

GUIDE TO FILLING OUT TECHNICAL ORDER FORMS

GETTING STARTED

While filling technical service forms Exhibitor can:

- change the type of stand chosen under the participation contract to one of the following options: Standard or Premium;
- order additional equipment and services available for the chosen type of the stand. Please, see all available stand types and mark your choice in Form T.

ORDER FORM FOR TECHNICAL SERVICES

(THIS FORM MUST BE FILLED IN)

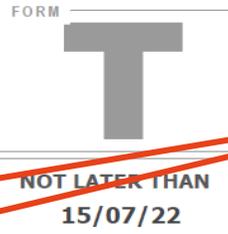
Send this form to ITE Group Technical Service Department:

☺ Fedor Ryabov

✉ Fedor.Ryabov@ite.group

☎ +7 495 799 5585, +7 969 192 7730

✉ 3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow



These fields must be filled in only in Form T (filled in fields will be duplicated on all pages automatically).

| | |
|--------------------|-----------|
| Exhibiting company | Telephone |
| Contact person | e-mail |

| Form No. | Title of Form | Total cost, EUR |
|----------|-------------------------------------|-----------------|
| | Standard Shell Scheme | |
| | Premium Shell Scheme <i>Verona</i> | |
| | Premium Shell Scheme <i>Ferrara</i> | |
| | Premium Shell Scheme <i>Ravenna</i> | |
| | Premium Shell Scheme <i>Kremona</i> | |

Space type:

space only

Standard shell scheme

Premium shell scheme

Reset forms

Please choose stand type with the buttons: depending on your choice, the document will unlock (or lock) certain fields for ordering services available to your stand type.

If you make a mistake in order Forms, you can click "Reset Form" button, which erases all fields in the document and allows you to start over.

When "SPACE ONLY" option is selected

In this case additional services can be ordered only by Forms T1, T2.1, T2.2, you can order technical connections, stand cleaning, car passes for your vehicle, temporary personal. Furniture, lighting and other equipment for your stand should be supplied by your building company according to the contract between you and your building company.

| TEMPORARY STAFF | | (Prices per day) | | |
|--|-----------------|------------------|---------------|-----------|
| | dates (from-to) | quantity | Price per day | Total EUR |
| Interpreter from Russian to <input type="text" value="language (type 1) *"/> | | X | EUR 180 | |
| Interpreter from Russian to <input type="text" value="language (type 2) *"/> | | X | EUR 200 | |
| Stand Attendant (with basic English knowledge) | | X | EUR 200 | |
| Security Guard (10.00 – 18.00) ** | | X | EUR 240 | |
| Security Guard (18.00 – 10.00) ** | | X | EUR 320 | |

(*) When ordering an interpreter, please specify the language you require. Foreign languages: type 1 - English, German, French, Spanish and Italian; type 2 - other languages. Not all languages are available. Only consecutive translation available. Please contact ITE Group for more information before ordering an interpreter. In the event of a late cancellation (up to 3 weeks before the start of the exhibition), the company must pay a cancellation penalty of three times the daily cost of the service ordered.

(**) Large stands may require more than one security guard. During the set-up and dismantling of the exhibition, the pavilions may not close at 20:00. Order of security guard service during set-up / dismantling is possible 1 day before and if service is available.

| DAILY STAND CLEANING | | (prices for the duration of the exhibition) | | |
|--|--|---|-----------|--|
| | Area of stand | Price per m ² | Total EUR | |
| Stand cleaning (vacuum cleaning for carpets) | X | EUR 15 | | |
| Stand cleaning (wet wiping of hard floors) | X | EUR 15 | | |
| Total with discount of | <input type="text" value="0 %"/> | | | |
| Discounts for cleaning: | 50 m ² - 10% 100m ² - 15% 150 m ² - 20% 200 m ² - 25% 250m ² - 30% 300m ² - 35% 350 m ² - 40% 400 m ² - 45% | | | |

ATTENTION: All cleaning works at the Exhibition Center is carried out exclusively by Crocus Expo, the exception is cleaning, wiping, and polishing of exhibits. Involvement of third-party companies for cleaning the space on the territory of the Exhibition Center is not allowed. Self-dependent works with the use of technical means for cleaning the space

