



SERVICE REFERENCE BOOK

Of SOKOLNIKI EXHIBITION AND CONVENTION CENTRE

Moscow 2019

SERVICE REFERENCE BOOK

This Reference Book contains the price list and the terms of equipment lease and service provision for the events held at Sokolniki Exhibition and Convention Centre in 2019. By prior arrangement with the Organizer this Reference Book is valid for providing services to other Participants (Exponents and Builders).

All procedures concerning submitting requests for equipment lease and service provision, terms of payment, settlement and cancellation thereof, as well as the Parties' obligations are to be stipulated by corresponding agreements, as well as by the current legislation and regulations.

Terms and definitions used in this reference Book:

- Event – exhibitions, fairs, corporate and other events, held at "EcoCentre "Sokolniki", organized by the Parties that had previously signed corresponding agreements with "EcoCentre "Sokolniki" Museum-educational complex", LLC;
- Participants – organizers, exhibitors and other participants of events, as well as build-up companies involved;
- General Event Period – including build-up, disassembling, and fixed event period;
- Fixed Event Period – includes the period of holding an event, without build-up and disassembling;
- Day – time period within twenty-four hours, from opening hour till closing hour of an event;
- Twenty-four hours – time period, including 24 hours since the beginning of the event.

Working hours of "EcoCentre "Sokolniki" for the General Event Period is 08.00 a.m. – 08.00 p.m., if not stipulated otherwise by event agreement. Handling operations are to be carried out within the time period, stipulated by event agreement.

Hourly personnel fees for working extra hours, exceeding those of "EcoCentre "Sokolniki", herein stipulated are augmented by 50% within the first two extra hours and by 100% for subsequent hours, if not stipulated otherwise by this Reference Book.

Each interval started, as stipulated in this Reference Book, is to be considered as complete for settlement.

Requests for services received at a time period later than stipulated by event agreement, are executed if technically possible.

Requests for services received within the General Event Period, are executed with 50% extra to the charges, herein stipulated. Information on other extra charges is given in the notes to corresponding services.

Total extra charge for services provided, stipulated by this Reference Book, cannot exceed 100% of the standard charge.

The services can be provided either by "EcoCentre "Sokolniki" facilities and manpower or by other companies/organizations, licensed for corresponding works.

Services not stipulated in this Reference Book and their prices are to be discussed by the Parties on an individual basis.

Risks of accidental death or damages to the equipment (provided by "EcoCentre "Sokolniki" in accordance with this Reference Book) are carried by the Client.

Contents:**1. Value-added Services**

Lease of sound amplifying equipment, audiovisual, projecting equipment for installation in "EcoCentre Sokolniki" special facilities and at Participants' stands. Lease of telecommunication equipment, wired to landlines with city phone numbers. Radio announcements.

2. Technical services

Electrical and sanitary engineering, compressed air delivery. Cable and hose lease. Exhibition stands builders accreditation. Stand cleaning, stand security, waste removal, wardrobe construction. Overtime exhibition space usage.

3. Conference Halls

Lease of conference halls for press conferences, presentations, seminars, fashion shows and show programmes.

4. Handling Operations

Loading and unloading, load lifting machinery and manpower. Lease of storage area for packaging materials.

5. Advertising Services

Outdoor advertising production and placement within the premises of "EcoCentre Sokolniki"; distribution of promotional materials at an Event. Hanging of lightweight constructions to the ceiling ironware.

6. Internet Services

Lease of equipment and hardware; Internet connection; production and placement of advertising materials on the website and in the Internet; establishing internal communications links and local networks; professional technical support of the leased equipment.

Notes:

1. All services are provided exclusively by the Organizer on the basis of written requests. "EcoCentre Sokolniki" guarantees all services provided under this Reference Book, provided that requests are submitted no later than 14 days prior to Fixed Event Period, if not otherwise stipulated by the Reference Book.
2. Requests for value-added services are to be submitted via the Organizer's personal account on the website of "EcoCentre Sokolniki" or on Organizing Company's letterform signed by the Organizer's authorized representative, acting on the basis of a power of attorney. Such requests can be rescinded no later than the first exhibition build-up day.
3. Well-grounded complaints on the time period, quality, and volume of the services, provided by "EcoCentre Sokolniki", can be submitted for consideration up to the last exhibition disassembling day. Otherwise the service is considered to be completed in time, in full volume and with due quality.
4. All documents concerning services provided (works executed) should be signed by the Organizer within 14 days after Exhibition disassembling.

1.	Value-Added Services	PRICE , VAT inclusive
Note to Section 1	The lease price includes build-up/disassembling and tune-up of the leased equipment. All switch devices, wiring elements, adaptors, cables, etc. are provided free of charge.	
1.1.	Conference equipment:	
1.1.1.	Wired microphone on a stand lease (floor or table stand inclusive)	
	a) for 1 day	860,00
	b) for 2 days	1390,00
	c) for the Fixed Event Period	1853,00
1.1.2.	Wireless microphone lease (floor or table stand inclusive)	
	a) for 1 day	1720,00
	b) for 2 days	2780,00
	c) for the Fixed Event Period	3705,00
1.1.3.	On-mount projection screen lease, size 1.80x1.80 m	
	a) for 1 day	2536,00
	b) for 2 days	4052,00
	c) for the Fixed Event Period	5403,00
1.1.4.	Portable back projection screen (Draper Cinefold) lease, size 3.10x4.15 m (HeightxWidth)	
	a) for 1 day	8000,00
	b) for 2 days	11354,00
	c) for the Fixed Event Period	14443,00
1.1.5.	Sanyo projector lease (WXGA - 1280x800) вход DVI, VGA,S-Video, capacity ANSI 3 700 L.m.	
	a) for 1 day	5513,00
	b) for 2 days	8931,00
	c) for the Fixed Event Period	11687,00
1.1.6.	Sanyo projector lease (XGA – 1024x768), input DVI, VGA,S-Video, capacity ANSI 5 500 L.m.	
	a) for 1 day	9041,00
	b) for 2 days	14443,00
	c) for the Fixed Event Period	18963,00
1.1.7.	Logitech presenter with laser pointer lease	
	a) for 1 day	927,00
	b) for 2 days	1511,00

