

EXHIBITOR

Company name for invoice	
Company name for catalogue	
CEO	
Billing address	
Country, City	
VAT	
Contact person	
Phone	
Email	
Web	
Company specialisation	

CONTACTS FOR APPLICATION

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All prices are in euro including VAT.

EXHIBITION SPACE

	Per 1 sq.m	Sq. m	Total cost
<input type="checkbox"/> Raw space (from 30 sq. m), zone A	545		
<input type="checkbox"/> Raw space (from 20 sq. m), zone B	510		
<input type="checkbox"/> Raw space (from 12 sq. m), zone C	480		
<input type="checkbox"/> Raw space (from 9 sq. m), zone D	430		

	Per 1 sq.m	Sq. m	Total cost
<input type="checkbox"/> Standard shell scheme	140		

Standard Shell Scheme includes carpeting, wall panels, fascia panel in English or Cyrillic, 1 information desk, 4 chairs, 1 table, 1 electrical outlet 220W (1,5 kW), 2 spotlights, 1 wastepaper basket, 1 clothes rack. The number of furniture and equipment items included in the shell scheme remains constant regardless the size of the occupied space. Any additional services and/or furniture has to be ordered and paid separately.

	Per 1 sq.m	Sq. m	Total cost
<input type="checkbox"/> Modified shell scheme			
<input type="checkbox"/> Verona	160		
<input type="checkbox"/> Ferrara	170		
<input type="checkbox"/> Kremona	215		

Electricity supply is not included in the shell scheme or modified scheme packages and should be ordered and paid separately.

	Surcharge	Sq. m	Total cost
<input type="checkbox"/> Second floor	+25%		

REGISTRATION FEE

Includes: online catalogue listing, printed catalogue listing, company name on the fascia panel, visitor invitations, exhibitor badges (1 badge per 3 sq. m), 1 copy of printed catalogue.

		Number of fees	Total cost
<input type="checkbox"/> Registration fee for exhibitor	550	1	550
<input type="checkbox"/> Registration fee for co-exhibitor	550		
Companies' names:			

Each co-exhibitor should have minimum 9 sq. m of exhibition space.

ADVERTISING

	Per 1 pcs.	Number	Total cost
Advertising package #1. Printed advertising <ul style="list-style-type: none"> • 1/2 ad in printed catalogue • Logo in product index in printed catalogue • Product image next to company profile in printed catalogue + 120 characters for product description 	630		
	Per 1 pcs.	Number	Total cost
Banner 2x2 in visitor registration area (1 side, Jocker construction)	280		
Advertising in printed catalogue:			
Product image next to company profile in printed catalogue 58x40 mm +120 characters for product description	210		
1/1 advertising page	520		
1/2 advertising page	820		

TOTAL COSTS

Total participation cost

PAYMENT SCHEDULE

- 30% of the total participation cost should be paid within 10 bank days upon receipt of the invoice;
- 45% of the total participation cost should be paid by December 1, 2019;
- 25% of the total participation cost should be paid by July 31, 2020.

In case the above payment terms are not observed, the Organiser has the right to cancel the booking.

EXHIBITOR AGREEMENT

Exhibitor has read and accepts the general terms of application and participation listed below. These terms represent an integrated part of the agreement.

Surname, Name

Job Title

Date

Signature

TERMS OF APPLICATION

- This Application constitutes a legally binding and irrevocable offer on the part of the Exhibitor to conclude a contract with Reed CEE GmbH ("Official Partner") for exhibition space in accordance with the terms and conditions of this Application (hereinafter "**Contract for Exhibition Space**"). The Application shall be filled in completely

by the Exhibitor and signed by an authorized person using the company stamp. The Application shall be sent to the Official partner by fax, e-mail or post. The Exhibitor agrees that any data contained in the Application may be forwarded by the Official Partner to the Organizer.

