

# GUIDE OF THE PARTICIPANT

## «Moscow DIVE SHOW 2016»

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### The 1<sup>st</sup> International specialized underwater exhibition

### «Moscow DIVE SHOW 2016»

#### About an exhibition:

**Moscow DIVE SHOW** is the largest exhibition of the underwater industry in Russia and the adjacent countries . This is the meeting place of all people, whose hobby or work is connected with diving – divers, freedivers, underwater photographers, underwater hunters, training instructors, professionals of dive-tourism and ordinary people. who is interested in joining the amazing world of the diving.

**Moscow DIVE SHOW** is the main exhibition of the underwater man and everybody who is only planning to become him.

#### The aim:

To bring together "all underwater" under one roof – goods and services for divers, freedivers, underwater photographers and underwater hunters.

#### Participants:

- producers, distributors and sellers of goods for diving, spearfishing, a freediving, the underwater photo;
- dive resorts, safari yachts, dive centers;
- the travel agencies which are engaged in dive-tourism;
- the diving clubs offering training and travel;
- the fishing bases specializing on spearfishing;
- representatives of tourist branch of the countries developing the direction of underwater tourism;
- airlines and insurance companies offering special programs for traveling submariners.

#### Audience:

- divers, freedivers, underwater hunters, underwater photographers – people who are already carried away by the underwater world and persons interested to become them.

#### Exhibition organizers:

The FISH PRESS publishing house which is letting out two main Russian underwater magazines: "Podvodnaya Okhota" and "Mir podvodnoy okhoty".

WELCOME ON  
«Moscow DIVE SHOW 2016»!



# GUIDE OF THE PARTICIPANT «Moscow DIVE SHOW 2016»

## GENERAL INFORMATION

### 1. ORGANIZING COMMITTEE OF THE EXHIBITION:

#### **Ltd «Underwater»:**

**Postal address:** 107392, Moscow, Prostornaya st., 7, building 3, office 306

Telephone: +7 (495) 380-27-34

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

Management of an exhibition:

Project manager	Georgy Zdanovsky	+7 (910) 451-1237	<a href="mailto:zdangeorg@gmail.com">zdangeorg@gmail.com</a>
Sales director	Maria Gaydukova	+7 (916) 105-8001	<a href="mailto:sale@diveshow.ru">sale@diveshow.ru</a>
Accounts department	Olga Stankievich	+7 (926) 553-4424	<a href="mailto:kassa@diveshow.ru">kassa@diveshow.ru</a>
Director of development	Vyacheslav Novoseltsev	+7 (903) 1883186	<a href="mailto:concept@diveshow.ru">concept@diveshow.ru</a>
Site administrator, news and mailings	Oleg Zdanovsky		<a href="mailto:news@diveshow.ru">news@diveshow.ru</a>

### 2. OFFICE OF ORGANIZERS AT THE EXHIBITION:

The office of MANAGEMENT of the EXHIBITION will be settled down **showroom of pavilion No. 4.2.** We will help to resolve any technical issues during installation/dismantle and work of an exhibition!

### 3. SCHEDULE OF WORK OF THE EXHIBITION:

<b>Installation:</b>	<b>02.02.2016 from 09:00 till 21:00</b>
<b>Exhibition operating time:</b>	<b>03.02.2016 - 05.02.2016 from 10:00 till 20:00</b> <b>06.02.2016 from 10:00 till 21:00</b>
<b>Dismantle of an exhibition and export of exhibits:</b>	<b>06.02.2016 21:30 - 07.02.2016 03:00</b>

The stand which isn't occupied by 12 p.m. February 3, 2016 will be considered as a vacant. Inform the organizers of an exhibition if you don't manage to occupy the stand to this term.

#### **4. FORMS OF ORDERS:**

1. **Application for participation** – **Form No.1**. It is necessary to fill and send on e-mail [sale@diveshow.ru](mailto:sale@diveshow.ru). Previously it is possible to reserve the booth on [www.diveshow.ru](http://www.diveshow.ru)
2. **An application for the additional equipment** – **Form No.2**. It is filled if you need the additional equipment or services.
3. **Scheme of the booth** – **Form No. 2.1**. You should distribute standard and ordered additional equipment in Form No. 2. The scheme of the booth goes by e-mail to sales department of [sale@diveshow.ru](mailto:sale@diveshow.ru) for consideration and coordination.
4. **An application for rent of the conference-hall both advertizing and Internet services** – **Form No. 3**. Advertising services, Internet services, rent of media equipment and a conference room with the equipment.
5. **An application for loading and unloading works** – **Form No. 4**. You can order this service at emergence of need for loading and unloading works and storage of the equipment.
6. **An application for technical services** – **Form No. 5**. It is filled if you need an additional electrocable with alternating current, water supply if additional protection or cleaning of the booth is required
7. **An application for badges** – **Form No. 6**. During installation/dismantle and a foresight of action access control will work.
8. **A letter on "equipment import-export"** – **Form No. 7**. It is necessary to fulfill in appropriate way and to have to the representative of the company in triplicate.

**BOOTH RESERVATION FORM • БРОНИРОВАНИЕ СТЕНДА**

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

**CONTACT DETAILS • КОНТАКТЫ**

COMPANY NAME • КОМПАНИЯ \_\_\_\_\_

CONTACT NAME • КОНТАКТНОЕ ЛИЦО \_\_\_\_\_

ADDRESS LINE 1 • АДРЕС 1 \_\_\_\_\_

ADDRESS LINE 2 • АДРЕС 2 \_\_\_\_\_

CITY & POSTAL CODE • ГОРОД, ИНДЕКС \_\_\_\_\_

TELEPHONE # • ТЕЛЕФОН \_\_\_\_\_

EMAIL \_\_\_\_\_

**BOOTH CHOICE • ВЫБОР СТЕНДА**

Please reserve my booth at €150/m<sup>2</sup> incl VAT  Бронирую стенд по цене \_\_\_\_\_ руб. / м<sup>2</sup>

4 m<sup>2</sup>  6 m<sup>2</sup>  9 m<sup>2</sup>  12 m<sup>2</sup>  custom size • иной размер

island booth • стенд-остров



Booth basics **included**: side walls, front panel with exhibitor ID caption, 1x round table, chair(s) and spot light (s) as shown, 1x garbage bin, 1x clothes hanger stand, 1x power socket (except 4 and 6 m<sup>2</sup> size), 1x exhibitor badge per 2 m<sup>2</sup>

**Включено** стандартное оснащение стенда: три стены, панель с наименованием экспонента (15 знаков), круглый стол, стулья и бра (как на рисунке), вешалка, мусорная корзина, розетка (кроме стендов 4 и 6 м<sup>2</sup>), 1 бейдж за 2 м<sup>2</sup>

BOOTH ID CAPTION (MAX 15 CHAR) • ТЕКСТ ВЫВЕСКИ (15 ЗНАКОВ) \_\_\_\_\_

Booth extras: furniture, displays and showcases, lights, tech & biz services (check [diveshow.RU](http://diveshow.RU) for availability and bookings)

Дополнительные аксессуары для стенда: мебель, освещение, витрины, технические сервисы (полный перечень на сайте)