	c) for the Fixed Event Period	1974,00
1.1.8.	Speaking platform with gooseneck microphone stand lease	
	a) for 1 day	2867,00
	b) for the Fixed Event Period	4851,00
1.1.9.	Flip chart lease (20 sheet block and liners inclusive)	
	a) for 1 day	2757,00
	b) for the Fixed Event Period	4631,00
1.1.10.	Netbook lease	
	a) for 1 day	1742,00
	b) for the Fixed Event Period	2867,00
1.1.11.	Laptop Core i7 lease	
	a) for 1 day	2867,00
	b) for the Fixed Event Period	4631,00
1.1.12.	Connection of Exhibitor's digital equipment (laptop, wireless microphone, etc.) to the leased audiovisual equipment; per 1 unit	651,00
1.1.13.	Stage event service (opening and closing ceremonies, awarding ceremonies, etc.). Rental set includes: acoustic equipment set up to 1 kW, 2 wired microphones, 2 floor stands, 1 CD player; per 1 hour	10805,00
1.1.14.	Audio recording of the event (opening and closing ceremonies, awarding ceremonies, etc.) to an Exhibitor's electronic data storage device; per 1 hour	3418,00
1.1.15.	Opening ceremony set: ribbon (5 m), tray (1 pc), scissors (2 pairs), ribbon stand (2 pcs)	2646,00
1.1.16.	Retractable belt barriers lease (belt length 2 m), per 1 set per day	1764,00
1.2.	TV, video and audio equipment for exhibition stands	
1.2.1.	Sound-amplifying set lease: V.S. Butterfly, 240 W. For small stands (2 on-mount speakers, soundboard for 4 line inputs, 2 stereo inputs, wired microphone on a stand, cable kit). Assembling/disassembling and tune-up inclusive	
	a) for 1 day	6395,00
	b) for the Fixed Event Period	10254,00
1.2.2.	Sound-amplifying set lease: 350 W (2 on-mount speakers JBL EON 10-G2, soundboard for 4 line microphone inputs, 2 stereo inputs, wired microphone on a stand, cable kit). Assembling/disassembling and adjustment inclusive	
	a) for 1 day	6836,00
	b) for the Fixed Event Period	10915,00
1.2.3.	Sound-amplifying set lease: 800 W (2 on-mount speakers JBL EON 15, soundboard for 4 line microphone inputs, 2 stereo inputs, wired microphone on a stand, cable kit). Assembling/disassembling and adjustment inclusive	
	a) for 1 day	9151,00
	b) for the Fixed Event Period	14884,00

1.2.4.	Sound-amplifying Dynacord set lease: 1 kW (2 speakers Dynacord D 15-3, Dynacord PM-1000 soundboard for 10 line microphone inputs, wired microphone on a stand, cable kit). Assembling/disassembling and adjustment inclusive	
	a) for 1 day	10915,00
	b) for the Fixed Event Period	17530,00
1.2.5.	Sound-amplifying HK ELIAS set lease: 1200 W (2 acoustic systems HK ELIAS (subwoofer 15"+ satellite 10"), soundboard for up to 16 line microphone inputs, wired microphone on a stand, cable kit). Assembling/disassembling and adjustment inclusive	
	a) for 1 day	12128,00
	b) for the Fixed Event Period	19515,00
1.2.6.	Technical support with the leased audiovisual equipment during the event (conference, presentation): per 1 assistant per hour	1323,00
<u>Note to Item 1.2.6.</u>	The number of assistants necessary to provide adequate technical support depends on the amount of leased equipment and is decided upon by the Sound and Telecommunications Department of "EcoCentre "Sokolniki"	
1.2.7.	42" LED screen lease with a rolling floor stand	
	a) for 1 day	5182,00
	b) for the Fixed Event Period	9813,00
1.2.8.	50" LED screen lease with a rolling floor stand	
	a) for 1 day	5844,00
	b) for the Fixed Event Period	10419,00
1.2.9.	55" LED screen lease with a rolling floor stand	
	a) for 1 day	6395,00
	b) for the Fixed Event Period	10915,00
<u>Note to Item 1.2.7.-1.2.9.</u>	All the LED screens have a USB input and go with remote control and a VGA/HDMI cable.	
1.2.10.	Rolling floor stand for a 32"-55" LED screen lease (without the screen) for the fixed event period	2646,00
1.2.11.	Wall mount for a 32"-55" LED screen lease for the fixed event period	1544,00
1.2.12.	SPIRIT FOLIO soundboard lease (up to 16 line inputs)	
	a) for 1 day	1764,00
	b) for the Fixed Event Period	2867,00
1.2.13.	JBL EON 10" supplementary on-mount loudspeaker lease (175 W)	
	a) for 1 day	1434,00
	b) for the Fixed Event Period	2205,00
1.2.14.	JBL EON 15" supplementary on-mount loudspeaker lease (400 W)	
	a) for 1 day	2316,00
	b) for the Fixed Event Period	3749,00

