



**KIDS EXPO'18**

**June 8-9, 2018**

Saint Petersburg,  
Pavilion 7,  
Lenexpo Exhibition Complex



## Exhibitor's Manual

**3-rd International Exhibition of Children's  
Goods and Services KIDS EXPO**



CONGRESS  
AND EXHIBITION  
COMPANY  
**RUS EXPO**

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## DATES AND TIMETABLE CONTACT INFORMATION

Pavilion 7, 103 Bolshoy Prospekt of Vasilevsky Island, St. Petersburg, 199106, Russia

### Exhibition schedule

Tuesday	<b>6 of June, 2018</b>	10-00 - 18-00 18-00 - 19-00	Exhibition is closed for visitors Exposition set-up
Wednesday	<b>7 of June, 2018</b>	12-00 - 21-00 9-00 - 20-00 20-00 - 21-00 21-45 - 22-00	Exhibitors are allowed Exposition decoration Ailses cleaning Security check-up
Thursday	<b>8 of June, 2018</b>	9-00 <b>10-00</b> 10-00 - 18-00 18-00 - 19-00	Exhibition is opened for Exhibitors* Official Exhibition Opening Ceremony Exhibition is opened for visitors Security check-up
Friday	<b>9 of June, 2018</b>	10-00 - 18-00 18-00 - 22-00	Exhibition is opened for visitors Exposition dismantling ***
Saturday	<b>10 of June, 2018</b>	09-00 - 19-30	Exposition dismantling ***

\* Entrance to the pavilion is allowed only by exhibitor's badges ordered and issued in advance.

\*\* Leaving exposition is permitted before the exhibition closure.

\*\*\* All exhibitors are to remove their exhibits and other belongings by 19:30 on June 10.

### RUS EXPO Congress and Exhibition Company

RUS EXPO Congress and Exhibition Company has been known in the market since 2012 as a reliable and professional company organizing exhibitions, conferences, and MICE-events of any size and level of complexity. KIDS EXPO International Exhibition of Children's Goods and Services is an in-house project of RUS EXPO Congress and Exhibition Company. The event is held annually.

In 2016 and 2017 it was held in Saint Petersburg, Moskovsky Congress Hall.

KIDS EXPO 2018 is going to be held in Saint Petersburg, in Pavilion 7 of Lenexpo Exhibition Complex.

### EXHIBITION MANAGEMENT

Svetlana Polyakova Exhibition Director +7 (812) 339-32-88 ext. 01-82 s.polyakova@russ-expo.com

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### ПРЕСС - СЛУЖБА

Anna Skobeleva Head of PR Division +7 (812) 339-32-88 ext. 01-53 anna.s@russ-expo.com





## BY PUBLIC TRANSPORT

From **Primorskaya** metro station  
Trolleybus No. 10 Buses No. 6, 1  
Minibus shuttles No. 6, 44, 690, 120, 359

From **Vasileostrovskaya** metro station  
Buses No. 1, 6, 128  
Tram No. 6  
Minibus shuttles No. 44, 309, 349, 183, 690

## BY CAR

### From Birzhevaya Ploschad

Turn left to the Universitetskaya Embankment (the Neva and the Palace Bridge should be left behind on your left side)

Go along the Universitetskaya Emb. till the first intersection with the tram rails (Syezdovskaya – 1st Liniya). Turn right.

Take the left lane till the first intersection with the traffic lights and a street adjoining from the left (Bolshoy Prospekt of Vasilevsky Island).

Turn left.

Go along Bolshoy Prospekt of Vasilevsky Island till its end (Harbour, Marine passenger terminal).

Turn right in front of the Marine passenger terminal, just after a small public garden (Nalichnaya Ulitsa).

Take the right lane along Nalichnaya Ulitsa till the first adjoining street (Srednegavansky Prospekt) - the visitors' entrance is on the other side of Nalichnaya Ulitsa.

### From Blagoveshchensky Bridge

Take the middle lane while going across the bridge.

Turn left at the intersection with the embankment. Change lanes to the right. Turn right at the second intersection together with the main traffic stream (8th and 9th Linii). Go in the left lane till the first intersection with the traffic lights (Bolshoy Prospekt of Vasilevsky Island).

Turn left.

Go along Bolshoy Prospekt of Vasilevsky Island till its end (Harbour, Marine passenger terminal).

Turn right in front of the Marine passenger terminal, just after a small public garden (Nalichnaya Ulitsa).

Take the right lane along Nalichnaya Ulitsa till the first adjoining street (Srednegavansky Prospekt) - the visitors' entrance is on the other side of Nalichnaya Ulitsa.

### From Tuchkov Bridge

Take the right lanes while going across the bridge. Turn right just after crossing the bridge.

Go with the main traffic stream till the first traffic lights. Turn left following an additional signal (Maliy Prospekt of Vasilevsky Island).

Go along Maliy Prospekt of Vasilevsky Island till its end (a wide intersection - Nalichnaya Ulitsa). T

Turn left.

Go along Nalichnaya Ulitsa.

Change lane to the right after passing a parking area. Visitors' entrance and drive-in will be on your side of the street.

## EXHIBITION COMPLEX MAP



## Venue

**Address:** Pavilion 7, 103 Bolshoy Prospekt of Vasilevsky Island, St. Petersburg, 199106, Russia  
**Load on the floor of the pavilion:** up to 2.5 t/sq.m.  
**Ceiling height in the pavilion:** 8 / 13 m

## Security Regime

Overall security services of the pavilion are performed at the exhibition. The incidence of thefts within the exhibition complexes has increased recently, so the security service controls access to the exhibition area and protects the exposition. Please ensure that the authorized representative is permanently present at the exhibitor's booth on the day of arrival during the installation, as well as on the day of departure after the exhibition closes, in order to avoid any loss of property. The authorized representative shall be present at the booth from the moment the pavilion opens till the security service closes it. Please also ensure that the representative is present at the booth since 9 a.m. till 6 p.m. during the working period of the exhibition.

**The participant of the exhibition shall be responsible for taking care of exhibits and personal belongings at the booths from the moment the pavilion opens till the security service closes it.**

## Insurance

The exhibitor shall independently and at their own expense maintain the insurance of all possible risks related to the participation in the exhibition (losses incurred due to the cancellation of the exhibition, losses incurred due to the loss or damage to the exhibits and other property, etc.), as well as the insurance of public liability.

The participants of the exhibition and their installers shall be obliged to take care about the safety of other exhibitors, visitors and third parties at the exhibition. The exhibition Organizer recommends that the installers should have the insurance policy issued by a reliable insurance company. This policy should cover public liability of the company, its employees, and third parties.

## Access to the Exhibition Area

**For Participants:** Participants and staff working at the booths shall be allowed to enter the pavilion area upon presentation of passes (badges).

**For Contractors:** Installation passes for the staff involved in the installation/dismantle of your booth shall be valid only during the installation/dismantle of the exhibition and shall be received from the Organizer according to the list. The list should be prepared in duplicate on your company's letterhead with obligatory reference to the passport details of the employees.

