. Information Rack with a bow-shaped element H 0,9 m	pcs.	104,00		
43. Rack prefabricated H 2,5x0,5x1 m	pcs.	91,50		
44. Wall shelf 0,3x1 m (name the height of fastening of shelves from the floor)	metres	8,50		
45. The glass shelf for a show-window	pcs.	31,50		
46. Podium H 0,9x1,0x0,5 m	pcs.	52,00		
47. Podium H 0,5x1,0x0,5	pcs.	39,50		
48. Podium H 0,2x1,0x0,5 m	pcs.	23,00		
49. Podium H 0,9x0,5x0,5 m	pcs.	29,50		
50. Podium H 0,5x0,5x0,5	pcs.	33,50		
51. Podium H 0,2x0,5x0,5 m	pcs.	19,00		
52. Podium H 0,9x1,0x1,0 m	pcs.	69,50		
53. Podium H 0,5x1,0x1,0	pcs.	55,00		
54. Podium H 0,2x1,0x1,0 m	pcs.	41,00		
55. Podium radial H 0,9; R 1,0 m	pcs.	99,00		
56. Podium radial H 0,5; R 1,0 m	pcs.	52,00		
57. Podium radial H 0,2; R 1,0 m	pcs.	26,50		
58. Podium radial H 0,9; R 0,5 m	pcs.	62,50		
59. Podium radial H 0,5; R 0,5 m	pcs.	31,50		
60. Podium radial H 0,2; R 0,5 m	pcs.	16,00		
61. Table-holder H 0,9x1,0x1,0m	pcs.	36,50		
62. Table-holder H 0,9x1,0x0,5m	pcs.	29,50		
63. Blinds width 1 m	pcs.	19,00		
64. Wall hanger	pcs.	12,00		
65. Floor hanger	pcs.	14,00		
66. Hanger for clothes length 1 m	pcs.	19,00		
67. Mirror 1x1 m	pcs.	62,50		
68. Advertizing Rack	pcs.	50,00		
69. Garbage basket	pcs.	4,50		
70. Chair	pcs.	9,50		
71. Bar chair black	pcs.	30,50		
72. Table 0,6x0,72x1,2 m	pcs.	31,00		
73. Table 0,6x0,6x0,72 m	pcs.	28,50		
74. Table with a round table-top Ø 0,85 m black	pcs.	42,00		
75. Additional inscription on the frieze panel H 0,075 m	qty.	58,50		
76. Additional inscription on the frieze panel H 0,01 m	qty.	69,50		
77. Logo black-and-white	pcs.	52,00		
78. Logo color	pcs.	67,50		
79. Logo complex	pcs.	88,50		
80. Production of an inscription: H 1 letter 0,075 m	pcs.	2,00		

Name of the organization

Booth

Name	Measurement	Price, €	Amount	Total, €
81. Production of an inscription: H 1 letter 0,01 m	pcs.	2,50		
82. Pasting of panels with orakal sq.m	sq.m	17,00		
83. Pasting of panels with customer's material (ORACAL 620), sq.m	sq.m	17,00		
84. Pasting of panels with print (full-color), sq.m.	sq.m	25,50		
84a. Production of a banner	sq.m	15,50		
84b. Tightening banner on cringle	sq.m	10,50		
85. Cube with illumination	pcs.	249,00		
86. Spot – a sconce	pcs.	26,50		
87. Lamp DC-40	pcs.	32,50		
88. Lamp halogen 150 W	pcs.	35,50		
89. Lamp halogen 300 W	pcs.	47,00		
90. Sink with a boiler	pcs.	189,00		
91. Sink without boiler (without heating)	pcs.	174,50		
92. Refrigerator	pcs.	114,50		
93. Socket 220 V x 1,5 KW	pcs.	24,00		
93a. Socket 220V 3,0 KW boosted	pcs.	47,50		
94. Socket 220 V x 24 hours 1,5 KW (for refrigerator)	pcs.	26,50		
94a. Socket 220 V x 24 hours 3,0 KW, boosted (for refrigerator)	pcs.	52,00		
95. Stage element	sq.m	52,00		
96. Steps for the stage	pcs.	26,50		
97. Construction for banner on stage 4 x 2 m	pcs.	236,00		
98. Armchair from suede leather	pcs.	81,50		
99. Sofa	pcs.	203,00		
100. Glass coffee table 1,0x1,0 m	pcs.	102,00		
101. Key door	pcs.	5,50		
102. Marking of an exhibition area (day time / night time) for sq.m of the marked area	sq.m			
103. Podium for opening ceremony 1.5 x1.5 H 0.1 m, red carpet coating, 2 pcs.	bundle	138,50		
104. Metal halide lamp	pcs.	58,50		
105. Chair Brussels	pcs.	16,00		
106. The TV 42' with a floor support	pcs.	167,00		
107. The TV 50' with a floor support	pcs.	175,00		
108. The TV 55' with a floor support	pcs.	192,00		
109. Wall fastening for TV 32-55'	pcs.	27,00		
110. Cooler with 2 water large bottles	pcs.	70,00		
111. Ceiling-mount top suspension point max 10 kg	pcs.	158,50		
112. Ceiling-mount top suspension point max 50 kg	pcs.	197,00		
113. Floor support for TV 32-55'	pcs.	45,00		