I also want to book a conference room on Feb \_\_\_\_\_ from \_\_\_\_\_ for \_\_\_\_\_ hours at €150/hour

Бронирую конференц-зал на \_\_\_\_\_ февраля с \_\_\_\_\_ на \_\_\_\_\_ часов по цене €150 за час

**INVOICE • СЧЁТ**

The total of € \_\_\_\_\_ incl VAT

К оплате \_\_\_\_\_ руб. вкл. НДС

**Underwater LTD**

Prostornaya str., 7, bld 3. Russia, Moscow, 107392  
 acc#40702978838001002354  
 SBERBANK (HEAD OFFICE - ALL BRANCHES AND  
 OFFICES IN RUSSIA), MOSCOW  
 SWIFT: SABRRUMM

**ООО «Андервотер»**

107392 Москва, Просторная ул. д. 7 стр. 3  
 р/с № 40702810938040023213  
 ОАО «Сбербанк России»  
 БИК 044525225, ИНН 7718777893, КПП 771801001  
 кор. счет № 30101810400000000225

SIGNATURE & DATE • ДАТА, ПОДПИСЬ

## ARRANGEMENT OF THE BOOTH

In order of the **EQUIPPED** exhibition area, the price includes:

1. An exhibition area (the metric area and location according to the Application for participation – Form No. 1);
2. The booth of a standard complete set, including the minimum standard equipment, according to the Application for participation - Form No. 1;
3. Additional booth construction according to the Demand for the Additional equipment and furniture – Form No. 2;
4. The general security of the territory of pavilion of An Exhibition Center and cleaning between stands in pavilion;
5. Placement of information about the company on [www.diveshow.ru](http://www.diveshow.ru)

**Pay attention:**

While building the exclusive booth by the external builder (not EC "Sokolniki"), the company-builder has to go accreditation (control of technical documentation of exhibition booths) in Ltd EC "Sokolniki".

### REQUIREMENTS TO THE MODEL FOR THE COLOR PRINT:

The TIFF format, the natural size with the resolution not less than 72 dots per inch, in scale 1:1, color model – CMYK (without the built-in color profile). Any significant elements (texts, logos, etc.) shouldn't settle down closer than 8 mm from edge of the model.

#### Size:

*Pasting of wall panels by color print (on the customer's model):*

Size of the wall panel: width – 970 mm, height – 2360 mm



#### On not equipped and equipped area it is FORBIDDEN:

- To perform independent assembly and dismantling works at the prepared booth (including works with electric equipment);
- To make independent pasting of panels;
- To use staplers for fastening of your materials on panels;
- To perform the works connected with drilling (other damage) of designs;
- To smoke on the territory of exhibition halls;
- Placement on the booths of standard building of the additional lighting or mobile booths, having own electric chains is allowed only in coordination with the *Event Organizer*;
- Installation of elements of non-standard designs of the booths and interior registration which aren't exhibits (independent completion or the registration making essential impact on a booth design by the Event Participant) it is possible only in coordination with the *Event Organizer* after passing of control of design technical documentation of alleged works;
- To take out of the Exhibition center the leased equipment from the booth;
- When using banners or other decorative materials, it is necessary to have certificates of conformity to fire norms.

\*In case of damage of the leased equipment the cost of the damaged elements of a design of the stand and the additional equipment will be collected from the participating company. During exhibition operating time, the statement of damage of elements will be drawn up.



#### **NOT EQUIPPED AREA / CONSTRUCTION OF THE EXCLUSIVE BOOTH THROUGH THE THIRD-PARTY BUILDER:**

Carrying out by exhibitors on their own or attraction by exhibitors on performance of dismantling, art and decorative works of third-party builders is possible only if exclusive exhibition booths are constructed.

**The exclusive** is understood as the booth if for production were used other materials (wood, a chipboard, a hardboard, fabric and other). Exclusive booths are also those which are made of exhibition construct, at which production individual design development is embodied and production of exhibition designs of non-standard type and the size is required.

Pasting of panels, drawing logos, accumulation of height of walls, using at the stand of subscales, electrodynamic designs, portable friezes and other additional elements from Form No. 2, don't transfer the booth to the category of the exclusive.

Renting not equipped area, you are responsible for a construction, equipment and furniture of the booth. The design of the booth has to be executed according to rules of an exhibition and is coordinated in advance with the Exhibition Organizer. Installation of the booth will be forbidden in case of non-compliance with the existing requirements.

In case of building and equipping of exhibition booths and/or production of construction installation works by the third-party organization (builder), the last has to follow all rules and conform to requirements of **accreditation**.

**Accreditation** is given by results of carrying out the examination of engineering documentation of the booth which is carried out on a commercial basis.

The company builder will be allowed to performance the work only on condition of the conclusion by it and ECs "Sokolniki" of the relevant contract not less than **14 working days** before the start of an exhibition.

**Questions concerning accreditation of the company builder can be addressed to the General builder of an exhibition - Ltd EC "Sokolniki".**

#### **We remind that:**

- Choosing the exclusive booth, the construction has to have a floor covering, back and side walls not less than 2,5 meters high.
- The booth (part of the booth) shouldn't overstep the bounds of the space occupied by you.
- Placement of inscriptions, logos or other information on the parts of your booth turned towards the adjoining booths isn't allowed.
- The back parts of booths seen from passes and/or the next stands have to be monophonic white color.
- Carrying out installation works, it is necessary to remember that warehousing of the equipment and materials is allowed only within the leased area.
- Before installation be convinced that your booth is located in the place corresponding to the plan and corresponds to project metric area. Otherwise, in a case of an arrangement of your designs of general marking, you should make at own expense dismantle and repeated installation of the stand.
- After dismantle of the stand the place in pavilion has to remain in an original form (without construction garbage, an adhesive tape, etc.)



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### «Moscow DIVE SHOW 2016»

	<b>FORM №2</b>	<b>EXTRA EQUIPMENT</b>	<b>To the contract №</b>		
			<b>from:</b>		
			<b>pavilion:</b>		<b>booth:</b>
<b>Company:</b>		<b>Contact person:</b>		<b>telephone:</b>	
<b>Inscription on the frieze panel (15 signs)</b>					