1.2.15.	Supplementary sound-amplifying HK ELIAS set lease; (subwoofer 15"+ satellite 10", total capacity 600 W)	
	a) for 1 day	2867,00
	b) for the Fixed Event Period	4635,00
1.2.16.	Cable with XLR connector rental for sound systems plug-in, per 1 ML	61,00
<u>Note to Section 1</u>	The term "Event period" here means a period of 4 days or less. Prices for equipment rental for a larger period are considered on an individual basis	
1.3.	Telephone communications. Telephone and fax set lease for the Fixed Event Period	
<u>Note to Item 1.3.</u>	In case requests are submitted no later than 14 days prior to the Fixed Event Period, "EcoCentre Sokolniki" provides the phone numbers for the telephone sets under lease no later than 10 days prior to communications set-up works.	
1.3.1.	Telephone set lease, connected to a Moscow direct landline number (without long-distance or international telephony)	9923,00
1.3.2.	Fax set lease, connected to a landline with a direct Moscow number (without long-distance or international telephony), including expenses on expendable materials (paper cartridge).	11356,00
1.3.3.	Extension installation within the stand	1323,00
1.3.4.	Extension installation within the pavilion	3198,00
1.3.5.	Extension installation in different pavilions	4851,00
1.4.	Radio announcements:	
<u>Note to Item 1.4.</u>	Price for electric plug-ins, provided for the Client in compliance with submitted requests, includes the cost of the electric power consumption, includes the costs of required technical equipment.	
1.4.1.	Information announcements broadcasting (per 1 message)	120,00
1.4.2.	Advertising announcements broadcasting (per 1 message)	230,50
<u>Note to Items 1.4.1-1.4.2.</u>	This service includes broadcasting in Russian and in the Client's language	
1.4.3.	Recording of radio announcements with the recourse of "EcoCentre Sokolniki" for broadcasting of information/advertising announcements, per 1 hour of specialist's occupation	1323,00
1.4.4.	Радио-микрофон в дирекцию организатора для трансляции информационных / рекламных сообщений, на период проведения мероприятия	8050,00
<u>Note to Items 1.4.4</u>	The service is available in the pavilions 2, 3, 4, 4.1, 4.2	
1.5.	Water cooler lease	
1.5.1.	Water cooler lease; for the fixed event period (2 water bottles inclusive)	4080,00
1.5.2.	Additional water bottle	827,00
1.6.	Hot air blower lease; for 1 day	10033,00
2.	Technical Services	
<u>Note to Item 2.1</u>	Price for electric plug-ins, provided for the Client in compliance with submitted requests, includes the cost of the electric power consumption, as well as of required technical.	
2.1.	Electric connection for the General Event Period, per 1 plug-in:	
2.1.1.	Alternating current 220/3/50 hertz up to 5 kilowatt (exponent's cable). Be sure to specify and coordinate the connection points at the event/ stand plan.	7167,00
2.1.2.	Alternating current 380/3/50 hertz up to 5 kilowatt (exponent's cable). Be sure to specify and coordinate the connection points at the event/ stand plan.	9261,00
2.1.3.	Alternating current 380/3/50 hertz up to 10 kilowatt (exponent's cable). Be sure to specify and coordinate the connection points at the event/ stand plan.	10254,00

2.1.4.	Alternating current 380/3/50 hertz up to 20 kilowatt (exponent's cable). Be sure to specify and coordinate the connection points at the event/ stand plan.	21389,00
2.1.5.	Alternating current 380/3/50 hertz up to 40 kilowatt (exponent's cable). Be sure to specify and coordinate the connection points at the event/ stand plan.	34178,00
2.1.6.	Alternating current 380/3/50 hertz up to 50 kilowatt (exponent's cable). Be sure to specify and coordinate the connection points at the event/ stand plan.	36383,00
2.1.7.	Alternating current 380/3/50 hertz up to 80 kilowatt, maximum of 125 A (exponent's cable). Be sure to specify and coordinate the connection points at the event/ stand plan.	43990,00
2.1.8.	Power cable, cable header 16A (socket) (Electrical connection is paid separately)	2867,00
2.1.9.	Power cable, cable header 32A (socket), (Electrical connection is paid separately)	5844,00
2.1.10.	Electric service panel up to 25 kilowatt	6064,00
2.1.11.	Professional assistance in case of electrical mounting malfunction, per 1 hour:	794,00
<u>Note to Item 2.1.11</u>	Payment is to be effectuated in case the malfunction is caused by the participant. The amount of payment for performed services is determined by the time required for malfunction elimination and the cost of expendable materials.	
2.1.12.	AC outlet (220 watt to 1.5 kilowatt). In case of unequipped area rental, electrical connection and service panel lease are paid separately. Be sure to specify and coordinate the connection points at the event/ stand plan.	1544,00
2.1.13.	AC outlet (220 watt to 3 kilowatt). In case of unequipped area rental, electrical connection and service panel lease are paid separately. Be sure to specify and coordinate the connection points at the event/ stand plan.	2867,00
2.1.14.	AC outlet 220 watt (three outlets assembly) up to 1.5 kilowatt. In case of unequipped area rental, electrical connection and service panel lease are paid separately. Be sure to specify and coordinate the connection points at the event/ stand plan.	2316,00
2.1.15.	AC outlet 220 watt (three outlets assembly) up to 3 kilowatt. In case of unequipped area rental, electrical connection and service panel lease are paid separately. Be sure to specify and coordinate the connection points at the event/ stand plan.	4631,00
<u>Note to Item 2.1.</u>	<p>"EcoCentre "Sokolniki" pavilions power sources are equipped with electric service panels 16A, 25A, 32A, 40A, 50A, 63A, 100A, 125A; «ABB» type.</p> <p>Power cable for standard stands is provided by the builder thereof. Electric connection of the exhibitors' equipment at standard and custom buildup stands is effectuated with the exhibitor's cable. In case the exhibitor/participant doesn't have a cable of necessary capacity, the latter can be leased for the General Event Period at prices stated in Items 2.1.8-2.1.9. In such case lease request should be submitted no later than 1 month before the start of the event buildup. All connectors (plugs, power outlets, adaptors, etc) for equipment plug-in are not provided. Participant's electrical appliances connection is effectuated upon presentation of a document, verifying insulation resistance (of the power supply network to be plugged-in) measurement works. Electrical equipment installation and tune-up is to be effectuated by the exponents.</p> <p>In case of ordering and payment of electric connection to the power sources of "EcoCentre "Sokolniki" the Contractor must agree upon the connection point (cable outlet) with the Sokolniki Technical Service. The Contractor must submit the stand plan with the marked connection point (cable outlet) and the general event plan with the marked stand location.</p>	
2.2.	Sanitary installations and water supply for the Fixed Event Period	
<u>Note to Item 2.2.</u>	This price includes water consumption and required hose length costs, as well as pipeline cover in passage ways between the stands. The water supply is effectuated by means of armoured hose (diameter 1/2" or 3/4"), sewerage – by means of a hose (diameter – 50 mm). Connection to the network provided is effectuated by exponents. Connecting units (adaptors, connecting pipes) are not provided.	
2.2.1.	Connection to water-supply and sewerage pipeline network of 1 equipment unit (including water supply and drainage) Be sure to specify and coordinate the connection points at the event/ stand plan.	14002,00
2.2.2.	Connection to water-supply and sewerage pipeline network of 1 equipment unit at the stand upper level (including water supply and drainage). Be sure to specify and coordinate the connection points at the event/ stand plan.	17089,00
2.2.3.	Connection to water-supply and sewerage pipeline network of 1 washbasin (including water supply and drainage). Washbasin is not provided. Be sure to specify and coordinate the connection points at the event/ stand plan.	6946,00
2.2.4.	Professional assistance in case of sanitary ware malfunction, per 1 hour:	827,00
<u>Note to Item 2.2.4</u>	Payment is to be effectuated in case the malfunction is caused by the participant. The amount of payment for performed services is determined by the time required for malfunction elimination and the cost of expendable materials.	
2.2.5.	Grease collector lease and installation to the water supply/drainage system	9702,00