## Entry / Exit of Cargoes

The vehicles may enter the Lenexpo Exhibition Complex area through Checkpoint No. 3 from Ulitsa Nalichnaya (the main service entrance to the Lenexpo Exhibition Complex, Villas in LENEXPO). The area also may be entered via Checkpoint No. 4 on Ploshchad Morskoy Slavy (Marine Glory Square) (behind the Metrika shop). Heavy goods vehicles shall enter the area only through Checkpoint No. 4.

When entering the area of the Lenexpo Exhibition Complex, the driver shall show a standard pass with an entry permit note, indicating name of the participating company, booth number, vehicle license plate number, and a list of equipment for entry. The pass can be obtained after completing the registration in Pavilion No. 7.

Unloading materials and equipment and carrying them into the exhibition area shall be carried out through the freight doors of the pavilions

No. 7. After the unloading is finished, the vehicle shall leave the area through Checkpoint No. 2 near Pavilion 7. Heavy goods vehicles shall leave the area through Checkpoint No. 4. The pass shall be kept until the end of the event.

After the end of the exhibition, it is necessary to stamp the first copy of the letter with the "Removal Permitted" stamp at the organizer's booth before carrying or transporting the equipment out of the pavilion. It is also necessary to sign off the Participant's Letter for leaving the area freely.

## Handling Operations / Delivery of Goods Customs Clearance

Lenexpo Exhibition Complex provides for the cargo handling service, which includes handling operations (unloading the goods from the vehicle, and their delivery to the booth and back), installation and dismantle of the exhibition equipment (removal from pallets and its shifting within the booth), packaging handling (delivery from the booth to the warehouse, storage for the entire period of the exhibition, delivery from the warehouse to the booth).

All services implying handling operations, delivery of goods and customs clearance shall be ordered via the Organizer.

Please contact your manager from the exhibition managerial board to find out more about the cost and the terms of the services rendered.

**Attention!** Any handling operations with the use of truck cranes or manipulators inside the exhibition pavilion shall be prohibited. In the event of damage to the floor or other structures of the pavilion while placing the exhibits at the booth the participant shall be obliged to compensate for the damage caused.

Storing the packaging at the booth shall not be allowed by the fire safety regulations.

## Printed Products and Promotional Materials

Please contact the Organizer regarding the distribution of promotional printed materials (leaflets, booklets, brochures) and advertising modules in the official catalogue of the exhibition.

## Noise Level at your Booth

The noise level at your booth during working hours of the exhibition should not interfere with the normal work of other participants. The sound pressure level exceeding 75 dB along the perimeter of the booth shall not be allowed. Should other participants complain about the high noise level at your booth, the Organizer shall be entitled to demand that the noise should be brought down to a more acceptable level. In case the said demands are ignored, the Organizer shall reserve the right to turn off the audio signal and to charge the Exhibitor with a fine according to the rates applicable within the area of the Lenexpo Exhibition Complex..

## Suspensions to the Ceiling of the Pavilion

The Organizer's approval shall be obtained before the placement of promotional and technical suspensions on the ceiling arrangements. Contact your exhibition manager for more details.

## Booth Dimensions

The dimensions of your booth including all protruding elements should not exceed those of the exhibition space you ordered in terms of length and width. The height of your booth should comply with the standard exhibition installation of 2.5 m for single-storey booths.

No deviations from the above parameters shall be allowed without the written consent of the Organizer.

## Standard Booths

A **standard booth** shall be a booth constructed of exhibition structures on the carpeting, the panels being white. The color of the wall panels may be changed by means of covering them with Oracal 641 Self-Adhesive Film.

The height of the standard booth shall be 2.5 m but it can be increased by means of extension using exhibition structures. The booth walls shall be formed with light aluminum beams, braces and plastic laminated panels. The dimensions of each wall panel shall be: 250 cm in height (including upper and lower laths), about 100 cm in width, and the front size of approx. 96×235 cm. Please contact your manager for more exact dimensions of the parts of your booth.

**Installation of the exhibition equipment and other structures within the standard booth shall be deemed as unauthorized installation and shall be subject to the Technical expertise.**

## Exclusive Booths

An **exclusive booth** shall be a booth made of other materials (wood, particle board, fiberboard, fabric and others), as well as two-storeyed booths.

The booths, which are made of exhibition structures according to individual design projects and require manufacturing of exhibition structures of non-standard type and size may also be referred to as exclusive.

## General Provisions

Additional fastening elements may be added to the structure of your booth in order to make it stable. These elements are not shown on the layout of your booth. Should you need to temporarily remove these elements (e.g., for the installation of large-sized exhibits), please obtain the permission from the Service Bureau Manager and make sure that all necessary precautions have been taken.

**ATTENTION!!!** Additional equipment and furniture in compliance with your order (as per the application for participation in the exhibition and an additional order according to the given Reference Guide) shall be available for rent only for the booths, which were constructed on request sent to the Organizer. Pictures of most often ordered pieces of furniture and other equipment are given in Appendix No. 1 hereof.

After the exhibition all structural elements of the booth and additional equipment should be returned undamaged and clean from the discarded adhesive tape.

The Exhibitor shall be financially liable for any damage caused to the booth structures and the additional equipment.

Fastening equipment to the booth structures, drilling holes, fixing advertising materials with pins or drawing pins, using calendered film etc. shall not be allowed. The cost of booth elements or additional equipment ordered but for some reason not claimed by the Exhibitor shall be unrecoverable.

The **keys and the locks** to the doors of cabinets and showcases can be obtained for a deposit of 300 rubles at the office of the Exhibition Organizers office within the exhibition area.

You are required to beforehand read the list of complete equipment of your booth (as per the application for participation in the exhibition), **Appendix No. 1**, and technical order forms (T) hereof in order to be able to timely submit applications for the rent of additional equipment and technical services meeting your sizes and demands. You can order additional equipment or services using forms T-1, T-2, T-3, and T-4. The booth layout should be placed on the map in Appendix No. 2.

Place the ordered equipment and the booth structures on the layout using the reference grid applied thereon, and send to your manager. Please note once more that functional elements not indicated on your layout may be introduced to the booth structure. Contact your exhibition manager for more details.

**Joint Participation:** participation of several partner companies or a group of companies within the same rented area shall be allowed only if they all comply with the rules of participation in the exhibition. The company acting as joint organizer or the main renter of the booth shall be liable for the compliance with the rules of participation in the exhibition according to the provisions hereof.

**Exhibition Deadlines:**

All booths should be ready for inspection by 5 p.m. on the last day of exhibition installation. Due to this you are required to be present at your booth on the last day of exhibition since early morning in order to ensure that your booth had been installed correctly and completely, as you should be able to equip and to decorate it in time.

All boxes and cases containing exhibits should be unpacked and removed from the booth by 5 p.m. on the last day of the exhibition installation because of the necessity to clean the aisles between the booths and cover them with carpeting. Should all boxes be not removed from the booth till 5 p.m. on the last day of the installation, the Organizer shall reserve the right to remove them from the booth at the exhibitor's expense. The boxes may be brought back to the booth only after the official closing of the exhibition.

On the last day of its work the exhibition will close at 6 p.m. After that the participants at their booths may begin packing their exhibits. Packing and dispatch of exhibits before the closing of the exhibition shall not be allowed.