*All equipment is given for a temporary use.*

Name of the organization

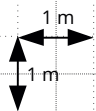
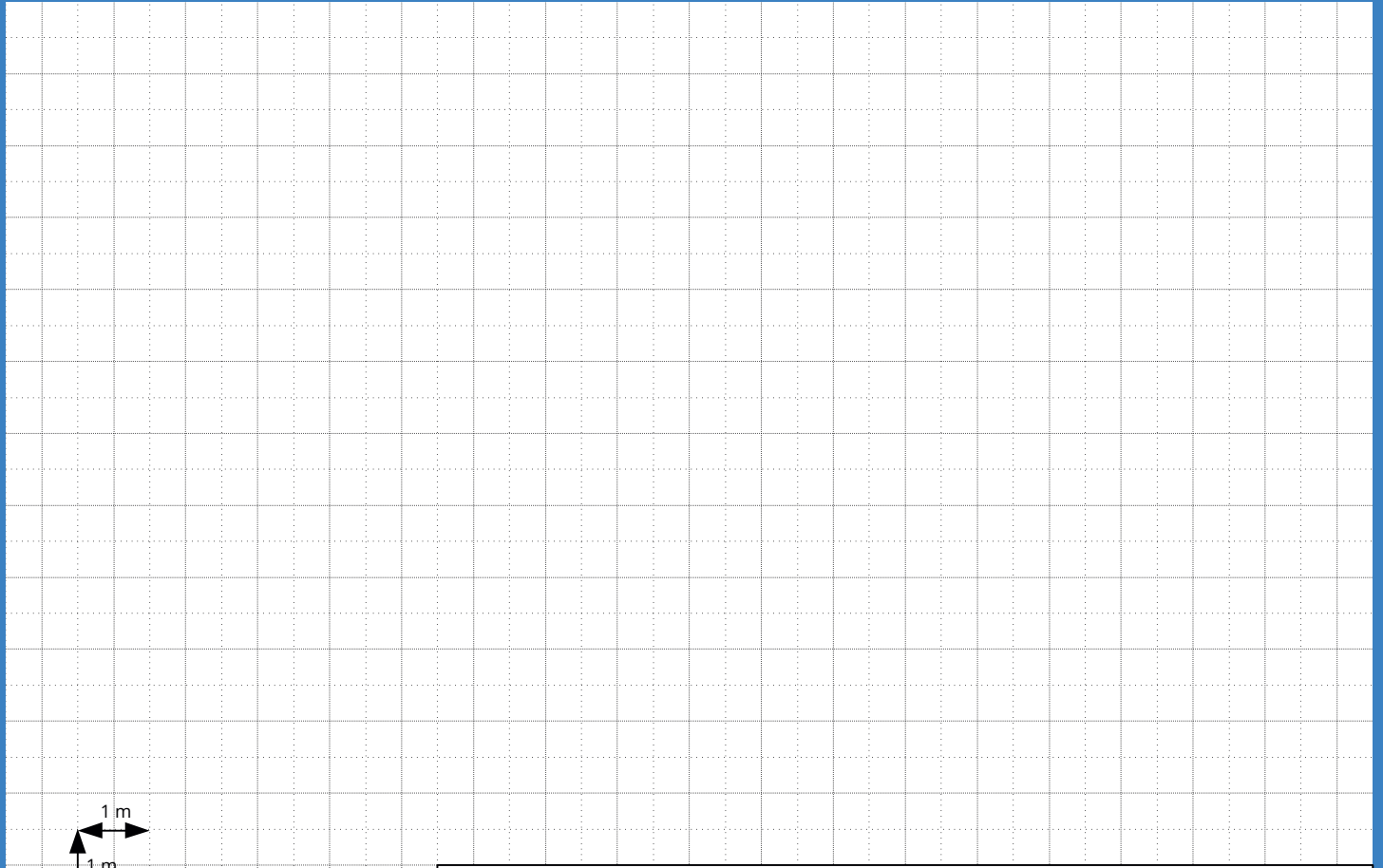
Booth



