

## SPACE APPLICATION FORM

### COMPANY INFORMATION:

(Please print in capitals)

COMPANY NAME (FULL):		
COMPANY NAME AS IT APPEARES IN THE EXHIBITOR'S LIST:		
COUNTRY (FOR EXHIBITOR'S LIST):		
ADDRESS:		CITY:
COUNTRY:	ZIP CODE:	TEL: ( )
FAX: ( )		E-MAIL:
WEBSITE:	PERSON IN CHARGE FOR SALES/MARKETING IN RUSSIA:	
POSITION:	TEL: ( )	
CONTACT PERSON FOR EXHIBITION:	POSITION:	
TEL.: ( )	E-MAIL:	

### A. PARTICIPATION:

The prices are in EURO (all taxes are included)

	EARLY	LATE	QUANTITY
<input type="checkbox"/> EXHIBITION REGISTRATION FEE* (mandatory for each principal exhibitor and co-exhibitor)	360	400	X _____
<input type="checkbox"/> SPACE ONLY INSIDE HALL (per 1 sq.m, min. stand size is 18 sq.m)	180	200	X _____ SQ.M
<input type="checkbox"/> TURN-KEY EQUIPPED STAND+SPACE RENTAL (per 1 sq.m row stand, min. stand size is 9 sq.m)	220	240	X _____ SQ.M
<input type="checkbox"/> OPEN-AIR SPACE (per 1 sq.m, min. stand size is 40 sq.m)	60	80	X _____ SQ.M

\* If you register more than one company please send us the name(s) of your co-exhibitors.

**EXHIBITION REGISTRATION FEE** is mandatory for every principal exhibitor and every co-exhibitor and covers a catalogue entry, an Internet listing, one copy of the Catalogue, one CD-ROM with the Catalogue, "Exhibitor's wallet", exhibitor's passes, 50 Trade Fair invitation cards.

**SPACE ONLY INSIDE HALL and OPEN-AIR SPACE.** The price includes rent of space (floor only) during the fair, security during the non-working hours, general lighting and power supply, cleaning of general exhibition premises and passages, builder's passes, public utilities and services (administrators, electricians, sanitary technicians).

**TURN-KEY EQUIPPED STAND+SPACE RENTAL.** The price includes all mentioned in **SPACE ONLY INSIDE HALL** plus standard stand constructions (see Exhibitor's Manual).

### B. SURCHARGE FOR SPECIAL LOCATION

STAND SHAPE	MIN. STAND SIZE	OPEN SIDES	SURCHARGE, %
<input type="checkbox"/> CORNER STAND	15	2	10
<input type="checkbox"/> PENINSULA STAND	36	3	15
<input type="checkbox"/> ISLAND STAND	60	4	20
<input type="checkbox"/> TWO-STOREY STAND (for space of 2nd storey only)	60	-	30 (to 2nd storey space)

### C. INSURANCE

- INSURANCE**, per 1 sq.m (mandatory for every principal exhibitor) 1.5 1.7 X \_\_\_\_\_ SQ.M
- We need water supply/drainage
- We plan to display large-size exhibit (if any of the dimensions exceeds 2000 mm) - it is necessary for move-in scheduling

# TERMS OF PARTICIPATION

## DATE AND VENUE

Date: Tue 26 - Fri 29 May 2009

Venue: Exhibition Center Crocus Expo, Moscow, Russia

Address: 65th km of Moscow City Ring Road, 1 km from the crossway with the Volokolamskoe highway

Registration of Exhibitors, moving in and stands decoration for:

- Individually designed stands:  
Sun 24 May - Mon 25 May 2009
- Equipped stands:  
Mon 25 May 2009

## RIGHTS AND OBLIGATIONS OF PARTIES

The Exhibitor must use the allocated exhibition space according to the profile of the Trade Fair and terms of participation.

It is not permitted to hire out or grant the use of the stand space, in part or in full, to the third parties or exchange stand space with other participants without previous written consent from the Management.

## COST OF PARTICIPATION

The cost of participation consists of basic participation cost and cost of additional services. The basic participation cost consists of registration fee and exhibition space rent (space rental + shell stand, space only inside hall or open-air space).

PLEASE NOTE: Every stand must have standard fascia inscription with the name of the company and stand number.

PLEASE NOTE: Every partial square meter is estimated as full square meter.

List of standard exhibition furniture for equipped stand, list of additional services (including water supply or drainage, compressed air supply, energy supply for open-air space) order forms and terms of payment can be found in the Exhibitor's Manual.

## SPACE RESERVATION AND PAYMENT PROCEDURE

Exhibition space will be reserved by the Exhibition Management on the "first come-first get" basis.