**Taking exhibits out and leaving the pavilion shall not be allowed till the end of the exhibition.**

## Layout and Placement

Final layout and placement of participants within the exhibition area shall be carried out not earlier than two weeks prior to the beginning of the installation. The layout of the participants' spaces, which had been done before that period, shall be considered preliminary.

**The Organizers shall reserve the right to change the location of participants in the pavilion as they think fit depending on the functional necessity.**

Exhibition spaces, which had been paid for by the participant but not occupied by them 24 hours before the opening of the exhibition, shall be deemed vacant.

The Organizers shall be entitled to dispose of them as they may deem fit. In this case the money paid by the exhibitor shall not be returned to them.

The participant shall independently place the exhibits at the booth and decorate it.

## On-site Orders

Orders for equipment and services arriving **after April 26, 2018** will be accepted only if there is available equipment on site and only after the prepaid applications are fulfilled.

Orders for installation shall not be accepted unless the invoices for technical maintenance and/or services issued before the beginning of the exhibition installation are totally paid.

Any on-site orders should be paid for in cash. All orders during the installation shall be liable to 100 per cent extra charge.

Should you wish to cancel the orders you had made before on the basis of the Forms hereof, send us an official letter with a stamp signed by the chief executive officer of your company (and do it not later than 1 month prior to the beginning of the exhibition installation). If this is not the case, the order will be deemed accepted for execution, and the corresponding invoices issued to you shall be subject to payment.

## General Provisions

Exhibitors who ordered space only should follow the rules below when designing, installing, and decorating their booths:

1. Please timely agree with the Organizer upon the company, which will perform the installation, by notifying them of its name, address, phone number, and full name of a contact person.

Attention! The Organizer shall reserve the right to prevent the installer from doing the installation works in case they systematically violate standards and rules that are in force within the exhibition area.

2. The following requirements should be met when designing the structure of your booth:

- Provision should be made for carpeting within the entire area of the booth, as well as for rear and side walls. The height of booth structures should conform to the standard exposition height, which is 2.5 m. Any deviations from the above value shall require the written consent of the Organizer;

Logos and promotional labels of your company shall be allowed only on the inner surfaces of your booth;

The outer surfaces of the booth structure, which are visible from the side of the aisles between the booths and from the side of the adjacent booths, should be duly decorated (it is allowed to use white color without any logos);

- No structure of your booth should go beyond the borders of the exhibition space you paid for. In case this provision is violated, the Organizer shall reserve the right to suspend the construction of the booth;

3. Please agree with the Organizer upon the exact location of your booth immediately prior to the beginning of installation works. Failing that, the cost of any works related to dismantle and re-installation of the structures of your booth within the entire exhibition shall be borne by the exhibitor.

4. All the discarded adhesive tape should be removed from the floor of the pavilion after the carpeting is taken off.

5. All losses caused by damages to any structures and parts of the pavilion due to the fault of the exhibitor or their installer shall be reimbursed at the expense of the exhibitor.

6. Two-storeyed booths:

- a two-storeyed booth should be equipped with a fire extinguisher or a fire-extinguishing system. and with fire detectors.

7. Approval of the booth project:

7.1 The following documents should be submitted for the approval of the booth project within 1 month before the beginning of the installation:

To the Organizer's address:

- a technical drawing of the booth indicating name of the company,
- number and size of the booth,
- presence of the second floor and its area, if any,
- layouts of the first and the second floors respectively.

In accordance with "General Provisions and Requirements for Holding Events within the area of EXPOFORUM Convention and Exhibition Center" and "General Provisions for Participating in Exhibitions and Events within the area of Lenexpo Exhibition Complex": "Exhibitors (Organizers) shall be allowed to independently conduct installation and dismantle and other engineering and decorating works, or to attract the third parties (Installers) for the execution thereof only in case of their performing installation and dismantle of non-standard or exclusive booths upon the written consent of EF-Design Ltd".

The Organizer shall give third party Installers access to the exhibition areas within the period fixed by them after the project design documents for the booths submitted by the third party Installer have been checked by EF-Design Ltd for the compliance with the rules and requirements existing within the area of EXPOFORUM Convention and Exhibition Center.

The third party Installers, whose project design documents for the booths had not been checked, shall not be allowed to conduct the installation of exhibition booths.

The project design documents shall be checked by the Technical Control Department of EF-Design Ltd.

<http://www.ef-design.ru/tech-control>

For information regarding the technical control procedure in EF-Design Ltd. please refer to the "Technical Control Regulations" by EF-International Ltd published in the "Technical Control Documents" section.

A complete list of documents necessary for the technical control of project design documents for the exhibition booths, its procedure and cost are defined in paragraph 3.2.1. of the "Technical Control Regulations" by EF-International Ltd, which had been developed on the basis of the requirements and rules existing within the area of EXPOFORUM Convention and Exhibition Center and Lenexpo Exhibition Complex, as well as of the regulatory documents of the Russian Federation.

The standard list of documents required for the conclusion of a contract for conducting technical control with EF-Design Ltd. shall include:

- A copy of OGRN (Primary State Registration Number) Certificate A copy of TIN (Tax Identification Number) Certificate A copy of the Charter with the note of Federal Tax Service Interdistrict Tax Inspectorate

- A copy of the document certifying the authority of the sole executive body (minutes of the participants' meeting or extract from the Protocol)

= A copy of the order on the appointment of the sole executive body Extract from the Unified State Register of Legal Entities, not older than 1 (one) month

The documents should be certified by an executive officer of the third Installer company according to the established procedure. Phone: +7 (812) 245-04-44 ext. 402

[tskoliya@ef-design.ru](mailto:tskoliya@ef-design.ru)

Attention: If you charge a third company with the execution of construction, electric installation, and decorative works, you are required to communicate the above information to them before the opening of the exhibition. The exhibitor and their installer shall be obliged:

1. Keep all aisles between the booths clear from containers and construction materials;

2. Remove all packaging, containers, and discarded construction materials from the area of the exhibition complex;

3. Remove small waste left after construction materials, and rubbish till 9.30 p.m. of the last day of installation.

## Contractors' Outsourcing

The Parties shall themselves be responsible for the choice of their contractors, i.e. the contractors chosen by them should be able to meet all the Participants' demands, and equipment and materials used by the contractors, as well as the services rendered, shall comply with the set objectives. All contractors and personnel employed at the exhibition must comply with all the requirements of the legislation, which regulate their activities either directly or indirectly.

The Participants should ensure that: contractors and subcontractors will maintain their own personal and inter-industrial relations via fair practices and abide by the "fair play" rules; equipment and materials used by the contractors shall comply with the set objectives.

The Participants should submit the contact information of the chosen contractors to the Exhibition Managerial Board.

**ATTENTION:** The Organizers shall reserve the right to require any person to stop working if the Organizer finds good reasons to believe that the works are conducted improperly and violate rules and regulations; in this case the Organizers may require such persons to leave the exhibition center.

## Form 2

**Standard Specification of Exhibition Booths.** Installation, dismantle, and decoration of standard booths shall be carried out only by EF-Design Ltd. The basic standard specification of a conventionally equipped booth shall include: installation/dismantle of the booth; gray-colored carpeting; boundary walls (of 250 cm height); white fascia board with the company name (the board being 33 cm in height and the letters being 10 cm in height) (Form 2). You can use Order Forms to order power supply connection of the booth, additional equipment, and furniture.