<u>Note to Items 2.2. and 2.3</u>	In case of water or air leakage, caused by improper connection effectuated by exponents (builders), or other malfunction, the exponent is to repair the damages in full to "EcoCentre "Sokolniki". Such damages include damage to adjacent stands, power cable steeping with ensuing power shortages in adjacent stands, decreased pressure in compressed air pipeline network caused by improper installation works effectuated by the builder.	
2.3.	Connection to the compressed air system for the Fixed Event Period	
<u>Note to Item 2.3.</u>	This price includes compressed air and required pipe length costs, as well as pipeline cover in passage ways between the stands. The connection to the compressed air system is effectuated by means of armoured hose (diameter 3/8", 1/2", or 3/4"). Connection to the network provided is effectuated by exponents. Connecting units (adaptors, connecting pipes) are not provided.	
2.3.1.	Consumption up to 30 cubic meters /hour, per 1 plug-in. Be sure to specify and coordinate the connection points at the event/ stand plan.	16207,00
2.3.2.	Consumption over 30 cubic meters /hour, per 1 plug-in. Be sure to specify and coordinate the connection points at the event/ stand plan.	19404,00
2.3.3.	Professional assistance in case of pressurized air delivery malfunction, per 1 hour	783,00
<u>Note to Item 2.3.3</u>	Payment is to be effectuated in case the malfunction is caused by the participant. The amount of payment for performed services is determined by the time required for malfunction elimination and the cost of expendable materials.	
<u>Note №2 to Items 2.2. and 2.3</u>	In case of ordering and payment of connection to the compressed air system or to the sanitary system the Contractor must agree upon the connection point (hose outlet) at the stand with the Sokolniki Technical Service. The Contractor must submit the stand plan with the marked connection point (hose outlet) and the general event plan with the marked stand location.	
2.3.4.	Overnight technical assistance Request for this service must be submitted no later than 3 days before the start of overnight buildup works; In case of ordering on the day of buildup the service is provided with 100% extra to the charges.	6946,00
2.4.	Stand security, cleaning, waste disposal, cloakroom, medical suite.	
2.4.1.	Stand security, per 1 hour (1 guard, 12 hours minimum)	640,00
2.4.2.	Single-use pass to the territory of "EcoCentre "Sokolniki" for the representatives of the Organizer, exhibitors and visitors of the Event	525,00
2.4.3.	VIP pass with a parking space for the Fixed Event Period	3969,00
2.4.4.	VIP parking for 10 cars for the Fixed Event Period	34729,00
2.4.5.	One-time stand cleaning, per 1 sq. m.	72,00
2.4.5.1.	Removal of adhesive tape and its marks from the surfaces of "EcoCentre "Sokolniki" facilities and pavilion floors, per 1 ML	122,00
<u>Note to Item 2.4.5.</u>	One-time cleaning includes cleaning the stand floor with a vacuum cleaner, or wet cleaning of hard surfaces (laminated plastic flooring), waste basket discharge.	
2.4.6.	Stand cleaning for the Fixed Event Period (exhibitions) is effectuated every day in the morning or in the evening (per 1 sq. m.)	188,00
<u>Note to Item 2.4.6</u>	This service includes cleaning the stand floor with a vacuum cleaner, or wet cleaning of hard surfaces (laminated plastic flooring), waste basket discharge.	
2.4.7.	a) Surface car wash (wiping) of a vehicle (manual washing of the vehicle's body and chassis using special cleaning solution)	2316,00
	b) Cleaning of the passenger compartment	695,00
<u>Note to Item 2.4.7</u>	Conditions: a "car wash" means that the vehicle arrives at the exhibit hall after a stationary car wash; the cleaning staff washes off the dirt collected on the car's way from the car wash station to the exhibition centre.	
2.4.8.	Provision of a container for bulk waste with subsequent waste disposal (the time when the container is to be provided and the waste disposed must be indicated in the request, the Organizer shall be responsible for the safety of the container).	
	a) 8 cubic meters, weight-carrying capacity 5 tons	30000,00
	b) 20 cubic meters, weight-carrying capacity 10 tons	35000,00
	c) 27 cubic meters, weight-carrying capacity 10 tons	40000,00
2.4.9.	Cloakroom equipment and staff, medical suit staff; working hours 09.00 a.m. – 07.00 p.m. After 07.00 pm the charge is augmented by 50%	