In Adobe Reader settings you need to enable "display of fields", in this case all fields of services which are available for selected type of stand become visible and available for filling, others will be locked.

| ELECTRICITY | | (prices for the duration of the exhibition) | |
|-------------|----------------------|---|-----------|
| | For space only sites | For equipped stands | Total EUR |
| 2kW | | Included in electro package* | |
| 5kW | EUR 805 | EUR 325 | |
| 10kW | EUR 1165 | EUR 695 | |
| 20kW | EUR 1830 | EUR 1290 | |
| 40kW | EUR 2840 | EUR 2355 | |

Connection of electric supply to stands should be done by exhibitors themselves (or their stand builders) in observation of the Requirements for electrical and technical work and for those carrying it out. Stands must be equipped with a fuse box, and a cable corresponding to the section load (at least 30m in length) must be supplied from the stand to the power source. Direct connection of exhibits to power sources in the pavilion (machine tools, industrial items) is allowed if the requirements above are followed. In this case, power supply should be ordered for each exhibit separately.

- Power supply points in the halls are equipped with 16A, 32A, 63A and 125A type ABB electric sockets.
- Connecting exhibitors' electrical equipment to power supply points takes place after the insulating resistance of the connected electric circuit has been measured.

⚠ For fire safety reasons at the end of your day please turn off lights at your booth.
General builder at Crocus Expo exhibition Centre reserves the right to disconnect the main power supply to the booth from the mains of the exhibition complex in case, if the lighting has not been turned off by the participant.

* Electrical package: 2kW power supply is included in the price of Standard and Premium stands. One socket (220V-1kW) is included in the Standard Shell Scheme (for Premium Shell Scheme see description). To make full use of the power supply, additional sockets, lights, etc. can be ordered with Form T4.2 and T.4.4.
** You order an increase in power supply up to 5, 10, 20 or 40 kW, respectively, taking into account the power package included in the cost of the stand.

PLEASE NOTE: When connecting a power consumer with a capacity above 10kW on an equipped stand, or setting up an internal power supply network, you must comply with the conditions for connecting an electricity supply for space only sites (see left).

The set-up of exhibition equipment and the connection of electrical equipment (except for exhibits) within the standard plus stand is considered to be an independent building and is subject to paid accreditation. These requirements apply, among other things, to mobile stands with electric lighting equipment, and to showcases. The use of household extension cords ("network filters") to connect lighting equipment and household appliances is prohibited. For approval of the lighting equipment used on mobile stands and in shop windows, you need to contact the technical department of BuildExpo LLC.

| WATER | | (prices for the duration of the exhibition) | |
|--|----------|---|-----------|
| | Quantity | Price | Total EUR |
| Cold water connection inside pavilion* | X | EUR 880 | |

You can put quantity in the highlighted fields; total price will be calculated automatically.

When "STANDARD STAND" option is selected

In this case additional equipment and services can be ordered by Forms T1 - T4.2. Pictures of Standard Stand can be found on p.22 - Standard Shell Scheme Form, also in this Form you can find Standard Stand package according to stand's size.

TEXT ON FASCIA PANEL AND GRAPHICS

Send this form to ITE Group Technical Service Department:

FORM T 3

NOT LATER THAN 15/07/22

Fedor Ryabov
+7 495 799 5585, +7 969 192 7730
Fedor.Ryabov@ite.group
3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

Exhibiting company
Telephone
Contact person
e-mail

THIS FORM IS FOR STANDARD AND PREMIUM EQUIPPED STANDS ONLY!

FASCIA PANEL TEXT

The price of standard plus stand includes text in one language.
Standard plus stands: grey text (Oracal 071), height of letters 100mm, font Arial.
Standard Premium: colour of text for variants of Ferrara, Kremona- white; for variants of Verona, Ravenna, Ancona and Fabriano - your choice.