Fascia board text

For open corner booths, specify text for either side

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Comments

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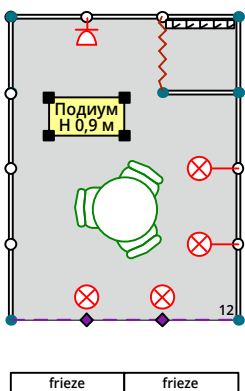
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\* If you have not found key symbols for some equipment, please add your comments

### Example scheme of the booth



### Map Key:

Wall element	Стеллаж Rack, 3 shelves	Подиум Н 0,9 м Podium	Showcase with an arc-shaped glass	Arc-shaped element showcase	Information desk with an arc-shaped element
Fascia	Clothes hanger	Power socket 220V	Folding door	Curtain	Spot light
Standing spotlight	Chair	Бар stool	Стол 60x60 Square table	Стол 120x60 Rectangular table	Round table
Display	Low showcase	ИС Information desk	Glass showcase, 1.4 m	ИС Information desk with doors	

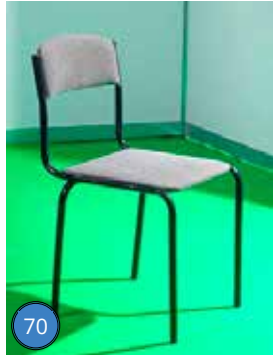
## Visual images of the additional equipment available

### Exhibition furniture



73

Table 0.72x0.6x0.6 m



70

Chair



71

Bar chair black



72

Table 0.72x0.6x1.2 m



65

Floor coat rack



64

Wall hanger



74

Table with a round  
tabletop. D 0.85m



68

Advertising Rack



69

Garbage basket



— Number from Form #2



## Visual images of the additional equipment available

### Equipment



16 Sliding door with the lock 2.5x1.0 m



63 Blinds. width 1 m



17 Color curtain 2.5x1.0 m



19 Ceiling lattice with a raster 1x1 m



18 Ceiling raster 1.0x1.0 m



33 Rake Oktanorm 2.5 m



11 Wall element with glass 2,5x1,0 (glass H 1,4 m)



3 Wall element, colour of white 2,5x0,5 m



40 Information rack 0.9x0.5x1.0 m



42 Arc-shaped showcase



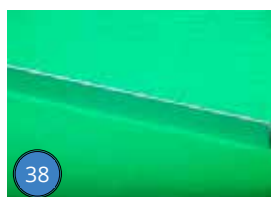
90 Sink with a boiler



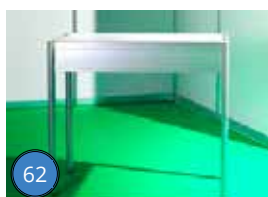
46 Display podium 0.9x1.0x0.5 m



44 Wall shelf 0,3x1 m



38 Purlin 1.0 m



62 Table-holder H 0,9x1,0x0,5 m



20 Hinged frieze panel 0,3x1 m

## Visual images of the additional equipment available

### Electric equipment



85

Lightbox cube



87

Lamp. DS-40



93

Socket 220V x 1.5kW



88

Halogen light.  
150W



89

Halogen light.  
300W



88

Halogen display  
spot light



86

Spotlight



86

Display spot light



92

Fridge



## Visual images of the additional equipment available

### Showcases and racks



43

Assemblable rack  
2.5x0.5x1.0 m



22

Showcase  
0.9x0.5x0.5 m



30

Radial showcase  
H 2.5 m. R 1.0 m  
(glass H 1.4 m)