NAME	Unit of measure	Price, rub including VAT of 18%	Amount	All rub. including VAT 18%
1. A carpet under booth	Sq.m	407,00		
2. Wall element, color of white 2,5x1,0 м	pcs.	2570,00		
3. Wall element, color of white 2,5x0,5 м	pcs.	1999,00		
4. Wall element, color of white 1,8x1,0 м	pcs.	2285,00		
5. Wall element, color of white 1,8x0,5 м	pcs.	1714,00		
6. Wall element, color of white 1,5x1,0 м	pcs.	1999,00		
7. Wall element, color of white 1,5x0,5 м	pcs.	1428,00		
8. Wall element, color of white 0,5x1,0 м	pcs.	857,00		
9. Wall element, color of white 0,9x1,0 м	pcs.	1142,00		
10. Wall element, color of white 0,5x0,5 м	pcs.	571,00		
11. Wall element with glass 2,5x1,0 (glass H=1,4 м)	pcs.	4798,00		
12. Wall element with glass 2,5x0,5 (glass H=1,4 м)	pcs.	3826,00		
13. Diagonal wall element 2,5x1,36 м	pcs.	3713,00		
14. Diagonal wall element 2,5x0,66 м	pcs.	2856,00		
15. Protection chain with fastening	pcs.	485,00		
16. A sliding door with the lock 2,5x1,0 м	pcs.	4569,00		
17. Color curtain 2,5x1,0 м	pcs.	2398,00		
18. Ceiling raster. 1x1 м	Sq.m	1142,00		
19. Ceiling lattice with a raster 1x1 м	Sq.m	2228,00		
20. Hinged frieze panel 0,3x1 м	p/m	1599,00		
21. Show-window H=0,9 м (1,0x0,5 м)	pcs.	6853,00		
22. Show-window H=0,9 м (0,5x0,5 м)	pcs.	3713,00		
23. Show-window 2,5x0,5x1 м (glass H=1 м)	pcs.	9138,00		
24. Show-window 2,5x0,5x1 м (glass H=1,4 м)	pcs.	10281,00		
25. Show-window 2,5x0,5x0,5 м (glass H=1 м)	pcs.	7139,00		
26. Show-window 2,5x0,5x0,5 м (glass H=1,4 м)	pcs.	8567,00		
27. Show-window 2,5x2x0,5 м (glass H=1 м)	pcs.	13707,00		
28. Show-window 2,5x2x0,5 м (glass H=1,4 м)	pcs.	16448,00		
29. Show-window radial H2,5; R-1,0 м (glass H=1 м)	pcs.	12564,00		
30. Show-window radial H2,5; R-1,0 м (glass H=1,4 м)	pcs.	13707,00		
31. Show-window radial H2,5; R-0,5 м (glass H=1 м)	pcs.	8281,00		

32. Show-window radial H2,5; R-0,5 м (glass H=1,4 м)	pcs.	9424,00		
33. Rack H=2,5 м	pcs.	458,00		
34. Rack H=1,8 м	pcs.	342,00		
35. Rack H=1,5 м	pcs.	286,00		
36. Rack H=0,9 м	pcs.	172,00		
37. Rack H=0,5 м	pcs.	86,00		
38. Purlin 1 м	pcs.	286,00		
39. Purlin 0,5 м	pcs.	143,00		
40. Information rack H0,9x0,5x1,0 м	pcs.	3713,00		
41. Information rack H0,9x0,5x1,0 м с дверками	pcs.	4283,00		
42. Information rack with a bow-shaped element H = 0,9 м	pcs.	5711,00		
43. Rack prefabricated H2,5x0,5x1 м	pcs.	5026,00		
44. Wall shelf 0,3x1 м/ name the height of fastening of shelves from the floor	p/m	458,00		
45. The glass shelf for a show-window	pcs.	1714,00		
46. Podium H0,9x1,0x0,5 м	pcs.	2856,00		
47. Podium H0,5x1,0x0,5	pcs.	2170,00		
48. Podium H0,2x1,0x0,5 м	pcs.	1256,00		
49. Podium H0,9x0,5x0,5 м	pcs.	1599,00		
50. Podium H0,5x0,5x0,5	pcs.	1827,00		
51. Podium H0,2x0,5x0,5 м	pcs.	1029,00		
52. Podium H0,9x1,0x1,0 м	pcs.	3826,00		
53. Podium H0,5x1,0x1,0	pcs.	3027,00		
54. Podium H0,2x1,0x1,0 м	pcs.	2228,00		
55. Podium radial H0,9; R-1,0 м	pcs.	5425,00		
56. Podium radial H0,5; R-1,0 м	pcs.	2856,00		
57. Podium radial H0,2; R-1,0 м	pcs.	1428,00		
58. Podium radial H0,9; R-0,5 м	pcs.	3427,00		
59. Podium radial H0,5; R-0,5 м	pcs.	1714,00		
60. Podium radial H0,2; R-0,5 м	pcs.	857,00		
61. Table-holder H0,9x1,0x1,0 м	pcs.	1999,00		
62. Table-holder H0,9x1x0,5м	pcs.	1599,00		
63. Blinds width 1 м	pcs.	1029,00		
64. Wall hanger	pcs.	628,00		
65. Floor hanger	pcs.	743,00		
66. Hanger for clothes length 1 м	pcs.	1029,00		
67. Mirror 1x1 м	pcs.	3427,00		
68. Advertizing rack	pcs.	2742,00		
69. Garbage basket	pcs.	229,00		
70. Chair	pcs.	545,00		



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71. Bar chair black	pcs.	1657,00		
72. Table 0,72x0,6x1,2 м	pcs.	1694,00		
73. Table 0,72x0,6x0,6 м	pcs.	1541,00		
74. Table with a round table-top Ø =0,85 м black	pcs.	2285,00		
75. Additional inscription on the frieze panel H=0,075 м	amount	3198,00		
76. Additional inscription on the frieze panel H=0,01 м	amount	3826,00		
77. * Logo black-and-white	pcs.	2856,00		
78. * Logo color	pcs.	3713,00		
79. * Logo complex	pcs.	4854,00		
80. Production of an inscription: H 1 letter =0,075 м	pcs.	100,00		
81. Production of an inscription: H 1 letter = 0,01 м	pcs.	113,00		
82. Pasting of panels with orakal sq.m	sq.m	914,00		
83. Pasting of panels with customer's material, sq.m.	sq.m	914,00		
84. Pasting of panels with print (full-color), sq.m.	sq.m	1392,00		
85. Cube with illumination	pcs.	13707,00		
86. Spot - a sconce	pcs.	1428,00		
87. Lamp DC-40	pcs.	1770,00		
88. Lamp halogen 150 W	pcs.	1943,00		
89. Lamp halogen 300 W	pcs.	2570,00		
90. Sink with a boiler	pcs.	11422,00		
91. Sink without boiler (without heating)	pcs.	10566,00		
92. Refrigerator	pcs.	6282,00		
93. Socket 220 V* 1,5 KW	pcs.	1256,00		
94. Socket 220 V* 24 hour (for refrigerator)	pcs.	1428,00		
95. Armchair кож. зам	pcs.	4473,00		
96. Sofa	pcs.	11180,00		
97. Glass coffee table 1,0x1,0	pcs.	5590,00		
98. Key door	pcs.	61,00		
99. Marking of an exhibition area (day time / night time) for sq.m of the marked area	Sq.m	3,55/6,05		
<b>Total:</b>				

#### We remind that:

- Choosing a site at your booth of the additional equipment from *Form № 2*, you can use *Form 2.1* (having written on cage fields, having designated manually or having copied in electronic option) for an arrangement of elements.
- Filling Form No. 2 and Form No. 2.1, we ask you to consult with the expert of exhibition organizer for the most ergonomic use of the territory of the stand and in order to avoid inaccuracies in the scheme of the exhibition stand.
- In case the Exhibitor didn't provide the local plan of the booth in **14 working days** before installation of an exhibition, the Organizer reserves the right of implementation of building of the booth at its discretion..
- All equipment is given in temporary use. The above prices include transportation, assembly and dismantling of the equipment.