## Form T1

### Power Supply

**Shell Schemes.** Power supply and consumption SHALL NOT BE included in the cost of a shell scheme. You can use **Form T1** to order power supply of your booth. Make sure you observe the capacity requirements when ordering power supply.

**Space Only.** The cost of space shall not include power consumption. You can use **Form T1** to order power consumption of the necessary capacity.

**Attention!** The Exhibitor shall be financially liable for any damage to power networks caused as a result of submitting wrong information about the maximum capacity of the equipment installed at the booth!

You can use **Form T1** to order water supply. Washing is not included in the cost of connection and can be ordered using **Form T3** (the cost of washing includes the cost of water supply).

**The exhibition shall be guarded at night.** The Participant is required to arrange that a representative of their company should be permanently present at the booth both during the installation and the working hours of the exhibition, from the moment the exhibition hall opens at 9 a.m. and till the moment the exhibition is put under security. On the last working day of the exhibition the representative shall be present since 9 a.m. and within one hour after the official last admission of the visitors to the pavilion. You can order individual guarding within the working hours of the exhibition or during its installation in order to protect the property at the booth. Individual guarding may be ordered using **Form 1**.

**Cleaning** of the aisles between the booths shall be done every morning before the opening of the exhibition. If you leave the garbage in the plastic bag or in a box in front of the booth on the day before, it shall also be removed. You can also use **Form 1** to order individual cleaning of your booth. **For Space Only:** all construction works should be completed on the last day of the installation. The Participants of the exhibition shall bear all costs for removing their garbage, including the cost of removing bulk garbage and booth structures.

**Parking permits** shall also be ordered using **Form 1**, the cost of each permit including the entrance to the Lenexpo Exhibition Complex area and a parking place near the pavilion.

## Form T2

**Inscription on the Fascia Board. Graphic Works.** Laminating the Booth Structure with the Color Film. The exhibitors, which ordered shell schemes are required to use **Form 2** to indicate therein the name, which will be placed on the booth fascia board at no extra charge. **Form 2** can also be used to order additional signs, inscription, logo on the fascia board, graphic works, and laminating the booth structure with the color film.

## Form T3

**Additional Equipment.** Please check your application for participation for the services that have already been included in the space ordered by you. Additional equipment and furniture listed in **Form 3** shall be available for rent only for the booths, which were constructed on request sent to the Organizer. Please find attached the pictures of most often ordered pieces of furniture.

**Attention!** If you need to order the equipment, which is not mentioned in **Form T3**, please contact your manager to obtain the information about the availability and costs of such equipment. Please also remember to indicate the location of the ordered equipment on the layout of your booth (**Appendix No. 3**).

## Form T4

**Telecommunications.** You can use **Form T4** to order audio and video equipment, equipment for presentations, as well as phone services and computer Internet connection. The computer/computers shall be connected to the Internet through a UTP cable with a RJ-45 connector, the network traffic being included

## NOTE OF ORDER (FORM T)

**A Note of Order** is a final form of the services you ordered according to this section and shall be a legal basis for invoicing purposes. The note of order should be filled in in printed letters, signed, stamped with the official seal of the company, and sent to the Organizer alongside with all order forms. Please mark the services you ordered in the "order" column and indicate the order sums per the listed items.

**Attention!** Forms sent to the Organizer without the completed Note of Order shall not be valid. Technical orders shall not be accepted within less than 10 days prior to the beginning of the exhibition installation!

## Form K1

**Applications for Participation in the Competitions.** You can use **Form K1** to fill in Applications for Participation in the Competitions. Before filling in the form you are required to read the Regulations on Participation in the Competition, and be aware of the deadlines for submitting applications and making payment, which are given on page 19 hereof.



## Accreditation

At the registration the participants of the exhibition are given free personalized badges, which shall act as a pass to the pavilion during installation and dismantle of the exhibition, and during all its working days. The number of badges shall be defined as follows: - one badge for each 4 sq.m. of the ordered exhibition space.

## Information to be included in the exhibition catalogue (FORM M1)

**Information to be included in the catalogue.** An official catalogue – a guide presenting a complete list of exhibitors – is published every year by the beginning of KIDS EXPO exhibition. The catalogue shall be distributed among the exhibition participants and the registered visitors, and serve as a unique reference book after the end of the event.

The Exhibitor/subexhibitor is required to fill in the electronic format of **Form M1** ("Catalogue") in order to get the information about the participating company published in the catalogue. **Form M1** shall be sent to the Participant individually by your personal manager, or may be downloaded using a link from the official web site of the exhibition (section "To Participants-Application for Participation") [http://kids-expo.ru/html\\_eng/zayavka.html](http://kids-expo.ru/html_eng/zayavka.html)

## Advertisements in the exhibition catalogue

To get the advertisements published in the guide catalogue, the Exhibitor/subexhibitor shall be required to send to the Exhibition Managerial Board the duly filled in Application & Contract with a marked order for publishing advertisements in the guide catalogue.

**Technical specifications for providing advertising blocks are the following:**

- standard trim size of the official guide catalogue width - 148 mm, height - 210 mm + 5 mm allowance from each side for trimming.
- advertising modules shall be provided by the participant as fully made up in \*eps or \*tif formats, 300 dpi, CMYK
- all fonts in curves, and names of the files should be typed in Latin characters.

If necessary, account shall be taken of the allowance for trimming by means of extending the image beyond the trimming format – 5 mm from each side. Text and graphic elements should be located within the distance of not less than 5 mm from the trimming line.

## Certificate of Participation in the Exhibition (FORM M2)

The name of the company for the Certificate of Participation in KIDS EXPO 2018 Exhibition shall be given in the form, with the words and the word order, which your company wishes to see the said name printed on the Certificate of Participation in the Exhibition.

For instance, it is important whether the words are capitalized or lowercased, whether a hyphen or a dash is used, whether the quotation marks are necessary or not (as compared to the officially registered variant) etc.

Please refer to **Form M2** of the given Exhibitor Manual at p.26. Please pay attention that the deadline for submitting the application to the Organizer (**Form M2**) shall be **May 15, 2018**.

## Application for Holding an Event (Form M3)

The unique exhibition format displaying products and services of construction companies from different regions of Russia allows to hold a presentation of your company with an invitation of your colleagues and partners, as well as of media representatives accredited at the exhibition. The specially equipped venue is open to all Exhibitors and visitors concerned, and provides for an excellent opportunity to promote your company, its products and services.

Presentations of the exhibitors will be held in the presentation area on June 8 and 9, 2018 during the working hours of the exhibition.

Technical means for sound amplification, and projection equipment shall be submitted to you in accordance with your submitted Application for holding a presentation.

If you wish the presentation of your company to be included in the Official programme please send the Application for Holding a Presentation (Form M3) to the Exhibition Management not later than May 15, 2018. You can fill in **Form M3** referring to page 27 hereof.

**ATTENTION!** The complete applications (**Forms M1, M2, and M3**) signed by the authorized representative and stamped with the company's seal shall be e-mailed in electronic format to: **not later than May 15, 2018**.

In case of failure to comply with the time limits for submitting materials the Organizer shall withdraw from the obligations to publish information in the official guide catalogue and to issue the Certificate of Participation.

