

# Rules and Regulations

## 1. Exhibitor Registration

Parties desiring to exhibit must complete and return to the Organizer a General Application Form certified by Exhibitor's official seal and authorized signature. Applications must be submitted at least 15 days prior to the Expo. Applications submitted at a later date shall be accepted on a booth/exhibit space availability basis.

2. A Registration Fee of US\$250 per each exhibiting company/organization is charged for administrative support and information services.

3. Booth Rental. The standard booth space rate is US\$200 per 1 sq. m.

The standard (shell scheme) booth consists of Consta and Octanorm system wall elements and includes 1 table, 2 chairs, an electrical socket, two 60W spotlights, carpeting, Exhibitor's name on booth fascia board (booth sign), general cleaning of the exhibit hall and common areas, and general security service during the closed hours of the Expo (6 pm to 9 am).

4. Surcharges. The surcharge for a Corner Booth (a booth with exposure to intersecting aisles on two sides) is 10% on the standard booth space rate.

5. Raw Space: The cost of the Raw Space is US\$50 per 1 sq. m.

6. Exhibitor Directory. The Exhibitor's profile (up to 15 printed lines) is listed in the Exhibitor Directory according to the Exhibitor Directory Application. Logos and advertisements are published in the Exhibitor Directory at an additional charge. A free printed copy of the Exhibitor Directory will be provided to the Exhibitor. The Exhibitor Directory Application must be submitted at least 30 days prior to the Expo.

7. Exhibitor has an opportunity to arrange its own event at the Expo. In this case, the Event Management Form must be submitted at least 20 days prior to the Expo. The event date and time must be approved by the Expo Organizer in advance. The Organizer will provide a meeting/function space, a laptop, a projector, and a screen for the Exhibitors event at no charge.

8. Furniture and Accessories for the exhibit space are available at an extra charge upon Additional Facilities and Services Form which must be submitted to the Organizer by e-mail at least 15 days prior to the fair. Payment shall be made against supplementary invoice in USD by bank transfer.

9. Exhibitor can apply for the following supplementary services:

- Hotel reservation and local transportation: the Hotel Reservation and Local Transportation Form must be submitted at least 20 days prior to the Expo.

- Visa Support: the Visa Support Request Form and all necessary documents must be submitted at least 40 days prior to the Expo.

- Transportation, exhibits set-up and breakdown, translation and interpretation, and other types of services: the Additional Facilities and Services Form must be submitted at least 15 days prior to the Expo.

- Supplementary power supply services: the Supplementary Power Supply Form must be submitted at least 15 days prior to the Expo.

10. Organizer can recommend qualified design and construction companies for production of the Exhibitor's stand as well as for unloading and installation of the exhibits at the Exhibitors expense. Should the need arise, the Exhibitor must contact the Organizer in advance.

11. The Organizer can recommend brokerage firms to move exhibits across the border. Should the need arise, the Exhibitor must contact the Organizer at least 60 days prior to the Expo.

12. Cancellation of exhibit space must be made in writing to the Organizer no later than 30 days prior to the Expo.

13. If the cancelation notice is received less than 30 days prior to the Expo, the Organizer shall retain the Registration Fee. In case the cancelation is made less than 20 days prior to the Expo, Exhibitor must pay the total contract amount, except the additional facilities charge.

14. Exhibitors are responsible for installing and arranging their exhibits in the exhibit space they have rented. If necessary, the Exhibitor may engage the services of stand constructors, exhibit movers, booth staff, or interpreters at an extra charge.

Contacts: DalexpoCenter Co., Ltd.,  
tel.: +7(423) 2300-418, 2300-518, e-mail: office@dalexpo.ru