2.4.9.1	Cloak attendant, per 1 hour, 10 hours minimum	640,00
2.4.9.2	Equipped cloakroom for 100 persons (construction, coat rack, checks, cloak attendant inclusive)	15876,00
2.4.9.3	Coat rack with checks for 100 coats for the Fixed Event Period	6505,00
2.4.9.4	Bench lease for the Fixed Event Period (per 1 pc)	3198,00
2.4.9.5	Equipped medical suite (construction, medical assistant, equipment, refrigerator, bed, desk inclusive)	17365,00
2.4.9.6	Medical assistance for 10 hours	9261,00
2.5.	Overtime usage of the exhibition space under lease during the build-up or disassembly period, per 1 sq. m., per 1 hour:	
2.5.1.	Stands of 30 sq. m. or less	364,00
2.5.2.	Stands of 30 up to and including 50 sq. m.	287,00
2.5.3.	Stands of 50 up to and including 100 sq. m.	216,00
2.5.4.	Stands of 101 up to and including 200 sq. m.	182,00
2.5.5.	Stands of 201 up to and including 501 sq. m.	144,00
2.5.6.	Stands of 501 sq. m. or more	72,00
2.6.	Build-up days beyond the established time period; 1 sq. m. per 1 day*:	
<u>Note to Item 2.6</u>	* This service is provided for a full working day only (09.00 a.m. – 06.00 p.m.), irrespective of the time of arrival during the day. This service is provided as agreed with the exhibition organizer. Payment is effectuated by the Organizer or the Builder on the day of request.	
2.6.1.	Stands of 30 sq. m. or less	2272,00
2.6.2.	Stands of 30 up to and including 50 sq. m.	1742,00
2.6.3.	Stands of 50 up to and including 100 sq. m.	1445,00
2.6.4.	Stands of 101 up to and including 200 sq. m.	860,00
2.6.5.	Stands of 201 up to and including 501 sq. m.	453,00
2.6.6.	Stands of 501 sq. m. or more	265,00
2.7.	Builders' accreditation (Client's build-up): "EcoCentre 'Sokolniki' examines the stand's technical documentation for compliance with its standards and regulations.	
<u>Note to Item 2.7</u>	This service is provided on the basis of invoice prepaid no later than within 3 (three) banking days from invoice issuing. In case of non-payment, Exponent or Builder is not allowed to commence stand build-up.	
2.7.1.	Exclusive (wooden) and two level stands, per 1sq. m.:	
	a) Stands of 20 sq. m. or less	469,00
	b) Stands of 21 up to and including 100 sq. m.	325,00
	c) Stands of 100 sq. m. or more	250,00
2.7.2.	Standard stands build with the exhibition constructor, irrespective of area, per 1 sq. m.	1654,00
2.8.	Fire prevention	
<u>Note to Item 2.8</u>	This service is provided on the basis of invoice prepaid no later than within 3 (three) banking days from invoice issuing. In case of non-payment, Exponent or Builder is not allowed to commence stand build-up.	

2.8.1.	Fireproofing of stand carpeted floors (Client's buildup), per 1 sq. m., effectuated by "EcoCentre Sokolniki"	194,00
2.8.2	Fire post; 2 fire inspection personnel for one day (12 hours)	31532,00
2.8.3	Primary fire-extinguishing equipment lease (fire extinguishers)	
	a) portable fire extinguisher (ОП-4, ОУ-5), for the Fixed Event Period	662,00
	b) wheeled fire extinguisher (ОП-100), for the Fixed Event Period	3859,00
3.	Conference Halls	
<u>Note to Section 3</u>	Preliminary booking requests are to be submitted by the Organizer 30 calendar days prior to the General Event Period. "EcoCentre Sokolniki" guarantees all services to be provided in compliance with this Reference Book only in case requests are submitted no later than 14 days prior to the Fixed Event Period.	
3.1.	Conference halls lease	
<u>Note to Item 3.1.</u>	Every conference hall is equipped with chairs, panel, sound amplification set (0.5 kW) with one wired microphone, one microphone table stand, mixer board for 4 microphone inputs (line-in), 2 stereo line-in inputs. For the cases of specialized facilities lease, the term 'Day' means the time period from 10.00 a.m. to 06.00 p.m. The Client is authorized to be in the hall only within the predetermined lease period.	
3.1.1	Sokolniki Room №1 (pavilion 4-4.1. 120 sq. m., 100 pers):	
	a) for 1 day	35611,00
	b) per hour; per hour pay comes in effect starting with the second day of area lease	7168,00
3.1.2.	Sokolniki Room №2 (pavilion 4-4.1. 120 sq. m., 100 pers):	
	a) for 1 day	35611,00
	b) per hour; per hour pay comes in effect starting with the second day of area lease	7167,00
3.1.3.	Kosmos Conference Hall (pavilion 7a, 1st floor, 300 pers)	
	a) for 1 day	45000,00
	b) per hour; per hour pay comes in effect starting with the second day of area lease	12900,00
3.1.4.	Victory Conference Hall (pavilion 7a, ground floor, 500 pers):	
	a) for 1 day	167580,00
	b) per hour; per hour pay comes in effect starting with the second day of area lease	26901,00
3.1.5.	Sokolniki Room №3 (pavilion 2, 120 sq. m., 100 pers):	
	a) for 1 day	3561,00
	b) per hour; per hour pay comes in effect starting with the second day of area lease	8159,00
3.1.6.	School of Calligraphy (pavilion 7, 150 pers):	
	a) for 1 day - weekdays	negotiable
	b) per hour; per hour pay comes in effect starting with the second day of area lease	negotiable
	c) for 1 day – weekends and holidays	negotiable
	d) per hour; per hour pay comes in effect starting with the second day of area lease	negotiable
3.1.7.	Temporary conference halls (up to 100 sq. m., 80 pers)	
	a) for 1 day	64276,00