## INTELLECTUAL PROPERTY

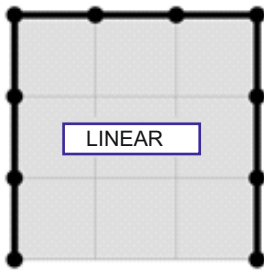
When concluding the contract for participation in KIDS EXPO exhibition, the Participant shall guarantee the Organizer that the design of the booth and the decoration of its elements, as well as all items exhibited thereat, do not violate any trade, copyright, and other intellectual property rights of any third party.



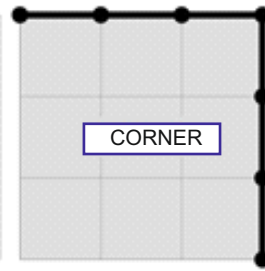
RUSEXPO Ltd. TIN (Taxpayer Identification Number): 7811621241 uses a simplified tax system and is not a VAT payer on the basis of paragraph 2, article 346.11 of the Tax Code of the Russian Federation. All prices given in the order forms hereof shall be in rubles.



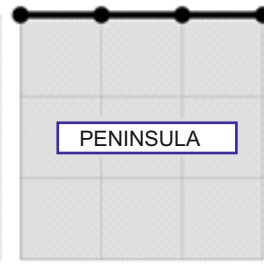
Configuration of the Booths



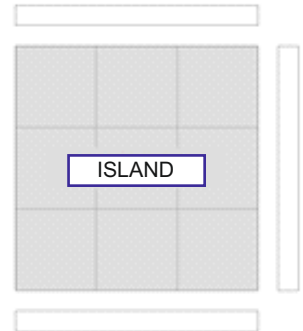
LINEAR



CORNER



PENINSULA



ISLAND

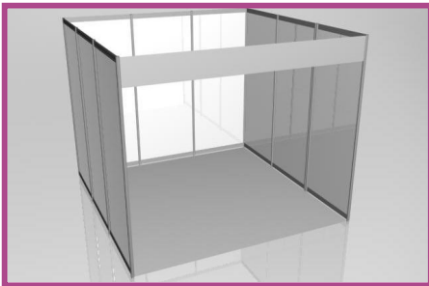
Constructing walls on the open sides shall not be allowed due to the benefits of open spaces on the intersections of aisles between the booths for the visitors to view the exhibition easily, and in order to avoid conflicts with the adjacent booths, the view of which may be blocked by the said walls. If the participants having peninsula booths wish to construct walls thereat, they should obtain the Organizers' approval before placing an order.

Standard Booth Specification:

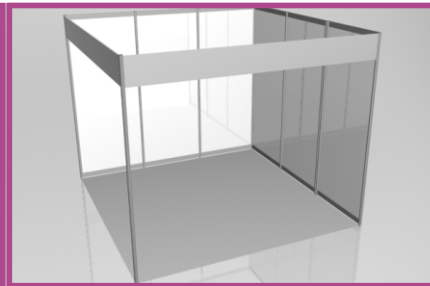
- Gray-colored carpeting (no raised floor)
- Wall panels alongside the perimeter of the booth depending on its configuration (of 2.5 m in height, 1 m in width, and 4 mm in thickness)
- Fascia board on an open side of the booth along the aisle.
- Fascia inscription (standard font, no more than 15 symbols).
- Clearing aisles between the booths
- Installation and dismantle of the booth.

**NO ELECTRICITY SHALL BE PROVIDED. FORM 1 may be used for ordering power supply.**

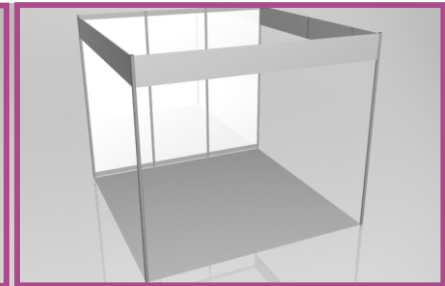
Fascia board: White panel 300 mm wide with the name of the company in capital and lowercase letters. The color of the inscription shall be ORANGE No. 034 (Oracal 641 Film). Please contact the Organizer if another color of the inscription is needed. Unless you request otherwise, the company name for the fascia board will be taken from our correspondence.



LINEAR BOOTH



CORNER BOOTH



PENINSULA BOOTH

**Configuration of the Project Booth (KIDS SCIENCE exposition):**

- exhibition booth area 2 m<sup>2</sup>,
- wall elements 50 \* 250 and 100\*250 cm on the closed sides of the stand,
- fascia panels with one inscription up to 10 characters (regardless of the number of open sides of the stand),
- carpet grey,
- supply and connection of the stand to the power supply 2kW / 220W,
- 1 plug socket 1.5 kW / 220V,
- 1 square table,
- 1 chair soft.

Additional services can be ordered via the forms of the Exhibitor Manual.

**ATTENTION:** the following shall not be allowed at the standard booths (shell schemes and advanced standard booths): complete or partial dismantle, unauthorized modifications to the electrical equipment of the booth, usage of your own illumination devices without the prior consent of the General Installer of the exhibition; connection of electrical appliances of the neighboring participants to the sockets at the exhibitors' booth, unauthorized connection to water supply and drainage networks, and to compressed air systems, dismantle of audio and video equipment, usage of staplers for fastening materials on panels, drilling holes in the structures, placement or installation within the standard booth of any exhibition equipment and structures that are not the exhibits of the exhibition participant.

The wall panels of standard booths should not be damaged in any way. Unauthorized covering of booth surfaces with self-adhesive film or Scotch tape shall be prohibited. In case of non-compliance, an invoice for the "covering with customer's material" service will be issued for the sum of 45 EUR per 1 sq.m. of a surface covered.

Caution is required when placing exhibits and materials at the booth. Light materials can be fastened with the help of suspended hangers. If heavy materials are going to be placed, it shall be necessary to consult the Installer of standard booths as it might require installation of special laths.

A fine shall be charged in the amount of three-fold of the cost of rent in case of damage to the wall panels and other exhibition equipment given by the Organizer.



**ATTENTION! DEADLINE IS APRIL 26, 2018**

Exhibitor -  
company:

Authorised  
Person:

**Electricity / Water**

Space Only*				
	power	price	q-ty	total
<input type="checkbox"/>	up to 5 kW	95		
<input type="checkbox"/>	from 5 to 10 kW	130		
<input type="checkbox"/>	from 10 to 20 kW	190		
<input type="checkbox"/>	from 20 to 30 kW	275		
<input type="checkbox"/>	from 30 to 50 kW	385		

\* Alternating current up to the specified values (Exhibitor cable)  
Be sure to specify and agree on the connection locations at the  
exhibition / booth plan (layout).

Equipped Booth*				
	power	price	q-ty	total
<input type="checkbox"/>	up to 5 kW	70		
<input type="checkbox"/>	from 5 to 10 kW	98		
<input type="checkbox"/>	from 10 to 20 kW	155		
<input type="checkbox"/>	from 20 to 30 kW	240		
<input type="checkbox"/>	from 30 to 50 kW	348		

\* Your order of the required power **includes** power supply,  
connection to the booth, **one plug socket of 220W / 1.5KW.**

Water connection*		
q-ty	price	total
	410	

\* Laying a route to the water supply network and sewerage to connect one unit of process equipment  
(includes the supply and removal of water). It is obligatory to specify and coordinate the connection points on the plan of the exhibition / booth.