The fascia panel for Standard plus stands is red. If you need another colour, you can order lamination.
For Standard Premium, the colour of the fascia panel is presented in the design project of your stand

ADDITIONAL TEXT ON FASCIA PANEL

FOR STANDARD STANDS ONLY!

| | Quantity | Price | Total EUR |
|---|----------|---------|-----------|
| Additional text on fascia panel | X | EUR 81 | |
| Logo on Fascia Panel in one colour per 1 linear m (*) | X | EUR 89 | |
| Logo on Fascia Panel in more than one colour per 1 linear m (*) | X | EUR 152 | |
| Logo on Wall Panel in one colour per 1 sq.m (*) | X | EUR 120 | |
| Logo on Wall Panel in more than one colour per 1 sq.m (*) | X | EUR 239 | |
| Colour laminating (1 sq.m) (**) | X | EUR 53 | |

"Fascia panel text" is an obligatory field. If you do not need fascia name, please mention "do not need fascia name", or "do not need fascia panel", if you don't need fascia panel at all.

You can fill only highlighted fields, other services for this type of stands are unavailable.

When "STANDARD STAND" option is selected

This Form should be filled only if you chose "Space only" stand in the participation contract, but later decide to change to "Standard Stand". To place your order you should put quantity of sq.m according to your participation contract in the field of Standard Shell Scheme Form.

You need to draw a topview scheme of your stand on page 38. Scheme can be drawn by hand, the most important is to draw exact placement of ordered equipment. Scheme can be sent as a separate document or even in text format (example, "showcase should be placed on the front left line of the stand, all spotlights should be placed along back wall" etc.). Technical manager will draw the layout of your stand based on your scheme and send it to you for approval (3D image, top view).

Standard Shell Scheme

Send this form to ITE Group Technical Service Department:

Fedor Ryabov
Fedor.Ryabov@ite.group

+7 495 799 5585, +7 969 192 7730
3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

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Dear exhibitors!

ITE Group, the organiser of the exhibition, would like to offer you standard plus booth.

Octanorm module structures will allow building stands of any configuration and amend it with standard elements and graphics at your choice.



Standard Shell Scheme kit

sq. m <u><11</u> <u>12-23</u> <u>24-35</u> <u>36-47</u> <u>48-50</u>

Height of walls and construction 2,5 m

Carpet (colour – to choose)

colour of carpet by default - grey

Fascia panel (H=30 cm, laminated chipboard, colour: blue) with PVC plate (colour – white) with

fascia name from the open sides of the booth (colour of the fascia name – to choose)

colour of the fascia name by default - grey 071

Diapers at booth's corners (the same colour as Fascia panel)

When PREMIUM STAND" option is selected

In this case additional equipment and services can be ordered through Forms T1-T3, T4.3-T4.4. Pictures of Premium Stands can be found on pages 23-28 - Premium Shell Scheme Forms, also in this Form you can find package according to stand's size.

To order Premium stand building you should put quantity of sq.m according to your participation contract in the field of Premium Shell Scheme Form. If you ordered «Space only» according to your participation contract you should order base configuration of Premium Stand. If you ordered Standard Shell according to your participation contract you should choose «Upgrade» from Standard to Premium Stand.

STAND CONSTRUCTION FURNITURE for PREMIUM STANDS

Send this form to ITE Group Technical Service Department:

FORM T 4.3
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© Fedor Ryabov +7 495 799 5585, +7 969 192 7730
Fedor.Ryabov@ite.group 3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

Exhibiting company Telephone
Contact person e-mail

ATTENTION! THIS FORM IS FOR PREMIUM STANDS ORDERED THROUGH ITE GROUP ONLY!