26

Showcase 2.5x0.5x0.5 m  
(glass H 1.4 m)



23

Showcase 2,5x0,5x1,0 m  
(glass H 1,0 m)



24

Showcase 2,5x0,5x1,0 m  
(glass H 1,4 m)



21

Showcase  
0.9x1.0x0.5 m

## Advertising within the territory of Sokolniki park (road to pavilions)

Name	Price, €	Comments
1 Advertising structure, 2x3 m for a banner at the park's main entrance	900	to be confirmed, price includes banner production
2 Advertising structure, 2x3 m for a banner at the park's big fountain	650	to be confirmed, price includes banner production
3 Advertising structure, 2x3 m for a banner along the road to pavilions (big circle)	470	to be confirmed, price includes banner production
4 Advertising structure, 6x3 m for a banner along the road to pavilions (big circle)	890	to be confirmed, price includes banner production
5 Advertising structure, 4x2 m for a banner at the entrance on 3rd Luchevoy clear-cut (gate crossing for cars)	620	no confirmation required, price includes banner production

## Outdoor advertising, beside pavilions 4 and 4.1

Name	Price, €	Comments
6 Advertising structure, 2x3 m for a banner outside pavilions 4 and 4.1	470	price includes banner production
7 Advertising structure, 6x3 m for a banner outside pavilions 4 and 4.1	890	price includes banner production
8 Installation of a banner 3x3 m at the front of pavilion 4 (from the central parkway side)	1150	price includes banner production
9 Installation of a banner 6x3 m at the front of pavilion 4 (from the central parkway side)	2250	price includes banner production
10 Installation of a banner 9x3 m at the front of pavilion 4 (from the central parkway side)	3340	price includes banner production
11 Installation of a banner 12.07x1.37 m at the marquee over the entrance # 1 to pavilion 4 (from the central parkway side)	920	price includes banner production
12 Installation of a banner 6.8x1.2 m at the marquee over the entrance # 2 to pavilion 4 (from the central parkway side)	520	price includes banner production
13 Installation of a flag 2.1x1.4 m on a flag-post next to pavilion 4	340	price includes flag production

## Advertising inside pavilions

Name	Price, €	Comments
14 Floor advertising (from the pavilion entrance to the stand, per 1 passage, sticker size A4, 10 stickers)	590	price includes sticker production
15 Installation of a banner 8x10 m in the window in pavilion 4	2140	price includes banner production
16 Advertising structure 2x3 m for a banner in the walkway between pavilions 4 and 4.1	470	price includes banner production
17 Installation of a banner 12x4 m in pavilion 4.1 over the walkway to pavilion 4	1850	price includes banner production
18 Installation of a banner 5x3 m over the stand in pavilions 4 and 4.1	770	price includes banner production
19 Placement of promotional videos, on-screen ads, installed in pavilions 4 and 4.1, for the whole period of exhibition	320	price includes banner production
20 Conference room rent (capacity: 100 people), including chairs, 1 microphone, screen 3,10x4,15 m and overhead projector 5500 Lm.	420	price per 1 hour
21 Coffee break for 50 persons	1700	

*\* Please send the request for the services from the Form #3 to the mail [sale@diveshow.ru](mailto:sale@diveshow.ru) until December 10, 2018*