\* For pasting we recommend to use Oracal 641




\*\* for pasting we recommend to use a self-adhesive film Orajet 3640

FORM №2.1		THE SCHEME OF THE BOOTH																																																																																												
<p><b>Company:</b> _____</p> <p><b>SCHEME OF THE BOOTH</b> (1 cell= 1 m2)</p> <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> </div> <p style="font-size: small;">Send the completed scheme on: <a href="mailto:sale@diveshow.ru">sale@diveshow.ru</a></p> <p style="font-size: small; color: red;">Planning of your stand has to be provided not later than 01 December 2015.</p>	<p><b>Pavilion:</b> <span style="border: 1px solid black; padding: 2px;">4</span> <b>Booth:</b> _____</p> <p><b>EXAMPLE OF THE SCHEME OF THE STAND:</b></p> <p style="font-size: small; text-align: center;">Фризовая панель с надписью (15 знаков)</p> <p style="text-align: center;"><b>ADDITIONAL EQUIPMENT:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">1</td><td>_____</td></tr> <tr><td>2</td><td>_____</td></tr> <tr><td>3</td><td>_____</td></tr> <tr><td>4</td><td>_____</td></tr> <tr><td>5</td><td>_____</td></tr> <tr><td>6</td><td>_____</td></tr> <tr><td>7</td><td>_____</td></tr> <tr><td>8</td><td>_____</td></tr> <tr><td>9</td><td>_____</td></tr> <tr><td>10</td><td>_____</td></tr> </table>	1	_____	2	_____	3	_____	4	_____	5	_____	6	_____	7	_____	8	_____	9	_____	10	_____	<p><b>Inscription on the frieze panel:</b> _____</p> <p style="text-align: center;"><b>SYMBOLS FOR FORMATION OF THE SCHEME OF THE STAND:</b></p> <p style="text-align: center; font-size: small;">(it is possible to use all elements in electronic form, <u>moving them on the scheme</u>)</p> <p><b>Basic elements:</b></p> <p><b>Wall element:</b> </p> <p><b>Frieze panel:</b> </p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Подиум 1x1</td> <td>Подиум 1x0.5</td> <td>Подиум 0.5x0.5</td> <td>Подиум полукруглый 1x1</td> <td>Подиум полукруглый 0.5x0.5</td> <td>Подиум TOR h 1.1</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Витрина высокая 1x1x2.5</td> <td>Витрина высокая 1x0.5x2.5</td> <td>Витрина высокая 0.5x0.5x2.5</td> <td>Витрина низкая 1x1x0.9</td> <td>Витрина низкая 1x0.5x0.9</td> <td>Витрина низкая 0.5x0.5x0.9</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Информационная стойка 1x0.5x1.1</td> <td>Стеллаж 4 полки 1x0.5x2.5</td> <td>Туба с дверью 1x0.5x0.9</td> <td>Полка подвесная 1x0.3</td> <td>Проектор держатель</td> <td>Логотип</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Стол 40.8</td> <td>Стул офисный</td> <td>1Стол+2стула</td> <td>Барный стул</td> <td>Барный стол</td> <td>Мойка 1x0.5x0.9</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Вешалка настенная</td> <td>Шторка</td> <td>Дверь-гармошка</td> <td>Дверь распашная</td> <td>Лампа-спот</td> <td>Розетка</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Холодильник</td> <td>Холодильник</td> </tr> </table>							Подиум 1x1	Подиум 1x0.5	Подиум 0.5x0.5	Подиум полукруглый 1x1	Подиум полукруглый 0.5x0.5	Подиум TOR h 1.1							Витрина высокая 1x1x2.5	Витрина высокая 1x0.5x2.5	Витрина высокая 0.5x0.5x2.5	Витрина низкая 1x1x0.9	Витрина низкая 1x0.5x0.9	Витрина низкая 0.5x0.5x0.9							Информационная стойка 1x0.5x1.1	Стеллаж 4 полки 1x0.5x2.5	Туба с дверью 1x0.5x0.9	Полка подвесная 1x0.3	Проектор держатель	Логотип							Стол 40.8	Стул офисный	1Стол+2стула	Барный стул	Барный стол	Мойка 1x0.5x0.9							Вешалка настенная	Шторка	Дверь-гармошка	Дверь распашная	Лампа-спот	Розетка											Холодильник	Холодильник
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	FORM №2.2	VISUAL IMAGE OF THE ADDITIONAL EQUIPMENT
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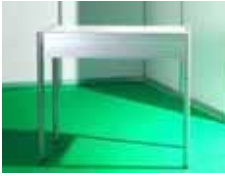




**Exhibition furniture**

 <p>Table 0,72x0,6x1,2 м</p>	 <p>Chair 0,72x0,6x0,6 м</p>	 <p>Floor hanger</p>	 <p>Wall hanger</p>	 <p>Chair</p>	 <p>Bar chair black</p>
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 <p>Table with a round table-top D = 0,85 м</p>	 <p>Advertisng rack</p>	 <p>Garbage bucket</p>
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### Equipment

					
Sliding door with the lock 2,5x1,0 м	Blinds, width 1 м	Color curtain 2,5x1,0 м	Ceiling lattice with a raster 1,0x1,0 м	Ceiling raster 1,0x1,0 м	Rake Oktanorm 2.5 м
					
Information rack 0,9x0,5x1,0 м	Rack with a bow-shaped element	Sink with a boiler	Podium 0,9x1,0x0,5 м	Wall shelf 0,3x1,0 м D = 0,85 м	Purlin 1,0 м

				
Table-holder 0,9x1,0x0,5 м	Frieze 1,0 м	Wall element with glass 2,5x1,0 м (glass H = 1,4 м)	Wall element white color 2,5x0,5 м	Wall element white color 2,5x1,0 м







**Electric equipment**

 <p>Cube with illumination</p>	 <p>DS-40 lamp</p>	 <p>Socket 220Vx1,5KBr double</p>	 <p>Lamp halogen 150W</p>	 <p>Lamp halogen 300W</p>	 <p>Lamp halogen on carrying out</p>
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 <p>SPOT lamp</p>	 <p>SPOT lamp on carrying out</p>	 <p>Refrigerator</p>
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Show-windows and racks

					
Rack assembly 2,5x0,5x1,0 м	Show-window 0,9x0,5x0,5 м	Show-window radial H = 2,5 м, R = 1,0 м (glass H = 1,4 м)	Show-window 2,5x0,5x0,5 м (glass H = 1,4 м)	Show-window 2,5x0,5x1,0 м (glass H = 1,0 м)	Show-window 2,5x0,5x1,0 м (glass H = 1,4 м)



## GUIDE OF THE PARTICIPANT

### «Moscow DIVE SHOW 2016»

	<b>FORM №3</b>	<b>SERVICES OF THE CONFERENCE HALL, ADVERTISING SERVICES AND INTERNET SERVICES</b>	<b>To the contract №</b>	
			<b>from:</b>	
			<b>Pavilion:</b>	<b>Booth:</b>
<b>Company:</b>		<b>Contact person:</b>	<b>Telephone:</b>	