| Description | Code | Quantity | Price | Total EUR |
|---|-------|----------|---------|-----------|
| STAND CONSTRUCTION | | | | |
| Carpet (per 1m ²), color anev | | X | EUR 32 | |
| Wall panel, white 100 x 250 cm | 220m | X | EUR 167 | |
| Wall panel, white 50 x 250 cm | 221m | X | EUR 120 | |
| Wall panel, plexy glass 100 x 250 cm | | X | EUR 183 | |
| Wall element for LED panel | 239 | X | EUR 89 | |
| Chain (allow 1.5m length for each linear meter) | 280 | X | EUR 19 | |
| Folding door, lookable 100 x 250 cm (Ancona and Fabrizio only) | 240le | X | EUR 327 | |
| Hinged door, lookable 100 x 250 cm | 241m | X | EUR 392 | |
| Curtain 100 x 250 cm | 242m | X | EUR 107 | |
| FURNITURE | | | | |
| Conference chair, soft | 303 | X | EUR 64 | |
| Chair white | | X | EUR 72 | |
| Bar stool, black | 306 | X | EUR 75 | |
| Table, square 80 x 80 cm | 310 | X | EUR 96 | |
| Table, rectangular 80 x 120 cm | 315 | X | EUR 107 | |
| Table, round, Ø 80 cm | 314 | X | EUR 107 | |
| Bar table, Ø 60 cm, height 120 cm | 316a | X | EUR 110 | |
| Bar counter Octanorm 50 x 100 x 110 cm | 318 | X | EUR 239 | |
| Bar counter Maxima 50 x 100 x 110 cm | 318m | X | EUR 278 | |
| Bar counter corner Maxima 100 x 100 x 110 cm | | X | EUR 402 | |
| Bar counter curved section, Octanorm | 709 | X | EUR 361 | |
| Info counter Octanorm 50 x 100 x 110 cm | 319 | X | EUR 239 | |
| Literature holder, standing | 324 | X | EUR 64 | |
| Clothes rack, hanging (Ancona and Fabrizio only) | 331 | X | EUR 45 | |
| Clothes Rack, standing | 332 | X | EUR 96 | |
| Cupboard, short 50 x 100 x 80 cm | 320 | X | EUR 200 | |
| Cupboard, tall 50 x 100 x 110 cm | 321 | X | EUR 239 | |
| 5 shelves unit 30 x 104 x 207 cm | 340 | X | EUR 152 | |
| 5 shelves unit 50 x 100 x 235 cm system in built (Ancona and Fabrizio only) | 701 | X | EUR 224 | |

Form continues on next page...

You can fill only highlighted fields, other services for this type of stands are unavailable.

ELECTRICITY, WATER AND COMPRESSED AIR

Send this form to ITE Group Technical Service Department:

FORM T 2.1
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© Fedor Ryabov +7 495 799 5585, +7 969 192 7730
Fedor.Ryabov@ite.group 3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

Exhibiting company Telephone
Contact person e-mail

ELECTRICITY (prices for the duration of the exhibition)

| | For space only sites | For equipped stands | Total EUR |
|------|----------------------|------------------------------|-----------|
| 2kW | | Included in electro package* | |
| 5kW | EUR 805 | EUR 325 | |
| 10kW | EUR 1165 | EUR 695 | |
| 20kW | EUR 1830 | EUR 1290 | |
| 40kW | EUR 2840 | EUR 2355 | |

Correction of electrical equipment should be done by exhibitors themselves (or their stand builders) in accordance with the Requirements for electrical and technical work and for those anything is out.

Stands must be equipped with a fuse box, and a cable corresponding to the section load (at least 30m in length) must be supplied from the stand to the power source. Direct connection of cables to power sources in the position (machine loads, industrial items) is allowed if the requirements above are followed. In this case, power supply should be ordered for each exhibit separately.

- Power supply points in the halls are equipped with 16A, 32A, 63A and 125A type ABB electric sockets.
- Connecting exhibitor electrical equipment to power supply points takes place after the resulting resistance of the connected electric circuit has been measured.

For fire safety reasons at the end of your stay please turn off lights at your booth.

General builder at Crocus Expo exhibition Centre reserves the right to disconnect the main power supply to the booth from the mains of the exhibition complex in case, if the lighting has not been turned off by the participant.

* Electrical package: 2kW power supply is included in the price of Standard and Premium stands. One socket (220V-5A) is included in the Standard Shell Scheme (the Premium Shell Scheme see description). To make full use of the power supply, additional sockets, lights, etc. can be ordered with Form T4.2 and T4.4.

** You order an increase in power supply up to 5, 10, 20 or 40 kW, respectively, taking into account the power package included in the cost of the stand.

PLEASE NOTE: When connecting a power consumer with a capacity above 10kW on an equipped stand, or setting up an internal power supply network, you must comply with the conditions for connecting an electricity supply for space only sites (see left).