	b) per hour; per hour pay comes in effect starting with the second day of area lease	10659,00
Note to Item 3.1.7	In the case that the temporary conference halls' rent exceeds the above-mentioned characteristics, every extra 10 seats will cost 10% extra charge.	
3.2	Meeting room (up to 15 pers), only for event organizers	
	a) per hour, 3 hours minimum	3087,00
	b) for 1 day	15105,00
3.3	Banner (backdrop) placement on advertising structure of 4x2 meters, excluding banner production	
	a) for 1 day	4521,00
	b) for the Fixed Event Period	12900,00
4.	Handling Operations	
Note to Section 4	This price-list is applied for the settlement of handling operations services, provided during the General Event Period as well as the Fixed Event Period. Prices for extra services, not included in the following list, will be specified additionally on request.	
	The cost of handling operations services is calculated on the basis of information, received by "EcoCentre 'Sokolniki' accounting department in the form of a standard request. All incoming and exported cargo must be weighed to determine the precise weight of all exhibits. In case of mismatch of actual weight with the characteristics, listed in the request, the exponent is obliged to pay for the difference detected in cash at "EcoCentre 'Sokolniki' accountant department, if not otherwise predetermined by the Parties.	
	Requests for handling operations, received during the General Event Period, are to be settled at an extra 50% charge.	
4.1.	Cargo handling	
Note to Item 4.1	<p><u>Handling operations during exhibition build-up period (unload) include the following procedure with cargo brought by incoming vehicles:</u></p> <ul style="list-style-type: none"> - unload from the vehicle; - transportation to the storehouse, stand, or as near as possible. <p><u>Handling operations during exhibition disassembly period (load) include the following procedure:</u></p> <ul style="list-style-type: none"> - transportation to/from the exhibition stand, storehouse or other location to the vehicle; - loading on cargo transport. <p>The prices herein stated are invalid in case of extraordinary handling operations (non-standard, dangerous cargo, clothes on racks, animals). For such cases prices are to be stipulated additionally.</p> <p>In case the handling operations involve a crane the charge is increased by 10%.</p> <p>Unloading includes taking equipment off the vehicle in its original (intact) condition (on pallet or in a case) and transporting it to the stand. Services required to take the cargo off the pallet or out of the case are stipulated in items 4.4.1–4.4.5.</p> <p>Cargo not on pallets is the cargo that requires manual loading/unloading.</p>	
4.1.1.	Up to 1,000 kg, for 100 kg gross, 200 kg minimum	1323,00
4.1.2.	1 000 – 5,000 kg, for 100 kg gross	1158,00
4.1.3.	5,000 – 10,000 kg, for 100 kg gross	1004,00
4.1.4.	Over 10,000 kg, for 100 kg gross	927,00
4.1.5.	Cargo not on pallets, for 100 kg gross	2150,00
4.1.6.	Receiving self-propelled exhibits by means of mobile yard ramp, per 1 item	17971,00
4.1.7.	Receiving self-propelled exhibits by means of mobile yard ramp, per 1 item (except motorcycles):	
	a) Wheeled vehicles	4851,00
	b) Tracked vehicles	8600,00
4.2.	Container handling	
Note to Item 4.2	The above-mentioned prices are valid for containers, conforming to International Organization for Standardization standards.	

	<p>Container handling without opening includes:</p> <ul style="list-style-type: none"> - container transportation from the cargo transport in one direction to place it as near to pavilion, storehouse (or other facilities) as possible, without unloading the contents; - container transportation from the pavilion, storehouse (or other facility) to cargo transport and mounting thereon. <p>Load/unload of an empty container onto/from the cargo transport is considered as 1 hour of crane works. If necessary, container contents handling services shall be provided in compliance with items 4.1.1- 4.1.5.</p>	
4.2.1.	Up to 10 feet, per 1 unit	70000,00
4.2.2.	Up to 20 feet, per 1 unit	85000,00
4.2.3.	Up to 40 feet, per 1 unit .	92000,00
4.3.	Cargo and package handling at the storehouse. Storage.	
<u>Note to Item 4.3</u>	If the storage period should exceed 3 weeks since the initial import, the price will increase by 30%.	
4.3.1.	Cargo transportation from stand to storehouse and back again, per 1 cubic meter	927,00
4.3.2.	Cargo transportation from stand to storehouse and back again, per 100 kg gross	783,00
4.3.3.	Load/unload operations (without transportation) for 100 kg gross	789,00
4.3.4.	Self-propelled exhibit entrance from storehouse to stand and back again, for 100 kg gross	1048,00
4.3.5.	Cargo storage, per 24 hours:	
	a) In outdoor storage, per 1 cubic meter	199,00
	b) indoor storage, per 1 cubic meter (without transportation)	326,00
4.3.6.	Cargo and package handling with transportation to storehouse and back again per 1 cubic meter (for the General Event period)	2140,00
<u>Note to Item 4.3.6</u>	"EcoCentre 'Sokolniki'" bears no responsibility for the safekeeping of the packaging contents (cargo or other things left in it).	
4.4.	Build-up/ disassembly	
<u>Note to Item 4.4</u>	<p>Requests for motorized crane are to be submitted no later than 7 (seven) working days prior to the fixed date. In order to execute required build-up/disassembly services, necessary manpower is to be employed; the number thereof is determined by "EcoCentre 'Sokolniki'" current regulations (including safety engineering). If the time of fork lifter and motorized crane employment is less than 2/4 (two or four) hours (items 4.4.3 - 4.4.6), the price remains the same as for a full 2 or 4 working hours. Items 4.4.1 - 4.4.5 are not valid for handling operations, and are applicable only as far as build-up/disassembly are concerned.</p> <p>Build-up/disassembly of exhibition cargo services includes a forklift loader, motorized crane, rigger works on the stand (e.g. lifting from the pallet, exhibit positioning).</p> <p>In case the request is rescinded no later than 24 hours prior to the fixed date the Client is to pay 50% of the cost. In case the request is rescinded within 24 hours prior to the fixed date, the Client is to pay 100% of the cost.</p>	
4.4.1.	Serviceman (handler), per 1 man-hour	3253,00
4.4.2.	Unloading with forklift loader – dismantling from the vehicle and delivery to the stand of 1 pallet with a cargo less than 200 kg, under 1 cubic meter in size	4080,00
4.4.3.	Forklift loader (weight carrying capacity up to 6,000 kg), per 1 hour, 2 hours minimum	5403,00
4.4.4.	Motorized crane (weight carrying capacity up to 25,000 kg), per 1 hour, 4 hours minimum	7828,00
4.4.5.	Motorized crane (weight carrying capacity up to 40,000 kg), per 1 hour, 4 hours minimum	15656,00
4.4.6.	Motorized crane (weight carrying capacity over 40,000 kg), per 1 hour, 4 hours minimum	31863,00
4.4.7.	Skylift with an operator, per 1 hour	7277,00
4.4.8.	Rolling scaffold tower, per 1 hour	3639,00