### We remind that:

- The cost of rent includes set-up, dismantling and adjustment of the leased equipment. All switching elements and cables which are included in the package are provided free of charge.
- Loudspeaker equipment, audio and video equipment, overhead projectors available for rent are only possible to be mounted in specifically designated areas (conference rooms, meeting rooms) of the Sokolniki Exhibition Center and at the participants booths and cannot be taken out from the territory of the Exhibition Center.
- In case Exhibitors use their own audiovisual devices (plasma display panels), they must include them into the Move-in/Move-out Letter.
- Installation of advertising vehicles, including «mobile billboards» outside a booth, is possible only at additional charge and at the Organizers' approval.
- Ready media (files, promo videos, etc.) of the Participant must be submitted for editing not less than 10 (ten) working days prior to the scheduled deadline.
- Participants media will be stored for 3 days after dismantling. Storage of media for longer term is not performed.
- Distribution of advertising materials and/or other actions aimed at promoting the Exhibitor and goods/works/services offered by such Exhibitor are subject to the following rules:
  - advertising activities are possible only after payment by the Exhibitor to the Organizers the price specified in the Form of #3, if the corresponding position is specified in the Form of #3;
  - any advertising activities of the Exhibitor outside its booth (whether paid under Form of #3 or not) may only be performed at written consent of the Organizers;
  - any advertising activities carried out inside or outside Exhibitor's booth must in no way violate the rights of other exhibitors and visitors of the Exhibition (create obstacles for passage, noise, smell, etc.). The Exhibitor should organize and manage its exposition in such a way so as not to impede visitors' traffic, create a threat to safety or violate the rights of other exhibitors and visitors.

- During the entire period of the Exhibition, an Exhibitor is forbidden to advertise on the territory of the Exhibition (including within the booth of the Exhibitor) any exhibition events which are organized by third parties, i. e. not the Organizers, as well as goods/services/works offered by any persons not participating in the Exhibition. Violation of this provision will be considered by the Organizer as inappropriate and uncoordinated advertising, therefore the Organizer reserves the right to prevent distribution of such advertising by the Exhibitor in whatever manner it thinks fit up to denying access to the booth.
- To coordinate with the Organizer advertising activities outside its exhibition booth, the Exhibitor must no later than on December 10, 2018 submit to the Organizer a written application for an approval of an advertising event, indicating: the nature of the event, the territory on which it is planned to take place; the number of promoters (if any), and other moments which might be relevant in terms of free use of the territory of the Exhibition not occupied by booths. All information must be sent to [sale@diveshow.ru](mailto:sale@diveshow.ru).  
The necessity to coordinate the work of promoters, as well as all other advertising activities outside the booth with the Organizer is explained not by the Organizer's intention to limit advertising events of Exhibitors, but with the need to regulate and coordinate advertising events of all exhibitors so as to observe the rights and interests of each and every Exhibitor.



# BADGES APPLICATION MOSCOW DIVE SHOW 2019

Form #4

Name of the organization

Booth

	Last Name	First name	Patronymic
1	.....	.....	.....
2	.....	.....	.....
3	.....	.....	.....
4	.....	.....	.....
5	.....	.....	.....
6	.....	.....	.....
7	.....	.....	.....
8	.....	.....	.....
9	.....	.....	.....
10	.....	.....	.....
11	.....	.....	.....
12	.....	.....	.....
13	.....	.....	.....
14	.....	.....	.....
15	.....	.....	.....
16	.....	.....	.....
17	.....	.....	.....
18	.....	.....	.....

## VIP-Parking

	Brand and model of the vehicle	Registration plate number
1	.....	.....
2	.....	.....
3	.....	.....



# MOVE-IN/MOVE-OUT LETTER MOSCOW DIVE SHOW 2019

Form #5

To be filled in 3 copies

Name of the organization

Booth

Herewith we apply for the permission to move-in/ move-out the below listed exhibits and booth equipment to be demonstrated at MOSCOW DIVE SHOW 2019 held at Sokolniki Exhibition Center from Jan 30 to Feb 3, 2019.

**Exhibit items list** (with IDs of TV, video equipment and household appliances)

	Amount
1	.....
2	.....
3	.....
4	.....
5	.....
6	.....
7	.....
8	.....
9	.....
10	.....

**First and last names of the Company's employees performing set-up and dismantling of the booth**  
(the pass will be valid for set-up/dismantling period only)

	Last Name	First name	Patronymic
1	.....	.....	.....
2	.....	.....	.....
3	.....	.....	.....
4	.....	.....	.....
5	.....	.....	.....
6	.....	.....	.....

**Corporate seal**

Company's CEO name	Signature	Date
.....	.....	.....



## Exhibition operation procedures

### 1. Access to pavilion

The access to pavilion for Exhibition participants during set-up and operation is permitted STRICTLY by pass (badge)\*.