The setup of exhibition equipment and the connection of electrical equipment (except for exhibits) within the standard plus stand is considered to be an independent building and is subject to paid accreditation. These requirements apply, among other things, to mobile stands with electric lighting equipment, and to showcases.

The use of household extension cords ("network filters") to connect lighting equipment and household appliances is prohibited. For approval of the lighting equipment used on mobile stands and in shop windows, you need to contact the technical department of BuildExpo LLC.

WATER (prices for the duration of the exhibition)

| | Quantity | Price | Total EUR |
|---|----------|---------|-----------|
| Cold water connection inside pavilion* | X | EUR 880 | |
| Hot water connection inside pavilion* (available only with cold water connection) | X | EUR 395 | |
| Single fill/removal into a container for 1 m ³ | X | EUR 270 | |

* Single connection and connection of cold water only sites that have a capacity of 15 kW. Single connection and connection of hot water only sites that have a capacity of 15 kW can be ordered on Form T4.3, T4.4 (see description).

When PREMIUM STAND" option is selected

This field should be filled if only you have ordered Space only earlier.

This field should be filled in if only you have ordered Space only + Standard Stand earlier.

You need to draw a topview scheme of your stand on page 38. Scheme can be drawn by hand, the most important is to draw exact placement of ordered equipment.

Scheme can be sent as a separate document or even in text format (example, "showcase should be placed on the front left line of the stand, all spotlights should be placed along back wall" etc.). Technical manager will draw the layout of your stand based on your scheme and send it to you for approval (3D image, top view).

Premium Shell Scheme

Send this form to ITE Group Technical Service Department:

© Fedor Ryabov ☎ +7 495 799 5585, +7 969 192 7730
 ✉ Fedor.Ryabov@ite.group 📍 3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

Dear exhibitors!

ITE Group, the organiser of the exhibition, would like to offer you one of the new options of stand build-up of Premium Shell Scheme FERRARA class – cost-effective stands with original design and a possibility to choose colour of decoration elements by samples.

Maxima module structures will allow building stands of any configuration and amend it with standard elements and graphics at your choice. The height of stand structures of 3.5 m will add to the volume and visibility of your display.

If you have applied for space only at the exhibition or Standard Plus stand build-up, you can upgrade to Premium Shell Scheme FERRARA by filling in this application form.

FERRARA

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| | sq. m | 12 | 13-17 | 18-24 | 25-48 | 49-60 |
|--|-------|----|-------|-------|-------|-------|
| The Ferrara package includes: | | | | | | |
| Height of front construction 3.5 m, Height of stand 2.5 m | | | | | | |
| Carpet (colour – to choose) <input type="text" value="grey"/> | | | | | | |
| Colour of a carpet by default – grey | | | | | | |
| Banners of net fabric, (colour – to choose) <input type="text" value="grey (07.1)"/> | | | | | | |
| with company name in white on open sides of the stand | | | | | | |
| Round table D 80 cm (code 314) | pc | 1 | 1 | 2 | 2 | 3 |
| Conference chair (code 303) | pc | 3 | 4 | 6 | 8 | 12 |
| Bar counter (Code 318) with ORACAL film (colour – to choose) | pc | 1 | 1 | 1 | 2 | 2 |
| Waste basket | pc | 1 | 1 | 1 | 2 | 2 |
| Plug socket, 1kW | pc | 1 | 1 | 1 | 2 | 2 |
| Halogen Light 120 W (long arm) | pc | 3 | 5 | 6 | 7 | 8 |

Attention! Premium stands can be ordered at least 12 sq.m. Design shown above suits 12 sq.m (inline and corner position)

We order the base configuration of Premium Shell Scheme Ferrara buildup: Total EUR

sq. m x 174 EUR

We order UPGRADING of Standard Shell Scheme buildup to the base configuration of Premium Shell Scheme Ferrara buildup: Total EUR

sq. m x 83 EUR

Package includes electrical connection 2kW. Please order power's increasing via Form T2.1, if necessary. Additional furniture and stand equipment can be ordered from Forms T4.3 + T4.4 for Premium Shell Scheme. Do not use Forms T4.1+T4.2, as they are only valid for Standard Shell Scheme "Equipped" stands.