4.4.9.	Scaffold tower, per 1 hour	3639,00
4.4.10.	Wheeled cart lease for the Fixed Event Period (weight loading capacity up to 200 kg), per 1 hour	530,00
4.4.11.	Loading truck lease (weight loading capacity up to 2,500 kg) per 1 hour	2205,00
4.5.	Overtime work (beyond the time limit stipulated in the event agreement)	
4.5.1.	Staff and weightlifting vehicles services:	
	a) 6.00 p.m. - 8.00 p.m.	+50% of standard rate
	b) 8 p.m. - 9.00 a.m. of the following day	+100% of standard rate
4.6	Value-added services	
4.6.1.	Cargo and ware fringing for self-delivery, per 1 ML	
	a) fringing belt	326,00
	b) fringing tape (stretch)	199,00
5.	Advertizing Services	
5.1.	Indoor advertizing, for the Fixed Event Period (production of advertising medium not included):	
5.1.1.	Promotional products distribution (on desks and frames at the entrance to exhibition halls), per 1 day	6395,00
5.1.2.	Promotional products distribution (through participant's promoter, 1 pers)	18305,00
5.1.3.	Advertizing on the floor (from the entrance to stands, per 1 passage way, A4 sticker, without advertising medium manufacturing). The medium is to be provided by the Client with 20% extra medium.	32414,00
5.1.4.	Advertizing on the walls of bathroom cubicles (25 ladies', 12 gentlemen's)	46305,00
5.1.5.	Exhibition space lease for the Exponent's own build-up on non-rented area, per 1 sq. m.	9702,00
5.1.5.1.	MeroForm lease for the General Event Period. Medium can be mounted only on one side. The price includes renting the area, build-up/disassembling works, without advertising medium manufacturing.	
5.1.5.2.	MeroForm lease, 2x2 meters (banner size 1.95x1.95 meters)	8931,00
5.1.5.3.	MeroForm lease, 4x2 meters (banner size 3.95x1.95 meters)	15105,00
5.1.6.	MeroForm lease, 6x3 meters (banner size 5.95x2.95 meters)	18081,00
5.1.7.	Information kiosk lease, A3 size, for the Fixed Event Period	2261,00
5.1.8.	Information kiosk lease, A4 size, for the Fixed Event Period	1511,00
5.1.9.	Eclipse Information kiosk lease (42x59 cm), provided for the General Event Period, media can be mounted on 2 sides.	13010,00
5.1.10.	Poster frame lease (for the Fixed Event Period), 0.7x1 meter	1875,00
5.1.11.	Banner in Pavilion 4.1 (over the passage to Pavilion 4, without advertising medium manufacturing) 12x4 meters.	61740,00
5.1.12.	Constructions lease for the General Event Period, 3x2 meters. Medium can be mounted only on one side. The price includes renting the area, build-up/disassembling works, without advertising medium manufacturing.	12900,00
5.1.13.	Placement of commercials, ads on screens installed in pavilions 4, 4.1. for during the Fixed Event Period	18302,00
5.1.14.	Camera to broadcast on-line activities on screens.	6174,00

5.2.	Outdoor advertizing within the premises of "EcoCentre "Sokolniki" (including advertising space, build-up/disassembling works, excluding advertising medium manufacturing), for the General Event Period:	
5.2.1.	Banner at the front of Pavilion 4 (facing the central alley), per 1 sq. m.; sizes 3x3, 6x3, 9x3 meters (the size of the banner should be 5 cm less than the size of the advertising construction with ring plates; distance between ring plates 25-30 cm)	6395,00
5.2.2.	Double-faced banner ad advertisement along the central alley, 5x1 meters	97241,00
5.2.3.	Advertizing placement on outdoor constructions (concrete blocks):	
5.2.3.1	Advertizing construction 2x3 meters (banner size 1.95x2.95 meters)	21555,00
5.2.3.2	Advertizing construction 4x2 meters (banner size 3.95x1.95 meters)	28665,00
5.2.3.3	Advertizing construction 6x3 meters (banner size 5.95x2.95 meters)	34620,00
5.2.4.	Advertizing medium manufacturing (banner fabric), per 1 sq. m.	982,00
5.2.5.	Flag placement (Pavilion 4 – flagpole) 210x140 cm, medium provided by the Client.	16207,00
5.2.6.	Banner placement on Pavilion 4, Entrance 1 canopy (facing the central alley), including build-up/disassembling works and space rent (without advertising medium manufacturing) 12.07x1.37 meters.	37706,00
5.2.7.	Banner placement on Pavilion 4, Entrance 2 canopy (facing the central alley), including build-up/disassembling works and space rent (without advertising medium manufacturing) 6.8x1.2 meters	22605,00
5.2.8.	Banner placement on an advertizing construction at the entrance to the premises of "EcoCentre "Sokolniki", including build-up/disassembling works and advertizing construction rent (without advertising medium manufacturing) Available sizes: 1.95x3.95; 1.95x2.95 meters	19449,00
5.2.9.	Outdoor space lease for the Client's own advertizing constructions, per 1 sq. m.	12966,00
5.2.10.	Double-faced information sidewalk sign placement (without advertising medium manufacturing), 0.6x1 meters	12966,00
5.2.11.	Double-faced information sidewalk sign placement (without advertising medium manufacturing), 0.90x1.40 meters	12966,00
5.2.12.	Advertizing on bus-stops ("EcoCentre "Sokolniki" Museum-educational complex" premises), including build-up/disassembling works and space rent (without advertising medium manufacturing), the medium can be mounted on both sides, A3	6505,00
5.3.	Outdoor advertizing in the Park (including build-up/disassembling works and space rent (without advertising medium manufacturing):	
5.3.1.	Advertisement placement on constructions, build after the Client's design, per 4 items (on the park premises) (banner size 0.81x1.85 meters – 3 items; 1.90x1.85 meter – 1 item)	30926,00
5.3.2.	Advertisement placement in front of the main entrance to the Park, 2x3 meters. Banner size: 1.95x2.95 meters	48180,00
5.3.3	Advertisement placement near the Park big fountain, 2x3 meters.	33075,00
5.3.4	Advertisement placement on double-faced stands located on the central alley of the Park; banner size 1.8x1.75 meters (width/height), per 1 side	48180,00
5.3.5.	Advertizing placement by the Park entrance via 3rd Luchevoy prosek, 4x2 meters	28594,00
5.4.	Advertizing on the official site of EcoCentre "Sokolniki	
5.4.1.	Banner ad placement (296x199) on the main page of the site, for 1 month	31752,00
5.4.2.	Banner ad placement (200x400) on interior pages of the site, for 1 month	19184,00
5.4.3.	Production of a simple banner ad for placement on "EcoCentre "Sokolniki" website (JPG) – per 1 unit	2867,00
5.4.4.	Production of a simple dynamic banner ad for placement on "EcoCentre "Sokolniki" website (GIF); per 1 unit. Price for production of a complex dynamic banner ad is to be discussed by the Parties on an individual basis	3473,00
5.5.	Light constructions (pendant units) mounting on ceiling fastening ironware of the pavilions (per 1 location):	