Within 5 working days starting from the date of receiving of this Space Application Form the Organizer will contact the Exhibitor to choose the stand location. Upon coordination of stand location the Exhibitor will receive the contract for participation with cost calculation. Within 5 working days the Exhibitor must sign/stamp the above mentioned contract and send it by fax (or scanned via e-mail). After that within 5 working days the Organizer will invoice the Exhibitor. The invoice must be paid within the time-limit and in the amount stipulated in the contract.

After that the Exhibitor must send two original hard copies of the contract (signed and stamped by the authorized representative of the company) by regular mail to the postal address of the Organizer. One hard copy of the contract signed and stamped by the Organizer shall be sent back to the Exhibitor within 7 working days upon receipt of the contract from the Exhibitor.

Within five working days starting from the receiving of this Space Application Form the Exhibition Management will send to Exhibitor the Application Confirmation letter and an invoice.

By effecting advanced payment Exhibitor agrees with all the terms and conditions stipulated in this document.

The deadline for payment will be given in the invoice.

**All payments must be made by bank transfers only. No cheques or advanced credit card payments are accepted. Transmitters are responsible for any bank processing fees.**

After receipt of minimum 50% of the invoice the Exhibition Management will send you the Preliminary Confirmation of Stand reservation and stand number.

If your advance payment is not received by the Exhibition Management within 10 days starting from the date of invoice the Preliminary Space Reservation must be stopped and the mentioned space will be passed on to any other company that claimed it and accomplished the payment in proper time.

After receipt of 100% of the stand rental fee you will receive the Confirmation of Stand reservation and the final stand number.

This Confirmation concerns the agreed with the Exhibitor stand only and does not apply to nearby Exhibitors, any other elements of the Fair and General Trade Fair lay-out that may be changed due to various reasons.

If the Company applies for participation after 31 March 2009 the stand reservation will be done only after payment of 100% of stand rental fee.

In any case, 100% of stand rental must be paid 1 month prior to the event opening (before 27 April 2009).

In the interests of Trade Fair the Exhibition Management reserves the right to change if needed the size, form and location of the given space immediately notifying the Exhibitor in writing.

In case this alteration will result in changing of cost of participation or the new stand location will not satisfy the Exhibitor, the Company has the right within three weeks from the date of the notification receipt to cancel its participation without any claims. In this case all bankroll obtained for the entire stand rental or for the reduced part of it must be returned to the Exhibitor without any deductions.

The Exhibition Management does its best for taking into consideration all individual requests of Exhibitors concerning the stand location.

Companies supporting CityPipe will enjoy preferences choosing the stand location.

## SAFETY AND SECURITY

During the Trade Fair the security personnel will maintain general security in the halls. However, goods, including packing are deemed to be at the expense and risk of the Exhibitor. The Exhibitors are advised to cover themselves by insurance in respect thereof to any extent available.

## CANCELLATIONS AND CHANGES

Cancellations, in writing, received before 1 March 2009, are 90% less the bank charges refundable. Cancellations, in writing, received between 1 March 2009 and 1 April 2009, are 60% less the bank charges refundable. Cancellations, in writing, received between 1 April 2009 and 1 May 2009, are 30% less the bank charges refundable. No refunds can be done after 1 May 2009.

The terms of cancelation of booked and paid-up services also in case of reducing by Exhibitor of exhibiting space can be found in Exhibitor's Manual.

In case of change of turn-key equipped stand to space only and vice versa after 1 April 2009 you will be charge a 10% extra.

Please pay attention that substitution for another or payback for unused standard equipment set is not possible

## SETTLEMENT OF DISPUTES

The Parties shall try to settle all possible disputes arising between an Exhibitor and the Management in an amicable manner. Must the Parties fail to reach consent, the disputes will be settled in the manner prescribed by the legislation of the Russian Federation.

Claims to the Management will be considered if they are submitted within two weeks after completion of the Trade Fair.

## FINALLY

Additional order forms are included into the Exhibitor's Manual.

The Management reserves the right to alter, add to, or amend any of this Terms of Participation.

## DEADLINES FOR APPLICATIONS

In case of space availability you may apply for participation at any time. But to enjoy early registration fee Exhibitor must apply for space and pay 100% of stand rental before the 1 January 2009. If the payment is effected after the deadline, late registration fee is applied to the rest of payment.

## EXHIBITION MANAGEMENT:

SIBICO International Ltd.  
P.O. Box 105, Moscow, 105062, Russia

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E-mail: [citypipe@sibico.com](mailto:citypipe@sibico.com)  
<http://www.citypipe.ru>

**You can get updated information and register online for CityPipe-2009 at [www.citypipe.ru](http://www.citypipe.ru)**