**Temporary Personnel**

Booth security			
dates (from-to)	dates	price for a day	total
		125	

The personal security of the booth is carried out during the period of work or  
installation of the exhibition from 9:00 to 18:00. On the last day of work from  
9:00 and before the official closing hour.

Booth cleaning		
stand (sq.m)	price for 1 sq.m	total
	5	

The personal cleaning of the booth is carried out daily during the period  
The work of the exhibition after the closure of visitors' access.  
This service involves cleaning the floor covering of the stand  
vacuuming or washing the hard floor (laminated), cleaning waist  
baskets.

**Parking permits (car passes)**

Car passes		
q-ty	price	total
	85	

Car pass with the provision of parking space, for the duration of the exhibition.  
Valid for 1 passenger car for the entry of exhibitors to the territory of Lenexpo.

All prices are specified in EUR.

**TOTAL ORDER:** \_\_\_\_\_

Signature \_\_\_\_\_

Stamp \_\_\_\_\_

Date \_\_\_\_\_





**ATTENTION! DEADLINE IS APRIL 26, 2018**

Exhibitor -  
company:

Authorised  
Person:

**Be sure to** first check yourself with the examples of the most frequently ordered items of additional equipment (Appendix No. 1) to place an order for this form.

**ATTENTION! Only** for shell scheme.

### Booth construction elements

name	price	q-ty	total	name	price	q-ty	total
Wall element, white 2,5x1,0 m	21			Econom-panel 1 x 2.5 m (1*2 + insert 0,5H)	70		
Wall element, white 2,5x0,5 m	13			Hook for econom - panel	2.5		
Wall element with glass 2,5x1,0 m	34			Seiling lattice with rastr 1x1 m	12		
Wall element with glass 2,5x0,5 m	22			Seiling grid (rastr) 1,0x1,0 m	7		
Folding door, with lock 2,5x1,0 m	60			Chipboard installation for laminating / printing	35		
Door hinged 2,5x1,0 m	65			Carpet, sq.m	10		
Curtain for door block 2,5x1,0m	13			The standard scheme includes: carpet; wall element. Walls of 100 * 250 h; wall element 50 * 250 h; fascia board built-in h = 33cm; vertical profile rack. 3 * 3; beam/pole for 1 sq. m.	30		
Wall element diagonal 2,5x1,4 m	35						
Wall element diagonal 2,5x0,7 m	27						

### Furniture

Chair	12						
Bar Stool 35 * 35 * 82 h	18			Shelving 40 w * 70 l * 200 h (5 shelves)	50		
Table rectangular 0,8x0,75x1,2 m	33			Podium 1,0x1,0 H(0,4; 0,70; 1,1)m	50		
Table square 0,8x0,8x0,75 m	33			Podium 1,0x0,5 H(0,4; 0,70; 1,1)m	50		
Table round Ø =0,80 m	33			Podium 0,5x0,5 H(0,4; 0,70; 1,1)m	40		
Information counter H1,1x0,5x1,0 m	110			Showcase low H=1,1 m (1,0x0,5 m)	50		
Information / Bar counter 50 * 50 * 110 h	40			*Витрина 2,5x0,5x1 m (glass H=1,4 m)	120		
Inf./Bar counter 1/4 R outer = 50*110 h	60			*Showcase 2,5x0,5x0,5 m (glass H=1,4 m)	95		
Wall shelf 0,3x1 m H=___cm from the floor	14			Literature holder (A4)	25		
Coat rack (hinged)	12			Mirror 1x1 m	23		
Coat rack rail (for 1 running m)	16			Venician blindes 2,5x1,0m	18		
Coat rack stand	18			Paper waist basket	3.5		

### Kitchen equipment

Refrigerator 150L(+ plug socket 24 h)	70			Sink with boiler**	180		
Refrigerator 220L (+plug socket 24h)	100			Sink without boiler (cold water)	145		

### Electrical equipment

Spot light 100 W	18			Plug socket 220 B * 1,5 kW <b>three plugs</b>	15		
Spot light galogen on bracket 150 W	34			Plug socket 220V * <b>3,0 kW three plugs</b>	29		
Halogen light 500 W	40			Plug socket 220 V * <b>24 h 3,0kW</b>	48		

\* In all showcases with a height of 2.5 m, the maximum load on the glass shelf should not exceed 3 kg.  
5 shelves, lighting.

\*\* Upon a request


All prices are specified in EUR.

**TOTAL ORDER:** \_\_\_\_\_

Signature \_\_\_\_\_

Stamp \_\_\_\_\_

Date \_\_\_\_\_

 CONGRESS AND EXHIBITION COMPANY RUS EXPO	<b>Presentation equipment Internet / Interpreters</b>		<b>FORM T4</b>
	192174, Russia, St. Petersburg, Sedova St., 148-B, premises 20-N	Тел.: +7 (812) 339-32-88	kids-expo@russ-expo.com

**ATTENTION! DEADLINE IS APRIL 26, 2018**

Exhibitor -  
company:

Authorised  
Person:

### Presentation equipment

Name	price	q-ty	total
LCD panel 42 'with floor stand on wheels *	115		
LCD panel 50 'with floor stand on wheels *	230		
LCD panel 55 'with floor stand on wheels *	300		
Rent a single floor stand for the LCD panel	55		
Rent of the Sanyo projector (WXGA - 1280x800), ANSI 3 700 L.m.**	request		
Rent of the Sanyo projector (XGA - 1024x768) 5500 ANSI Lm**	request		
Rent of the screen on a floor stand, 1,80 x 1,80 m	request		
Rear projection screen on the frame (Draper Cinefold),H3,10 x W4,15 m	request		
Rent a mobile sound reinforcement kit V.S. Butterfly 240 Bт	request		

The price is for the period of the event.

\* All LCD panels are equipped with a USB input, remote control and a connecting VGA / HDMI cable.

\*\* Input DVI, VGA,S-Video

The rent includes installation, dismantling and commissioning of rented equipment.

All supplied elements and cables are provided free of charge.

### Internet

code	Name	price	q-ty	total
3.3.4.	The organization of cable access to the Internet at your booth of 2 Mbit / s (1 line)	145		
3.3.4.	The organization of cable access to the Internet at your booth of 4 Mbit / s (1 line)	183		
3.3.4.	The organization of cable access to the Internet at your booth of 6 Mbit / s (1 line)	213		
3.3.4.	The organization of cable access to the Internet at your booth of 10 Mbit / s (1 line)	240		
3.3.4.	The organization of cable access to the Internet from the stand of 20 Mbit / s (1 line)	372		
3.3.4.	The organization of cable access to the Internet from the stand of 50 Mbit / s (1 line)	510		

The service includes connection of the INTERNET network of the computer (s) via a UTP cable with an RJ-45 connector, as well as traffic for the entire exhibition period

### Interpreters for your booth

Name	1/2 day (4 hours)	1 day (8 hours)	external hour	8 of June	9 of June	total
<b>Assistant / hostess on the stand</b> (student / graduate of the university, spoken language)	65	110	22			
<b>Consecutive interpreter</b> (terminology, study of materials of the customer)	80	135	24			
<b>Consecutive Interpreter</b> (Public Translation)	115	175	31			
<b>Simultaneous interpreter</b> (2 interpreters with special equipment) **	From 80 EUR / 1 hour for 2 interpreters.					

