

TECHNICAL GUIDELINES

(List of additional services)

Moscow, MAIN STAGE

INTEGRATION'23

19 – 21 September 2023



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MAIN STAGE

Moscow



Dear Exhibitor!

We are happy to welcome you to the INTEGRATION'23 trade fair and we will try to do our best to make your participation efficient.

These guidelines contain necessary technical specifications as well as order forms on various services.

Having great experience in organizing international trade fairs we offer you stand construction on a turnkey basis.

According to the terms and conditions for participation «equipped space» is offered and calculated individually.

By request we also offer a wide range of additional services on stand construction and stand design. You will find the complete list of services in the order forms number 3 – 13 enclosed. In order to make a calculation of services please submit your stand layout and fill in the forms within the stated period.

In order to plan your participation well we would recommend assigning one person within your company, who will be responsible for coordination of all activities with the organizers of the trade fair.

We wish you a successful preparation time. We are at your service at any time you will need our help.

Technical guidelines on participation in the trade fair

1. Setting Up and Dismantling

1.1. Setting up and delivery

Works on setting up the trade fair stands can start on the first day allocated for setting up and must be finished by 16:00 on the last day for setting up, at the latest. Any goods that have not been unpacked by 16:00 on the last day for setting up are to be removed at the cost of the exhibitor.

1.2. Electricity

a) Electricity

Electricity for lighting: 220 Volt

Electricity for power: 3-phase AC 380 V with limited load mid-point conductor.

All electrical installations and equipment must conform with Russian VDE regulations. The supply cabling and the main electrical connection from the hall distributor to the stand may only be made by the organizers for reasons of safety in operation. Orders are to be placed using the appropriate form.

Electrical installations within the stands are done by the organizers on the basis of the orders placed. Electrical installations within the stands can be done by the electricians of the exhibitor or by concessionaire electrical companies working with special permission in compliance with the regulations and to the state-of-the-art technology, as well as appropriately qualified for electrical safety. All electrical installations may only be done in compliance with the valid Electrical Safety Code Rules (ESCR), Safety Regulations (SR), Electrical Installations Code (EIC), and Fire Safety Regulations of the RF (FSR) as well as Construction Codes & Regulations (SNiP). Specific requirements applied to exhibitions are to be met. All electric units and equipment must comply with the regulations stated above applied in the RF. Existing electrical installations within the stands may only be put into operation during the period of the event itself once they have been officially accepted and approved by the organizers. Test certificates are to be kept in readiness when the stand is officially accepted.

WARNING

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

The management of the trade fair concerned are to be informed immediately in the event of any problems with the supply of energy or power. The organizer of the trade fair shall not be liable for losses and damages in the event of inconsistent supply of energy or power.

1.3. Transport, exhibition and dismantling of exhibition goods

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

EXPO FUSION LLC has no liability whatsoever for such matters.

1.4. Customs formalities

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

2. Stand Setup and Equipping

2.1. Stand setup, design, labelling and personnel

For exhibitors who have their trade fair stands set up separately:

View diagram of your stand as well as fire protection certification for all combustible materials and wiring diagram, including specification of the power connection and illumination data must be approved by the engineering department of the MAIN STAGE.

Equipping and designing the stands, if they exceed the scope covered in the terms and conditions of EXPO FUSION LLC is a matter for each individual exhibitor. However, the construction regulations and guidelines of EXPOFUSION LLC shall apply for the type of design for the location of the event. According to the fire security requirements all materials that are used for stand decoration must be certified with fire protection certification. The exhibitor is required to agree beforehand with the organizer of the trade fair concerning his design. A stand design that does not comply with the regulations or guidelines can be removed or modified by the organizer of the trade fair at the cost of the exhibitor concerned.

All equipment and materials ordered are only rented from the organizer of the trade fair.

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

The use of the standard frame as material for the rear is undesirable. In this case all visible construction parts must be covered with not transparent material of white colour.

Walls that are adjacent to the visitor gangways must be decorated with materials documenting the exhibitory nature of the stand and the entire event.

Constructions of all types and exhibits may not protrude into adjacent areas and the visitor gangway.

Stand construction materials that were rented from EXPO FUSION LLC may not be damaged by drilling, stapling, cutouts or remnants of strong adhesives and the like. The exhibitor will be billed for any damage caused.

The use of other stand back walls is forbidden. Each exhibitor / stand constructor is responsible to provide an adequate number of walls of his own. Each rented stand is to be given a carpet floor covering.

Dismantling of the stands can be done only after the end of the trade fair. The exhibitors must have their stands cleared by 20:00 of the last day of the exhibition and handed back the space to the organizer in the same condition as when it was accepted. Any damage to walls, floors, ceilings, fittings, etc., will be made good at the cost of the exhibitor concerned. The stand is to be provided with an adequate number of information personnel during the opening times of the trade fair.