№	NAME OF THE SERVICE / EQUIPMENT	Price, rub including VAT of 18%	Amount	All rub including VAT of 18%
1	Conference room Each conference room is completed with chairs, presidium, a sound amplification set with one wire microphone, one book holder, the mixer panel on 4 microphone/linear entrances, 2 stereo linear entrance.			
	Rent of a conference room (capacity is up to 100 people)	6000.00		
1.1.	Rent of the additional equipment for conference rooms The cost of rent includes installation, dismantle and adjustment of the leased equipment. All switching elements and cables which are included in the package are provided free of charge.			
	Wire microphone on a rack (the cost included a floor or book holder)			
	a) for an hour	515.00		
	б) for 1 day, from 10:00 till 18:00	773.00		
	The radio microphone on a rack (the cost included a floor or book holder)			
	a) for an hour	903.00		
	б) for 1 day, from 10:00 till 18:00	1549.00		
	Rent of the projective screen on a support, size 1,50 x 2,00 m			
	a) for an hour	580.00		
	б) for 1 day, from 10:00 till 18:00	2323.00		
	Rent of a multimedia video projector, stream 2000 Lum			
	a) for an hour	2935.00		
	б) for 1 day, from 10:00 till 18:00	7585.00		
	Overhead-projector:			
	a) for an hour	1174.00		
	б) for 1 day, from 10:00 till 18:00	2935.00		
	Slide-projector:			
	a) for an hour	1174.00		
	б) for 1 day, from 10:00 till 18:00	7040.00		
	Laser pointer:			
	a) for an hour	235.00		
	б) for 1 day, from 10:00 till 18:00	1408.00		
	Sound recording of an event on an electronic medium of the customer, for 1 day	2935.00		
	Connection of the computer equipment (laptop) of the Exhibitor to the leased audio-video equipment, for 1 hour	589.00		
	Rent of protection racks with an exhaust tape (tape length - 2m), for 1 piece a day	859.00		
	Rent of flip chart (price includes: paper, markers)	4089.00		

## GUIDE OF THE PARTICIPANT

### «Moscow DIVE SHOW 2016»

2	Rent of TV, video and audio of the equipment on exhibition stands			
	Rent of the PANASONIC 21 TV" for carrying out an action	3520.00		
	Rent of the LG 21 televideo unit" for carrying out action	4109.00		
	Rent of the PANASONIC 14 televideo unit" for carrying out an action	7040.00		
	Rent of a mobile set of sound amplification (1 column, mixer panel, wire microphone)			
	a) for a day	6134.00		
	б) for carrying out action	9813.00		
	Rent of a set of sound amplification (2 columns, mixer panel, wire microphone)			
	a) for a day	10221.00		
	б) for carrying out action	24532.00		
	Technical support during action (conference, presentation)of the leased audiovisual equipment by specialists of the exhibition center for 1 expert in 1 hour.	1174.00		
	Rent of the plasma TV 42 inches with a floor support	8800.00		
	Rent of the plasma TV 55 inches with a floor support for carrying out action	9900.00		
	Rent of the plasma TV 50 inches with a floor support for carrying out action	9350.00		
	Rent of separately floor support under TV of 32-55 inches	1100.00		
3	Advertising services			
3.1.	Advertising in pavilions, for carrying out action (without production of the carrier):			
	Distribution of advertising production: on racks near entrances to exhibition halls, 1 day	5867		
	Distribution of advertising production: through promoters of the participant of an exhibition, 1 person	16457		
	Advertising on a floor (from an entrance to the booth, for 1 pass, A4 sticker format, without production of the carrier). The carrier is provided by the Customer with a stock of 20%.	29336		
	Placement of commercials, announcements on the monitors installed in pavilion 4. For all days of holding an exhibition.	16500		
	Using of the camera for broadcasting of action on monitors in online mode	5500		
3.2.	Outdoor advertising in the territory of the Exhibition Center for the entire period of an exhibition (including rent of the space, installation and dismantling works, without production of the carrier):			
	Production of the carrier (banner fabric) for 1 sq.m	880		
	Placement of a flag on a flagstaff at pavilion 4, the size 210 x 140 cm, the carrier is provided by the Customer	14669		
	Placement of information pavement sign bilateral (without production of the carrier 0,6 x 1m)	11735		
	Placement of information pavement sign bilateral (without production of the carrier 0,90 h1,40 m)	11735		
3.3.	Announcements on a radio network of advertizing messages, in Russian and a foreign language for 1	195		
3.4.	The organization of one point of sub weight and lifting of loads to ceiling designs of showrooms. (to 10 kg / to 50 kg)	8382/10617		
4	Internet services			
	Connection of the exhibition booth on the high-speed channel 2 Mbit/sec/ 5Mbit/sec.	10806/13400		
	Connection of the exhibition booth on the high-speed channel 10 Mbit/sec / 20 Mbit/sec	16616/26585		
	Connection of the exhibition booth on the high-speed channel 50 Mbit/sec. / 100 Mbit/sec.	68059/108894		
<b>Total:</b>				

### We remind that:

- The cost of rent includes installation, dismantle and adjustment of the leased equipment. All switching elements and cables which are included in the package are provided free of charge.
- Granting in rent of the sound equipment, audio-, video, projective equipment is available for rent only in specialized rooms of EC "Sokolniki" and at stands of participants.
- Using own audiovisual devices (plasma panels), Exhibitors need to list them in the letter of import-export.
- Installation of advertising vehicles, including "mobile billboards" out of the booth, is possible only on a paid basis and after coordination with the Organizer of an exhibition.
- Ready carrier of the Participant has to move on installation not less than in 10 (Ten) working days prior to an order date of performance.
- Carriers of the Participant are stored within 3 days after dismantle. Storage of carriers for longer term isn't carried out.
- The distribution of advertising materials and/or other actions directed on advertising of the Exhibitor and offered by such Exhibitor of goods/works/services have to be carried out by the Exhibition participant with observance of the rules below:
  - actions for advertising are carried out only after payment by the Exhibitor to the Organizer of the price specified in the form of No. 3 if the corresponding position is specified in the form of No. 3;
  - any actions for advertising which are carried out by the Exhibitor outside the exhibition booth(whatever they are paid according to the Form No. 3 or not), can be realized only in case they are coordinated with the Organizer in a written form;
  - any actions for advertising which are carried out both within the booth of the Exhibitor and outside it, shouldn't violate the right of other exhibitors and visitors of the Exhibition (an obstacle to pass, noise, smell, etc.). The exhibitor should organize work of the exposition and carrying out the promotion actions so that not to interfere a flow of visitors in passes and not to create threat or violation of the rights of other exhibitors and visitors.
- During the entire period of Exhibition, Exponent is forbidden to advertise (on the territory of Exhibition and also within the booth of the Exhibitor) any exhibition actions which are organized by other persons, i.e. not the Exhibition Organizer, and also the goods/service/work offered by any persons who aren't participating in the Exhibition.

Violation of this position will be considered by the Organizer as inadequate and uncoordinated advertising so that the Organizer reserves the right in any convenient way to the Organizer to prevent distribution of such advertising by the Exhibitor up to closing of access to the booth.
- For coordination with the Organizer for advertising outside the exhibition booth, the Exhibitor has to address to the Organizer for publicity coordination in writing not less than in 10 (Ten) working days prior to the beginning of the general period of holding the Exhibition: nature of publicity; the territory in which it is planned to carry out; the number of promoters (if there are some), and also other moments which can matter for free use of the territory of the Exhibition which isn't occupied with booths. All information has to be sent on **sale@diveshow.ru**.