TOTAL FOR FORM: EUR

SIGNATURE _____ DATE _____

FINAL STEPS

In order Organiser can provide quality service in time it is necessary for Exhibitor to provide application and order for additional equipment and services - Form T before thy deadline. Late orders are subject of surcharge.

Fields with Exhibitor contact details must be filled correctly. It is important to provide hot link between Organiser and Exhibitor on a subject of technical issues and questions.

Check the box next to the time period in which the actual filing date falls. A late order surcharge will be added to the service cost.

Place the date when you send your Form to Organiser. Form T is the basis for invoice, it should be signed by responsible person of your company, you should use the same stamp as it is in your exhibition participation contract.

ORDER FORM FOR TECHNICAL SERVICES (THIS FORM MUST BE FILLED IN)

Send this form to ITE Group Technical Service Department:

✉ Fedor Ryabov
✉ Fedor.Ryabov@ite-group

☎ +7 495 799 5585, +7 969 192 7730
✉ 3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow



NOT LATER THAN
15/07/22

| | |
|--------------------|-----------|
| Exhibiting company | Telephone |
| Contact person | e-mail |

| Form No. | Title of Form | Total cost, EUR |
|--------------------|---|-----------------------|
| | Standard Shell Scheme | |
| | Premium Shell Scheme Verona | |
| | Premium Shell Scheme Ferrara | |
| | Premium Shell Scheme Ravenna | |
| | Premium Shell Scheme Kremona | |
| | Premium Shell Scheme Ancona | |
| | Premium Shell Scheme Fabriano | |
| | Premium Shell Scheme Livorno | |
| T1 | Temporary staff/ Cleaning/ Car Parking-Passes | |
| T2.1 | Electricity/ Water/ Compressed Air | |
| T2.2 | Telecommunications/ Audio- video equipment | |
| T3 | Fascia Names/ Logo/ Graphics ⁽¹⁾ | |
| T4.1-T4.2 | Additional Stand Equipment Standard ⁽¹⁾ | |
| T4.3-T4.4 | Additional Stand Equipment Premium ⁽¹⁾ | |
| | Late Order Surcharge | |
| | Order made 10/07/22 to 05/08/22 (20%) | <input type="radio"/> |
| | Order made 05/08/22 to 02/09/22 (50%) ⁽²⁾ | <input type="radio"/> |
| | Order made 03/09/22 to 09/09/22 (100%) ^(2,3) | <input type="radio"/> |
| TOTAL ORDER AMOUNT | | EUR |
| V.A.T. 20% | | EUR |
| TOTAL incl. V.A.T. | | EUR |

Space type:
 space only
 Standard shell scheme
 Premium shell scheme

- ⁽¹⁾ Order from forms T3 and T4 are accepted till 05/08/22
- ⁽²⁾ Order can be accepted only for forms T1 and T2 (if service is still available).
- ⁽³⁾ After 10/09/22 additional service order can be made only during set-up (if service is still available and with 100% surcharge for late order).

- Notice:**
- This form is a summarized order of all additional services that you choose from this Manual. **FORM T is the basis for invoice.**
 - Payment should be done in 14 days upon raise of invoice (except orders made after 15/07/22, which should be paid in 3 days).
 - Your sign on this form and sending it to ITE GROUP Technical Service Department means that orders will be fully paid by Exhibitor.
 - Order can't be cancelled in unilaterally way.
 - Any changes in previous order **without cancellation of the whole order and any new order can be done only with prices valid on the date of order.**
 - Exhibitor read all the terms of participation in exhibition written in this manual carefully and agrees with them.
 - All prices indicated below in application forms do not include VAT.
 - All bank transfer fees shall be payable by the Exhibitor.

STAMP

signature _____ date _____

GENERAL GUIDELINES

1)After all needed pages are filled, please print only filled pages (empty pages should not be printed) and Form T (it is the first page in the technical service forms, total sums are calculated automatically).

Printed pages must be signed, Form T - signed and stamped, scanned and sent before deadline to the technical manager via email, address is mentioned on the upper part of each form.

2)If for some reason you are unable to fill out the application electronically, it can be completed by hand.

3)Any questions, that were not covered by this guide can be asked to the manager of Technical Service, responsible for your exhibition (you can find contact details in the upper part of each page).