2.2. Construction height

Standard heights for all stands (floor to underside ceiling) lies by no more than 2.50 m. Extending the wall heights is only possible with the approval of the organizers.

2.3. Roofing

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

The installation of a sprinkler unit is required if an area of more than 20 sqm is enclosed.

2.4. Labelling and Advertising

Signs and placards may only be installed up to the boundary of the stand. Advertising actions of any type outside the exhibition stand require approval.

2.5. Fire and Safety Regulations

a) Smoke and Fire alarms

The organizer requires smoke and fire alarms for two-storey trade fair stand. These will be provided and installed by the operator of the Exhibition. The number of alarms to be installed will be determined by the structural conditions and evaluation by the fire brigade.

b) Balloons

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

c) Rubbish, recycling and remnants bins

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

d) Spray guns, nitro-based paints

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

e) Cutting and grinding work and all work with naked flames

Welding, flame-cutting, soldering, thawing, cutting and grinding work must be publicized before the start of the work and a written application made beforehand to the organizer of the trade fair. The area is to be suitably blocked off beforehand to avoid any dangers to others. Fire extinguishers must be available ready for use in the immediate vicinity.

f) Stand safety

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

2.6. Other

a) Cranes, fork lift trucks

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

b) Empty containers and packaging

It is forbidden to store empty containers (e.g. packaging and packing materials) at the stands. All empty containers and packaging materials are to be taken immediately to the designated waste points.

c) Glass

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

d) Protective equipment

Machines, robots and apparatus may only be put into operation once all the protective devices are functional and operating. The management of the trade fair or exhibition is authorized to prohibit at any time the operation of exhibits if in their view continued operation of same would entail a risk of injury or damage for people.

e) Hall floors

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

3. During the trade fair or exhibition

3.1. Machine noise, audio-visual presentations, etc.

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

3.2. Photography and filming

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

Content

Form	Subject
	Basic equipment
1	Booth layout
2	Electric equipment
3	Furniture and stand equipment
4	Graphics (fascia lettering)

OPEN HOURS OF THE HALLS:

STAND CONSTRUCTION

17 – 18.09.2023

08:00 - 20:00

18.09 by 16:00 you must free the adjacent aisles

OPEN HOURS OF THE EXHIBITION

Open times for visitors during the exhibition

19 – 21.09.2023

19-20.09.2023

10:00 – 18:00

21.09.2023

10:00 – 16:00

STAND DISMANTLING

21.09.2023

16:00 - 24:00

22.09.2023

00:00 - 06:00

Opening time for exhibitors during the exhibition, construction and dismantling is restricted:

08:00 - 20:00

Fair team:

Mikhail Shatov

Tel. (495) 955-91-99 (ext. 634)

e-mail: ShatovM@expo-fusion.ru

Peremyshlennikova Natalia

Tel. (495) 955-91-99 (ext. 648)

e-mail: PeremyshlennikovaN@expo-fusion.ru

Service team:

Dmitriy Kopylov

Tel. +7 (495) 955 91 99 (ext. 658)

e-mail: KopylovD@expo-fusion.ru

Ivan Tokarev

Tel. +7 (495) 955 91 99 (ext. 654)

e-mail: TokarevI@expo-fusion.ru

Address of the Fairgrounds:

MAIN STAGE hall

Sharikopodshipnikovskaya str., 13, bld. 33

Moscow / Russia

Basic equipment for standard shell scheme booth

Services included in the package price:

- covering the floor area with carpet (grey colour)
- stand partition walls (OCTANORM system, H-2.50 m)
- fascia – laminated board
- lettering (company name, font – Helvetica)
- 1 table 70 x 70 cm
- 4 chairs
- 1 sideboard (H-0.7 m)
- 1 wall coat rack
- 1 wastepaper basket
- 1 socket 220V
- 1 spotlight on arm, 150 W per each 6 sqm of the stand area

*** Stand construction and dismantling as well as all ancillary expenses are included in the package price.**



Please fill in the form
 and return by August 20th

Booth layout

1

EXPO FUSION LLC
 119021, Moscow
 Ul. Timura Frunse, 3, build.1

Contact information:
Dmitry Kopylov
Ivan Tokarev
 phone: +7 (495) 955 91 99 (ext. 658 / 654)
KopylovD@expo-fusion.ru
TokarevI@expo-fusion.ru

Company name

Contact person

Tel.

Fax

e-mail

Booth #

Please notice!

Exhibits exceeding **3000 kg** in weight and/or are bigger than **200 x 150 x 150 cm** must be approved by EXPO FUSION on or prior to **August 20th 2023**.

Exhibitors who fail to submit form 5 and constrain any other exhibitors during build-up can be presented with an additional bill.

1. Requested for authorisation

We hereby request approval of our proposed layout of machinery exhibits and cubicles.