Thus, the work of promoters, as well as all other publicity outside the booth, is necessary to be coordinated with the Organizer of an exhibition not because the Organizer intends to limit advertising campaigns of Exhibitors, but because of need to regulate and coordinate an advertising campaign of all exhibitors of an exhibition for observance of the rights and interests of each Exhibitor.
- The organizer, treating with the written addresses of the Exhibitor, states the right not to coordinate or coordinate under a certain condition the advertising campaign described by the Exhibitor.
- Ordering an expert for action "day of service" the time from 10:00 till 18:00 is understood.
- The exhibitor is obliged to submit data to the Organizer of an exhibition about the suspended designs no later than December 01, 2015.
- During an event the subweight and removal of designs isn't made.
- Overweight of a design or its height adjustment are paid in addition.

## GUIDE OF THE PARTICIPANT

### «Moscow DIVE SHOW 2016»

	<b>FORM №4</b>	<b>LOADING AND UNLOADING WORKS AND STORAGE OF EXHIBITS</b>	<b>To the contract №</b>	
			<b>from:</b>	
			<b>Pavilion:</b>	<b>Booth:</b>
<b>Company:</b>		<b>Contact person:</b>	<b>Telephone:</b>	

№	LOADING AND UNLOADING WORKS	CHARACTERISTICS	The price, RUB with VAT	amount	Total Rub (with the VAT)
1	Processing of freights (at least 200 kg)	Up to 1 000 kg, for 100 kg gross	1174		
2	Processing of superheavy freights	From 1 000 kg to 5 000 kg, for 100 kg gross	1032		
3	Freight not on pallets	for 100 kg gross	1937		
4	Storage of freights in closed warehouse (without delivery to a warehouse and back)	in 1 days, for 1 CBM	294		
5	Working (scaffold worker)	for one man-hour	2935		
6	Fork loader (with a loading capacity up to 6 000 kg)	for 1 hour	4841		
7	Truck crane, with a loading capacity up to 25 000 kg, (at least 4 h.)	for 1 hour	7040		
8	Truck crane (with a loading capacity up to 40 000 kg), (at least 4 h)	for 1 hour	14082		
<b>TOTAL</b>					

#### **We remind that:**

- Processing of freight includes removal of the equipment from the car in state it was in the car (on the pallet or in a box) and delivery to the booth. **Loading and unloading pays off separately at installation and dismantle of an exhibition.**
- The price of services (works) on processing of the freights which are subject to payment is defined on the basis of the data which arrived to the *Organizer* of an exhibition according to this demand. On the territory of the exhibition center, an indispensable condition is weighing of all arriving (decreasing) on vehicles freights for determination of exact weight of display exhibits.
- An application needs to be submitted not later than 17 (Seventeen) calendar days prior to the beginning of the general period of holding an exhibition on sale@diveshow.
- An applications for the unloading and loading works which came to the general period of holding the Exhibition (official days of installation, an exhibition and dismantle), are paid with increase by 50% of the main rate.
- Freight **not on pallets** is the freight, demanding manual unloading and loading.
- The order for use of the truck crane moves no later than in **10 working days** prior to the planned date.
- If the actual time of usage the truck crane is less than four hours, the cost of four business hours is paid.
- At cancellation of the order not less than one day prior to implementation of works, the exhibitor pays 50% of order cost. At cancellation of the order less than one day prior to implementation of works, the exhibitor pays 100% of order cost.

## GUIDE OF THE PARTICIPANT

### «Moscow DIVE SHOW 2016»

	<b>FORM №5</b>	<b>TECHNICAL SERVICES</b>	<b>To the contract №</b>	
			<b>from:</b>	
			<b>Pavilion :</b>	<b>Booth:</b>
<b>Company:</b>		<b>Contact person:</b>	<b>Telephone:</b>	

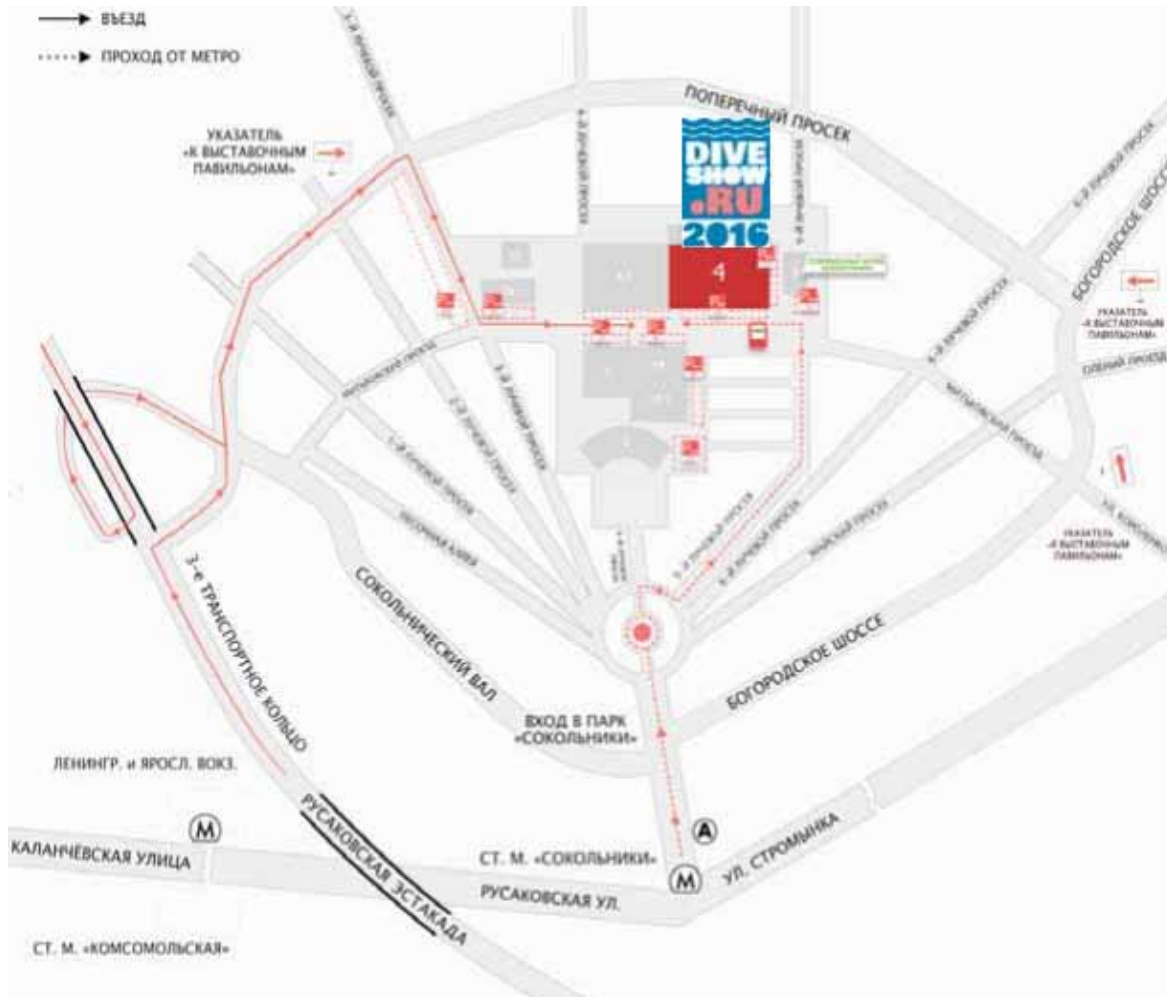
№	SERVICE	CHARACTERISTIC	The price, RUB with the VAT	Amount	All rub(with the VAT)
1	Alternating current 220/3/50 Hz (exhibitor cable)	to 5 KW	6455		
2	Alternating current 380/3/50 Hz (exhibitor cable)	to 5 KW / to 10 KW	8378/9189		
3	Alternating current 380/3/50 Hz (exhibitor cable)	to 25 KW/ to 50 KW	19362/32663		
4	Alternating current 380/3/50 Hz (exhibitor cable)	to 75 KW/ from 75 to 100 KW	34780/40662		
5	Rent of a power cable Alternating current 380/3/50 Hz, 3a 1 п/м	5x2,5MM2 to 5 KW / 5x4MM2 to 10 KW	88/589		
6	Rent of a power cable Alternating current 380/3/50 Hz, 3a 1 п/м	5x10MM2 to 25 KW / 5x25MM2, to 50 KW	589/880		
7	Security of the booth	in an hour (1 security guard, not less than 12 h)	572		
8	The single admission for entrance of the car	the automobile / semi-cargo	330/660		
9	The single admission for entrance of the car	cargo, to 3t/cargo, from above 3t	770/7150		
10	The VIP-admission with granting a parking place	for holding an exhibition	3300		
11	One-time cleaning of 1 sq.m. of the booth	1 sq.m. of the booth	64		
12	Granting the container for large-size garbage (with export)	8 cubic meters, loading capacity are 5 tons	7442		
<b>TOTAL</b>					