\*The price is specified without special equipment.

The price is discussed individually and depends on the subject and volume of the translation.


All prices are specified in EUR

**TOTAL ORDER:** \_\_\_\_\_

Signature \_\_\_\_\_

Stamp \_\_\_\_\_

Date \_\_\_\_\_

 CONGRESS AND EXHIBITION COMPANY RUS EXPO	NOTE of ORDER		FORM T
	192174, Russia, St. Petersburg, Sedova St., 148-B, premises 20-N	Тел.: +7 (812) 339-32-88	kids-expo@russ-expo.com

ATTENTION! DEADLINE IS **APRIL 26, 2018**

Exhibitor - company:			
Authorised Person:			
Zip code:	Country:	City:	
Postal Address:			E-mail:
Country code:	City code:	Phone number:	Phone Number 2:

Form	Name	Order	Sum
T1	Электричество	<input type="checkbox"/> Yes	
	Подвод воды	<input type="checkbox"/> Yes	
	Охрана	<input type="checkbox"/> Yes	
	Уборка	<input type="checkbox"/> Yes	
	Пропуска для автомобилей	<input type="checkbox"/> Yes	
T2	Надпись на фризовой панели	<input type="checkbox"/> Yes	
	Графические работы	<input type="checkbox"/> Yes	
	Оклейка панелей оракалом	<input type="checkbox"/> Yes	
T3	Стандартный комплект оборудования	<input checked="" type="checkbox"/> Yes	Is included in the Application Contract for equipped booth (shell scheme)
	Конструкции стенда	<input type="checkbox"/> Yes	
	Мебель	<input type="checkbox"/> Yes	
	Кухонное оборудование	<input type="checkbox"/> Yes	
	Электрооборудование	<input type="checkbox"/> Yes	
T4	Телекоммуникации	<input type="checkbox"/> Yes	
	Нестандартное оборудование	<input type="checkbox"/> Yes	

This form is the final form of the services you ordered.

The form-order must be filled in block letters, signed, stamped by the organization and sent to the management with all forms of the order. In the "order" column, check the "X" services you ordered and indicate the amounts by items.

**Forms sent to the Exhibition Management without a completed Note of Order Form are invalid.**

The Order can not be canceled by the Exhibitor unilaterally. Any change of the order, issued earlier, entails its cancellation and registration of a new order at the prices valid at the time of filing a new application.

In case of LATE order, the Organizer does not guarantee the provision of the services rendered in full or in part.

The Exhibitor has carefully read the Terms of Participation in the exhibition, stated in the Application & Contract, with all provisions of this Manual and agrees with them.

	SURCHARGE	TOTAL
<input type="checkbox"/> Late order (after 26 of April 2018)	<b>50%</b>	
<input type="checkbox"/> On-site order	<b>100%</b>	

*\* obligatory*

RUSEXPO Ltd. TIN (Taxpayer Identification Number): 7811621241 uses a simplified tax system and is not a VAT payer on the basis of paragraph 2, article 346.11 of the Tax Code of the Russian Federation. All prices given in the order forms hereof shall be in rubles..

**TOTAL AMOUNT OF ORDERS:** \_\_\_\_\_

Signature \_\_\_\_\_

Stamp \_\_\_\_\_

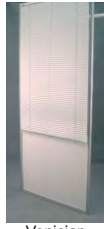
Date \_\_\_\_\_



## Additional Equipment Examples



Wall element with  
glass 2,5x1,0 m  
(glass H = 1,4 m)



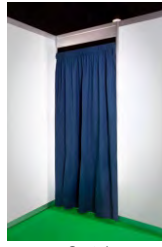
Venician  
blinds



Ceiling grid  
1,0x1,0 m



Ceiling lattice  
with grid



Curtain



Folding door  
with lock



Wall shelf



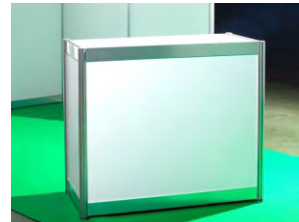
Table rectangular  
0,72x0,6x1,2 m



Podium 0,5x0,5  
H(0,5;0,75,1,0)m



Podium 1,0x1,0  
H(0,5;0,75,1,0)m



Podium 1,0x0,5  
H(0,9)m



Information counter,  
curved



Bar stool  
(sample 1)



Bar stool  
black



Chair



Table  
round, black



Table  
0,72x0,6x0,6 m



Paper waist  
basket



Showcase  
2,5x0,5x1,0 m  
(glass H = 1,4 m)



Shelving  
2,5x0,5x1,0 m



Archive cabinet  
1,0x0,5x1,0m



Showcase low  
H0,9x1,0x0,5 m



Showcase  
0,9x0,5x0,5 m



Refrigerator  
H0,85x0,63x0,58 m,  
100 L  
(+ plug socket 24h)



Sink with boiler



Spot light



Halogen light 300W



Plug socket 220Vx1,5kW





Обозн.	Код	Наименование	Кол.	Информационная стойка
	709	Информационная стойка закругленная		Информационная стойка закругленная
	318	Электророзетка стандарт 220V (БЛОК)		Информационная стойка 100x100x50см
	324	Электророзетка сильноточная 380V/10kW		Листоводерж. простой вращающийся
	331	Электророзетка круглослучная 220V		Вешалка для одежды, навесная
	241	Светильник спот - бра 100W		Вешалка для одежды, навесная
	180	Лампа дневного света 40W		Куб простой без подсветки
	181	Дверь раздвижная с замком 100x250см		Куб из оргстекла
	321	Корзина для бумаг		Шкаф архаичный, 50x100x100см
	340	Мойка, подвод воды		Стеллаж с 3 полками 50x100x250см
	380	Элемент стены 100x250см		Настенная полка 30x100см
	384A	Элемент стены со стеклом 100x250см		Подиум, малый 50x50x H=50,75,100см
	382	Элемент стены закругленный H250 R100 см		Подиум, средний 50x100x H=50,75,100см
	384	Элемент стены с занавесом 100x250см		Подиум, большой 100x100x (H=50,75,100см)
	394	Холодильник, неб. +круглос. э.-роз. 100L		Витрина, низкая 50x100x100см
	396	Холодильник, средн. +круглос. э.-роз. 320L		Витрина, высокая БЕЗ подсветки 50x100x250
	398	Стул		Витрина, высокая, с подсветкой 50x100x250
	300	Барный стул		Полочный растр с решеткой
	314	Стоп, круглый D70см		Цепь ограждения (M)
<b>Ответственное лицо:</b>				Стоп, средний 70x100см
<b>Подпись:</b>				
<b>Дата:</b>				

<b>Размер стенда</b>		кв.м.	Тип стенда	Вид	SCALE: 1 square on plan = 1sq.m
				ОБОРУД. ПЛОЩАДЬ	Confirm, sign and send via e-mail to Your Manager

**Fascia panel inscription:** Pavilion №7 STAND NUMBER

LAYOUT IS VALID ONLY WITH FORM T AND ORDER FORMS



Indicate the full legal  
Company name of  
exhibitor

Should be filled in on the company's letterhead.