Date / Place

Signature and stamp

Managing Director (first name, last name)

Please fill in the form
and return by August 20th

Electric equipment

2

EXPO FUSION LLC119021, Moscow
Ul. Timura Frunse, 3, build.1

Contact information:

Dmitry Kopylov**Ivan Tokarev**

phone: +7 (495) 955 91 99 (ext. 658 / 654)

KopylovD@expo-fusion.ruTokarevI@expo-fusion.ru

Company name

Contact person

Tel.

Fax

e-mail

Booth #

In acknowledgement of the applicable conditions for participation and technical guidelines for the following services, we undertake **to rent** the services below.

		<i>Rental rate, EURO / 1 pc.</i>	<i>No. Required / pcs.</i>	<i>Total EURO</i>
Spotlight on arm	150 W / 220 V	50, 00		
Halogen spot	300 W / 220 V	103, 00		
HQI spot		103, 00		
Luminescent lamp		48, 00		
Socket	220 V	39, 00		
Socket 24h	220 V	45, 00		
CEE Socket	16 A	128, 00		

All materials for lighting, power circuits and supply cables are provided only on a hire basis and remain the property of EXPO FUSION LLC. Prices include assembly and dismantling.

Prices include 20% VAT

Date / Place

Signature and stamp

Managing Director (first name, last name)

Please fill in the form
 and return by August 20th

Furniture and stand equipment

3

EXPO FUSION LLC
 119021, Moscow
 Ul. Timura Frunse, 3, build.1

Contact information:
Dmitry Kopylov
Ivan Tokarev
 phone: +7 (495) 955 91 99 (ext. 658 / 654)
KopylovD@expo-fusion.ru
TokarevI@expo-fusion.ru

Company name

Contact person

Tel.

Fax

e-mail

Booth #

Kindly request to supply us with the following additional items on rental basis:
 (refer to pictures of the items in a separate annex)

№	Description	Price EUR	Piece(s)	№	Description	Price EUR	Piece(s)
1	Table , 70x70x75 cm	43.00		12	Kitchen sink and boiler, 5 L, 60 x 60 x 80 cm	253.00	
2	Table, 120 x 70 x 75 cm	50.00		13	Refrigerator, 150 L	161.00	
3	Round table, ∅ 80 cm	43.00		14	Glass showcase, 100 x 80cm (showcase – 95x45x23cm)	170.00	
4	Waste paper basket	9.00		15	Tall glass showcase, 100 x 50 x 250 cm, incl. lighting (showcase – 95 x 45 x 120 cm)	306.00	
5	Info desk, 100 x 50 x 110 cm	159.00		16	Podium, 100x50x80 cm	122.00	
6	Radial info desk	195.00		17	Shelf, straight, 100 x 30 cm	27.00	
7	Chair, standard	33.00		17a	Shelf, sloped, 100 x 30 cm	27.00	
8	Barstool	41.00		18	Folder stand_ 8 x A4	67.00	
9	Sideboard, 85 x 37 x 75 cm	90.00		19	Water dispenser with 1 water bottle 19 L	154.00	
10	Wall coat rack	25.00		Prices include 20% VAT			
11	Storage rack, 85 x37 x 150cm	104.00					

Date / Place

Signature and stamp

Managing Director (first name, last name)

Furniture and stand equipment



1.



2.



3.



5.



6.



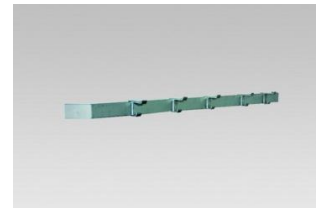
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8.



9.



10.



11.



12.



13.



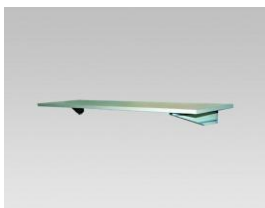
14.



15.



16.



17.



18.

Additional furniture can be provided on request

Please fill in the form
 and return by August 20th

Graphics (fascia lettering)

4

EXPO FUSION LLC
 119021, Moscow
 Ul. Timura Frunse, 3, build.1

Contact information:
Dmitry Kopylov
Ivan Tokarev
 phone: +7 (495) 955 91 99 (ext. 658 / 654)
KopylovD@expo-fusion.ru
TokarevI@expo-fusion.ru

Company name

Contact person

Tel.

Fax

e-mail

Booth #

Fascia board: laminated board, white
Typeface/Standard: Helvetica, black

Lettering A

Color:

ORACAL _____

Lettering B

Color:

ORACAL _____

Lettering C

Color:

ORACAL _____

Lettering D

Color:

ORACAL _____

Logos:

	Price, EURO / 1 pc.	Quantity	Total, EURO
Logo on a fascia board (max. height – 300 mm)	70, 00		
Full colour process print (per 1 sqm)	70, 00		

NOTE! We accept ONLY files in one of the following formats (*.ai, *.cdr)!

Prices include 20% VAT

Date / Place

Signature and stamp

Managing Director (first name, last name)