**We remind that:**

- The cost of the electrotechnical connections provided to the Participant according to the submitted applications includes the cost of the consumed electric power, and also technical means of its providing. The application needs to be submitted not later than 17 (Seventeen) calendar days prior to the beginning of the general period of holding the Exhibition on [sale@diveshow.ru](mailto:sale@diveshow.ru).
- Sources of power supply of pavilions EC "Sokolniki" are equipped with electric boards with machine guns 16A, 25A, 32A, 40A, 50A, 63A, 100A, 125A of the AVV type.
- The electric cable is provided by the company for booths of independent building - the builder of the booth, not less than 30 m long. In the absence of an electric cable of the section corresponding to loading, the electric cable can be provided in rent for the general period of the Exhibition. Connecting sockets (forks, sockets, adapters, etc.) aren't provided for connection of machines and the equipment.
- Connection of electric equipment of the participant to a source of power supply is made after providing an act of work on measurement of isolation resistance of the connected electric circuit.
- Works on connection and adjustment of own electric equipment and machines are made by exhibitors independently.
- One-time cleaning of the booth assumes cleaning of a floor covering of the booth by the vacuum cleaner or cleaning of a hard coating of a floor (laminated), cleaning of baskets for garbage.

## ARRIVAL ON AN EXHIBITION

### 1. SCHEME OF ENTRY:



**Moscow, Congress and exhibition center Sokolniki, pavilion No. 4**

**Arrival on an exhibition is allowed for companies which completely paid participation!**

**The companies having any debt on payment of an exhibition area and/or the ordered additional equipment and services WILL NOT be allowed on an exhibition!**

### 2. ORDER OF ENTRY:

1. During installation/dismantle, passway of all cars through a check point of the 3rd Luchevoy prosek, is free of charge with the Letter on import-export the Form No. 8, with the press and the signature of the director of the organization. It is necessary to list in the letter the equipment you import and take out, including own show-windows, computers, TVs, advertizing production, etc. It needs to be prepared in triplicate and to transfer to the driver who is carrying out delivery. If you have some cars, transfer this letter to each car.
2. The representative of your company needs to park in a zone of assembly gate and to put down a stamp "IMPORT is ALLOWED" at Office of Organizers on *Form No. 8* which allows to bring the equipment in pavilion. Unloading of the car happens near assembly gate through which representatives of your company bring the equipment.
3. The 1st copy of the letter stays with Organizers, the 2nd goes to security on assembly gate at entrance, the 3rd remains with you until departure from pavilion.
4. The stamp "Import is resolved" is put ONLY in lack of debt on payment of the area and services before the Organizer of an exhibition!

After unpacking of exhibits all packing / container has to be taken out from the territory of an exhibition in day of arrival.

Entrance on the territory of the Exhibition center and Sokolniki park in days of an exhibition is carried out free of charge (-only for cars) for Exhibitors on the basis of the admission (badge) of the participant of an exhibition.

**For visitors of an exhibition entrance is paid** on the basis of tariffs, established by KEC "Hawkers".



### 3. LOADING AND UNLOADING AND ASSEMBLY AND DISMANTLING WORKS:

1. All loading and unloading and assembly and dismantling works which are carried out with application load-lifting mechanisms, are made only by experts and means of ECs "Sokolniki".
2. Loading and unloading and lifting work is carried out during installation and dismantle with 09:00 till 18:00 o'clock.
3. To order loading and unloading works, it is necessary to fulfill Form No. 4 not later than 17 calendar days prior to the beginning of the general period of holding the Exhibition.

#### **We remind that:**

- For ensuring appropriate fire safety during an exhibition **all participants** need to have with them **certificates of fire safety** (the conclusions of test fire laboratory, declarations on compliance) on the materials and the equipment (banners, scenery, draperies, devices, etc.) applied at registration of the booth. In case of absence of certificates, Organizers of an exhibition don't bear responsibility for the possible conflicts to fire service and delivery of this equipment
- All packing / container has to be taken out from the territory of an exhibition in **day of arrival**.
- We ask you to bring letters on **"import-export"** of the equipment with you in **day of arrival**. The earnest request not to lose the letter copy on "import-export" of the equipment, remained on hands as it will be necessary for **export procedure**. You can order the additional equipment on the booth during installation in management of an exhibition **with a margin of 100%**.
- Entrance of motor transport to showrooms for carrying out loading-unloading works by forces of Participants of the Exhibition isn't allowed.
- Warehousing of construction materials and designs during installation (dismantle) is allowed only within the exhibition area transferred under building. Blocking up of passes between boothes isn't allowed.
- Cleaning of an exhibition area during installation and dismantle (removal from a zone of work of waste of packing, small garbage and so on) is made continuously. Participants of Action pack the waste intended for utilization into own garbage bags and expose them in passes.
- Motor transport washing in the Exhibition center and on adjacent territory is forbidden.
- Participants of Action, their representatives and agents bear full responsibility for any damages caused by their actions or inaction, caused to the areas or property of EC "Sokolniki", and also other Participants of the Exhibition.