Note to Item 5.4	<p>The Exponent is to submit all necessary data on pendant units required to the "EcoCentre "Sokolniki" Museum-educational complex" Advertizing Department no later than 21 days prior to mounting date. The pendant unit is to be fully ready for mounting: all elements must be assembled, banners fixed, the whole construction in position for lift-up. During the event working hours, mounting and dismounting of pendant units is forbidden. Relocation of units and height adjustment are charged extra. Mounting height limits of the pavilions: Pavilion 4.1: in the centre of the pavilion (between the columns) the height limit is 8 meters, at the edges – 6 meters; Pavilion 4: height limit 11 meters; Pavilion 4.2: height limit 6 meters.</p>	
5.5.1.	Safety ropes installation for reinforcing floor-based elements of the stand	9261,00
5.5.2.	Lifting mechanism (hoist) installation, excluding hoist rent price, per 1 unit	10199,00
5.5.3.	1 hoisting point organization, weight lifting, up to 10 kg	9261,00
5.5.4.	1 hoisting point organization, weight lifting, up to 50 kg	11797,00
5.5.5.	1 hoisting point organization, weight lifting, 50-100 kg	13616,00
5.5.6.	1 hoisting point organization, weight lifting, over 100 kg	17130,00
5.6.	Black cloth lease with hoisting, per 1 ML, hoisting price inclusive	
5.6.1.	Pavilion 7a	607,00
5.6.2.	Pavilions: 4.1,4.2,11.1,3	1213,00
5.6.3.	Pavilion 4	1764,00
6.	Internet Services	
Note to Section 6	Requests submitted during the General Event Period are charged 50% extra	
6.1.	Internet connection	
6.1.1.	Stand connection to a high-speed channel at the guaranteed speed of 2 Mbps	11025,00
6.1.2.	Stand connection to a high-speed channel at the guaranteed speed of 5 Mbps	14440,00
6.1.3.	Stand connection to a high-speed channel at the guaranteed speed of 10 Mbps	17089,00
6.1.4.	Stand connection to a high-speed channel at the guaranteed speed of 20 Mbps	27600,00
6.1.5.	Stand connection to a high-speed channel at the guaranteed speed of 50 Mbps	68355,00
6.1.6.	Stand connection to a high-speed channel at the guaranteed speed of 100 Mbps	110250,00
6.1.7.	Stand connection to a high-speed channel at the guaranteed speed of 200 Mbps	176400,00
6.1.8.	Stand connection to a high-speed channel at the guaranteed speed of 500 Mbps	264600,00
6.1.10.	Stand connection to a high-speed channel at the guaranteed speed of 1,000 Mbps	369400,00
6.2.	Other services	
6.2.1.	Professional assistance with Client's hardware tune-up	1875,00/hour
6.2.2.	Provision of a local computer network at the exhibition stand	1875,00/port
6.2.3.	Network adapter lease	1323,00
6.2.4.	Network switch lease	2536,00

6.2.5.	Provision of a dedicated IP address	1875,00
6.2.6.	WLAN USB-adaptor lease (to provide WiFi Internet access)	3087,00
6.2.7.	Office PC lease (system unit, display, keyboard, mouse), per day	3087,00
6.2.8.	Black&White Laser Printer (A4), printing speed up to 15 pages per minute (including expendable materials, cartridge), per day	1875,00
6.2.9.	Wi-Fi router lease, for the fixed event period	3087,00
6.3	Internet café services: printing (A4 – 5 sheets); Internet use, including e-mail, Skype. 15 minute sessions.	552,00
<u>Note to Item 6.3</u>	Provision of these services is possible if the service centre is open; payment is effectuated through the service centre.	
6.4	Wi-Fi connection	
6.4.1.	Number of connections per pavilion: 50 / Maximum bandwidth for end devices, Kbps max. – 512 / general capacity limit, Mbps max. – 25	4504,00
6.4.2.	Number of connections per pavilion: 50 / Maximum bandwidth for end devices, Kbps max. – 1024 / general capacity limit, Mbps max. – 50	8106,00
6.4.3.	Number of connections per pavilion: 50 / Maximum bandwidth for end devices, Kbps max. – 2048 / general capacity limit, Mbps max. – 100	14590,00
6.4.4.	Number of connections per pavilion: 100 / Maximum bandwidth for end devices, Kbps max. – 512 / general capacity limit, Mbps max. – 50	8149,00
6.4.5.	Number of connections per pavilion: 100 / Maximum bandwidth for end devices, Kbps max. – 1024 / general capacity limit, Mbps max. – 50	15401,00
6.4.6.	Number of connections per pavilion: 100 / Maximum bandwidth for end devices, Kbps max. – 2048 / general capacity limit, Mbps max. – 100	27721,00
6.4.7.	Number of connections per pavilion: 200 / Maximum bandwidth for end devices, Kbps max. – 512 / general capacity limit, Mbps max. – 100	16257,00
6.4.8.	Number of connections per pavilion: 200 / Maximum bandwidth for end devices, Kbps max. – 1024 / general capacity limit, Mbps max. – 100	29262,00
6.4.9.	Number of connections per pavilion: 300 / Maximum bandwidth for end devices, Kbps max. – 512 / general capacity limit, Mbps max. – 150	22002,00
6.4.10.	Number of connections per pavilion: 300 / Maximum bandwidth for end devices, Kbps max. – 1024 / general capacity limit, Mbps max. – 300	34652,00
6.4.11.	Number of connections per pavilion: 300 / Maximum bandwidth for end devices, Kbps max. – 2048 / general capacity limit, Mbps max. – 600	62373,00
	Greater volumes, redirects, statistics and other individual requests are to be discussed by the Parties on an individual basis.	