### 2. Registration of participants

Registration of participants and hand-out of badges for employees who will be working at your booth (valid for the whole period of Exhibition) will be performed at the Organizers office (pavilion #4) on January 30, 2019 from 09:00 to 21:00.

\* *To obtain badges it is necessary to e-mail to the organizers Form #4 containing the list of employees in advance (until December 10, 2018).*

### 3. Security and booth operation hours

- Please note that during set-up/dismantling and running of the Exhibition security will be provided overnight from 20.00 to 10.00 am.
- Participants must prepare the booth for passing under protection from 20:00 to 20:30. Staying in the sealed halls from 20:00 till 10:00 is forbidden.

In order to ensure the security of your exhibits please provide a permanent occupation of your booth during exhibition operation days from 10-00 to 20-00!

To avoid losses, exhibitors are advised not to leave their valuables, documents and money unattended during the exhibition!

Please note that the EXHIBITOR holds a FULL RESPONSIBILITY for the safety of its property, exhibits and other valuable exhibition property!

### 4. Demands for additional equipment and services

- If you need to order any equipment not included in the list in Forms #2 and #3, please contact Organizers to be informed on the availability and pricing of such equipment ([sale@diveshow.ru](mailto:sale@diveshow.ru)).
- Demands for additional equipment or services must be submitted until December 10, 2018.
- Cost of demands/applications for additional equipment or services submitted or changed by the Customer after December 10, 2018 will be 50% higher than the cost, specified in the Participant Guide. Cost of demands/applications for additional equipment or services submitted or changed by the Customer less than 7 (seven) days before beginning of set-up works will have a 100% surcharge.
- Demands/applications submitted during set-up and running of the Exhibition will be paid with a 100% surcharge.



- Reasonable claims in respect of terms, quality and volume of the services provided by the Organizer will be accepted up to the last day of the Exhibition set-up. Otherwise the service will be considered rendered in time, in full and with due quality.

### 5. Parking on the territory of the Exhibition Center

- Parking space on the territory of the Exhibition Center is limited. Parking is subject to availability of vacant parking lots.
- Parking of vehicles on the territory adjacent to the Exhibition Center is permitted from 08:00 to 20:00 in areas specially designed for this purpose. Outside these hours, parking of vehicles is permitted only on terms coordinated with the Organizers.
- You can order VIP-admission badge that grants a parking lot in the Form #4.

### 6. Advertising materials and promo campaigns

- Distribution of advertising materials and/or other advertising activities are possibly only at Organizers approval and payment under Form #3.
- The Exhibitor should organize and manage its exposition in such a way so as not to impede visitors' traffic, create a threat to safety or violate the rights of other exhibitors and visitors.
- Advertising of any exhibition events organized by third parties — companies, organizations, etc, not participating in the Exhibition directly, on the territory of the Exhibition is strictly forbidden. Violation of this provision gives Organizers the right to apply sanctions to the Exhibitor without paying any compensations or reimbursing Exhibition admission fee.
- The work of promoters needs to be coordinated with the Organizers. This requirement does not aim to limit advertising events of Exhibitors, but to regulate and coordinate advertising events of all exhibitors.
- In case Exhibitors use their own audiovisual devices (plasma display panels), they must include them into the Move-in/Move-out Letter and provide company's balance sheet at arrival confirming that these items are at the company's balance.

### Dismantling/move-out of exhibit items:

1. Exhibit items and exhibition equipment have to be at your booth until 18-00 on February 03, 2019. Dismantling of the exhibition will begin strictly from 18-30 on February 03, 2019 and will last until 23:55 on February 03, 2019.
2. To get a move-out note, your representative needs to report to the Management office (pavilion #4) with the remained copy of a Move-in/Move-out Letter and have the letter stamped (MOVE-OUT PERMITTED). The stamped letter must be produced to security officers at freight gates.
3. All your equipment and exhibit items must be moved out until 23:55 on February 03, 2019.
4. Prior to move-out Participant must give back all rented equipment, otherwise move-out of exhibit items will not be permitted.
5. Move-out of exhibit items on the last day of Exhibition is subject to the Organizers approval.



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