## OPERATING PROCEDURE AT THE EXHIBITION

1. **The ENTRANCE TO PAVILION** for **participants** of an exhibition is carried out during installation and work of an exhibition from February 02 to February 07, 2016. **STRICTLY according to admissions** \* of participants.
2. **REGISTRATION of PARTICIPANTS of the EXHIBITION and delivery of badges for employees** who will work at your booth(admission constants), will happen *in Management of an exhibition (pavilion No. 4.2) on February 02, 2016 from 09:00 till 21:00.*

\*To obtain admissions in advance (till December 01, 2015) it is necessary to send by e-mail to organizers the *Form No. 6* with transfer of names of employees

### 3. PROTECTION AND OPERATING TIME AT THE BOOTH

- We pay your attention that during installation/dismantle and work of an exhibition pavilions are undertaken under protection from 20:00 till 10:00 mornings.
  - Participants of an exhibition are obliged to prepare the booth for passing under protection from 20:00 till 20:30.
- Staying in the sealed halls during the period is forbidden from 20:00 till 10:00.

**Convincingly ask you to provide presence of the representative at the booth in days of carrying out exhibitions from 10-00 till 20-00!**

**In order to avoid cases of loss of things during an exhibition (arrival, days of work, departure), convincingly ask you to watch the personal property and the valuable equipment at the booth!**  
**THE RESPONSIBILITY for personal property and the valuable equipment in exhibition operating time IS BEARED BY ITS OWNER!**

### 4. ORDERS FOR THE ADDITIONAL EQUIPMENT AND SERVICE

- If you need to order any equipment which isn't included in the list in Forms No. 2 and No. 3, we ask you to contact the Organizer of an exhibition for getting information on existence of such equipment and the prices (sale@diveshow.ru).
- Demands for the additional equipment or services are submitted till December 01, 2015.
- Cost on the demands/orders, the additional equipment or services directed or changed by the Customer after December 01, 2015 will increase for 50% of the cost, specified in the Guide of the participant. And cost on the demands/orders, the additional equipment or services received or changed by the Customer less than in 7 (seven) days prior to action installation – for 100%.
- Orders during installation and holding an exhibition have **to be paid with 100% margin.**
- Reasonable claims for terms, quality and volume of the services provided by the *Organizer of an exhibition* are accepted up to the last day of installation of the Exhibition. Otherwise service is considered rendered in time, in full and with due quality.

#### 5. THE PARKING ON THE TERRITORY OF THE COMPLEX

- The parking space on the territory of exhibition complex is limited. The parking is carried out in case of the presence of empty seats.
- The parking of motor transport on the territory adjacent to the Exhibition center is resolved from 08:00 - till 20:00 in the places which are taken away for this purpose. In other time staying of motor transport is allowed only on the conditions coordinated with the *Organizer of an exhibition*.
- You can order in the *Form No. 5* the **VIP-admission**, with granting of parking place.

#### 6. ADVERTISING MATERIALS AND PROMOTION ACTIONS

- Distribution of advertizing production or other types of advertizing activity outside the booth have to be held by the Exhibitor only after coordination with the Organizer of an exhibition and payments in *Form No. 3*.
- The exhibitor should organize and carry out work of the exposition so that not to interfere with advance of a flow of visitors in passes and not to create threat or violation of the rights of other exhibitors and visitors.
- **Advertizing of third-party events**, and also advertizing of the organizations, establishments, firms and companies which aren't directly involved in an exhibition within all exhibition space is **strictly forbidden**. In case of violation of this situation, the Organizer reserves the right to apply sanction to the Exhibitor up to closing of the exhibition booth without payment of any compensations and return of the means, paid by the Exhibitor to the Organizer for participation in an exhibition.
- The participant needs to coordinate **work of promoters** with the organizer of an exhibition. This requirement has no the purpose to limit your advertizing campaigns, and is urged to regulate and coordinate advertizing campaigns of all participants of an exhibition.
- When using own **audiovisual devices** (plasma panels), participants need to list them in the letter on import-export and to provide the balance sheet, confirming existence of this device on balance of the participating company.

## DISMANTLE/EXPORT OF EXHIBITS:

1. Exhibits and the exhibition equipment have to be at your stand till 21:30 on February 06, 2016. Dismantle of an exhibition begins strictly from 21:30 on February 06, 2016 to 03:00 on February 07, 2016.
2. You need to address to *Management of an exhibition (pavilion No. 4.2)* with the remained letter copy on import - export for registration of export of your equipment and exhibits to your representative. The representative of management puts on the letter a stamp "EXPORT is ALLOWED", for granting to security at assembly gate.
3. All your equipment and exhibits have to be taken out till 03:00 on February 07, 2016.
4. The participant of an exhibition prior to export of exhibits has to hand over all leased property. Otherwise export of exhibits from an exhibition area isn't allowed to the Participant.
5. Export of exhibits on the last day of work of an exhibition is allowed in coordination with *Organizer of an exhibition*.



## GUIDE OF THE PARTICIPANT

### «Moscow DIVE SHOW 2016»

	<b>FORM №6</b>	<b>DEMAND FOR BADGES</b>	<b>To contract №</b>	
			<b>from:</b>	
			<b>Pavilion:</b>	<b>Booth:</b>
<b>Company:</b>		<b>Contact person:</b>	<b>Telephone:</b>	

For passing on the Moscow DIVE SHOW 2016 exhibition, we ask to provide nominal **badges** for the following employees:

№ п/п	Name	Surname	Middle name
1			
2			
3			
4			
5			
6			

The quantity of free badges is defined by the sizes of the occupied booth.

The list of badges needs to be provided to the Organizer of an exhibition till **December 01, 2015**



**GUIDE OF THE PARTICIPANT**  
**«Moscow DIVE SHOW 2016»**

**FORM №7**

**THE LETTER ON EQUIPMENT IMPORT-EXPORT**

*Note: The letter has to be in triplicate, on the letterhead*

**EXAMPLE**

**To management of an exhibition «Moscow DIVE SHOW»**

**From** \_\_\_\_\_  
(name of the organization)

**Pavilion** -

**Booth №** \_\_\_\_\_

We ask you to allow import of exhibits, with the subsequent their export on an exhibition "Moscow **"DIVE SHOW 2016"** passing in the territory of EC "Sokolniki" from "03" till "06" February, 2016.

**LIST OF EXHIBITS\*:**

(\* WITH THE INDICATION OF IDENTIFICATION NUMBER OF TV, VIDEO EQUIPMENT, HOUSEHOLD AND OFFICE EQUIPMENT)

1. \_\_\_\_\_ amount \_\_\_\_\_
2. \_\_\_\_\_ amount \_\_\_\_\_
3. \_\_\_\_\_ amount \_\_\_\_\_
4. \_\_\_\_\_ amount \_\_\_\_\_
5. \_\_\_\_\_ amount \_\_\_\_\_
6. \_\_\_\_\_ amount \_\_\_\_\_
7. \_\_\_\_\_ amount \_\_\_\_\_
8. \_\_\_\_\_ amount \_\_\_\_\_
9. \_\_\_\_\_ amount \_\_\_\_\_

**Name, surname of the company staff who is carrying out installation/dismantle of the booth  
 (an admission is valid only for installation/dismantle time)**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Press of the organization \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Director' name, surname                      signature                      data