To General Director  
CEC RUSEXPO  
Elvin Nazarov

The "Company" is an Exhibitor of KIDS EXPO 2018 exhibition, booth No. \_\_\_\_\_  
(indicate the booth number) is requesting permission to bring in and subsequently  
to take out the exposition of the exhibition and equipment.

**June 7 12 p.m - 9 p.m. - arrival of exhibitors.**

**June 9 6 p.m - 9.45 p.m. - departure of exhibitors, dismantle of the exhibition.**

Vehicle – (specify the make of the vehicle).  
State License Plate No.:

Equipment list::

Date:

Stamp here

Signature / Name of the Signatory

*This letter should be had on hand in duplicate when entering the area!*

## **ENTRY OF EQUIPMENT AND EXHIBITS TO THE AREA AND THEIR EXIT AFTER THE END OF THE EXHIBITION**

### Entry/Exit Permit

**The entry of equipment and exhibits to the exhibition area and their exit shall be carried out only upon the presentation of permit for entry/exit. The permit is to be obtained at the registration desk near the entrance to the exhibition hall in Pavilion 7.**



**In case of early exit the letter listing the reasons therefor should be sent to the Exhibition Management not later than May 24, 2018.**

**ATTENTION! DEADLINE IS MAY 15, 2018**

## **RULES and REGULATIONS of the Best Product Comprtition**

### **1. Main goals and objectives:**

- to reveal promising trends in practical usage of innovation goods, projects, and developments; to award the best of those; to assist in their promotion in the market.

### **2. Exhibition Organizer:**

RUS EXPO Congress and Exhibition Company

### **3. For Participants:**

- legal entities and individuals registered as participants of KIDS EXPO 2018;
- goods, projects, technologies, developments, products etc. submitted for the competition should be displayed at the exhibition;
- an application for each product to be submitted for a competition should be sent to the Exhibition Managerial Board in order to participate;
- the participants of the competition shall be obliged to timely submit the application, which is a written confirmation of their consent to participate therein;
- the application should be duly arranged, certified with the signature of an authorized person, and sent to the Exhibition Managerial Board in accordance with the established procedure;
- the participant of the competition shall be liable for the reliability of information stated in the application. **The applications shall be submitted to the Exhibition Management not later than 6 p.m. of May 15, 2018 via e-mail: [kids-expo@russ-expo.com](mailto:kids-expo@russ-expo.com)**

### **4. Criteria for evaluation of the competitive exhibits**

As a result of the competition awards will be given to the developments with the best scientific and technical, economic, and financial indicators, including:

- novelty;
- environmental sustainability;
- safety & security;
- export potential.
- the preliminary evaluation of the exhibits submitted for the competition shall be carried out by the expert committee on **June 8, 2018**.

### **5. The competition committee at KIDS EXPO 2018 shall:**

- carry out evaluation of the submitted products;
- decide on giving awards to the participants of the competitions;
- give recommendations regarding further promotion of the given product on the market;
- decide on the awarding of diplomas;
- give awards to the winners of the competition.

All decisions shall be made confidentially by the majority of votes and arranged with the protocol. The competition results shall be published in mass media and on the web site of **KIDS EXPO 2018**.

 CONGRESS AND EXHIBITION COMPANY RUS EXPO	<b>Application for participation in Competition BEST PRODUCT</b>	<b>FORM K1</b>
	192174, Russia, St. Petersburg, Sedova St., 148-B, premises 20-N	Тел.: +7 (812) 339-32-88

**ATTENTION! DEADLINE IS MAY 15, 2018**

Full Company Name:			
Authorised Person:			
Zip Code:	Country:	City:	
Postal Address:		E-mail/Internet:	
Country Code:	City Code:	Phone number:	Phone number.2:
Bank Name:		City:	
Country:	Settlement Account:	Iban Number:	

**COMPETITION NOMINATION CATEGORIES\***

Products for Pregnant Women <input type="checkbox"/>	Hygiene Products <input type="checkbox"/>	Children's Clothes <input type="checkbox"/>	Product for Creativity (Made in Russia) <input type="checkbox"/>
Goods for Infants <input type="checkbox"/>	Infant Food <input type="checkbox"/>	Children's Footwear <input type="checkbox"/>	Baby carriage <input type="checkbox"/>
Children's Cosmetics <input type="checkbox"/>	Children's Furniture <input type="checkbox"/>	Toy (Made in Russia) <input type="checkbox"/>	Safety and Security Care <input type="checkbox"/>

\* Please mark the categories you wish to participate in  
The cost of participation of one kind of products (services) shall be 130 EUR.

№	Name of products, equipment, services submitted for competition
1	
2	
3	
4	
5	

**TOTAL:** \_\_\_\_\_ kinds of products, equipment and services have been submitted for competition.

The cost of participation shall be 130 EUR X \_\_\_\_\_ = \_\_\_\_\_ EUR  
(number of kinds of products, equipment, and services)

**TOTAL COST:** \_\_\_\_\_ EUR

**PAYMENT CONDITIONS:**


\*The application for participation in the competition shall be a basis for invoicing.

\*The given cost of the Application shall be paid by **May 15, 2018** at the latest.

Hereby we agree with the Regulations on the Participation in the Best Product Competition and ask to register our Company as a participant of this competition

Manager \_\_\_\_\_ Stamp Full name \_\_\_\_\_  
(signature)



 CONGRESS AND EXHIBITION COMPANY <b>RUS EXPO</b>	<h1>Application for Holding a Presentation</h1>		<b>FORM M3</b>
	192174, Russia, St. Petersburg, Sedova St., 148-B, premises 20-N	Тел.: +7 (812) 339-32-88	kids-expo@russ-expo.com

ATTENTION! DEADLINE IS **MAY 1, 2018**

Full company name:			
Contact Person:		Job Title:	
Zip code:	Country:	City:	
Postal Address:		E-mail Internet:	
Country Code:	City Code:	Phone:	Phone numb.2 :
Exhibitor of KIDS EXPO 2018		YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Information about presentation**

Name of the presentation


**Summary**


**Services order**

Service	Price for 15 minutes of presentation. Exhibitor/Non-Exhibitor	Quantity	Total cost
Holding a presentation	230 EUR / 640 EUR	_____ 15 min	EUR
Radio announcement	1 announcement 7.5 EUR	_____ announcement	EUR

The cost includes: provision of the equipped area for holding a presentation, inclusion of the presentation in the exhibition program, putting the presentation materials in the folders of purchasing agents and negotiators.

**Hereby we confirm that we agree to the conditions of participation and ask to register us as a participant of KIDS EXPO 2018 presentation programme.**

RUSEXPO Ltd.

TIN (Taxpayer Identification Number): 7811621241 uses a simplified tax system and is not a VAT payer on the basis of paragraph 2, article 346.11 of the Tax Code of the Russian Federation.

All prices are specified in EUR.

Authorised person: \_\_\_\_\_

Date \_\_\_\_\_

Stamp

Signature \_\_\_\_\_