2. Upon receipt of the Application the Official Partner will send to the Exhibitor an invoice over the total amount of exhibition space cost (exhibition space cost includes registration fee, exhibition area price, price for additional booth technical connections and advertising services, hereinafter "**Exhibition Space Cost**") thereby offering to conclude a Contract for Exhibition Space with the Exhibitor. The Official Partner reserves the right to reject Applications with or without cause.
3. Exhibitors who register before 30 June 2019 (hereinafter "**Early Bird Exhibitors**") are rewarded by reduced Exhibition Space Cost (hereinafter "**Early Bird Bonus Cost**").
 - 3.1 Early Bird Exhibitors have to pay an installment of 30% of the invoiced Early Bird Bonus Cost within 10 bank days upon receipt of the invoice.
 - 3.2 The second installment of 45% the invoiced Early Bird Bonus Cost has to be paid until 01 December 2019.
 - 3.3 The remaining 25% of the invoiced Early Bird Bonus Cost have to be remitted to the bank account of the Official Partner until 31 July 2020.
 - 3.4 Any services additionally requested (such as advertising services, conference halls, etc.) which are not included in the above mentioned Application Form and incur additional costs will be invoiced separately. The currently applicable version of the relevant terms and conditions shall apply.
 - 3.5 If any of the installments are not paid on due date, the Early Bird Bonus Cost becomes void and the Exhibition Space Cost substitutes the Early Bird Bonus Cost. In this case the Official Partner will charge the difference between the Exhibition Space Cost and the Early Bird Bonus Cost to the Early Bird Exhibitor. This additional invoice (and remaining amounts of the original Early Bird Bonus Cost invoice) has to be paid within three banking days after receipt.
4. Exhibitors who register between 01 July 2019 and 01 December 2019 have to pay 50% of the invoiced Exhibition Space Cost within 5 (five) banking days from receipt of the invoice. The remaining 50% of the invoiced Exhibition Space Cost has to be paid 31 July 2020.
5. Exhibitors who register on or after 01 December 2019 have to pay 100% of the invoiced Exhibition Space Cost within 5 (five) working days after receipt of the invoice.
6. By paying the first installment or the invoiced Exhibition Space Cost as the case may be the Exhibitor accepts the offer and enters into a Contract for Exhibition Space with the Official Partner.
7. Exhibitors are not admitted to participate in the Exhibition unless the total amount of the Exhibition Space Cost has been fully paid. This does deliberate the Exhibitor from his obligation to pay the whole Exhibition Space Cost.
8. Payments must include all fees which also includes all bank transfer charges.
9. The deadline for the provision of information (not more than 250 signs in English and not more than 250 signs in Russian) by the Exhibitor to the Official Partner to be placed in the Official Catalogue is 28 September 2020. If this deadline is not met, the Official Partner may place limited information or no information at all about the Official Catalogue. Neither Official Partner nor the publisher is liable for errors or omissions in the Official Catalogue.
10. If the Exhibitor informs the Official Partner that he refuses to participate in the Exhibition (hereinafter "**Cancellation**") a penalty equal to 100% of the total Exhibition Space Cost becomes due and has to be paid immediately after Cancellation of participation.
11. The Official Partner has the right to rescind the Contract for Exhibition Space without prior notice and with immediate effect in the event that the Exhibitor does not meet its payment obligations on a timely basis. In this case a penalty equal to 100% of the Exhibition Space Cost shall be payable by the Exhibitor to the Official Partner. In case of unpaid invoices the Official Partner also reserves the right to refuse to admit the Exhibitor into the venue of the Exhibition as a visitor.
12. If the Exhibitor informs the Official Partner about a reduction of exhibition space / amendments in the type of stand requested before 20 September 2019 / after 20 September 2019 the Exhibitor shall be liable to pay a penalty in the amount to 50% / 100 % of the exhibition area price / services requested related to space reduction / amendments by the Exhibitor respectively.
13. If a penalty becomes payable, the Official Partner shall have the right to keep any amounts received by the Exhibitor to cover the penalty and the Exhibitor shall be obligated to make additional payments, if these amounts are insufficient to cover the penalty.
14. The Official Partner reserves the right to change the location of stands. All prices are subject to change as long as not fixed by an invoice.

GENERAL CONDITIONS OF PARTICIPATION:

1. **Contractual Relationship between Exhibitor and Official Partner / Organizer.** The Official Partner is a partner of the Organizer and concludes Contracts for Exhibition Space in his own name and for his own account. Official Partner may assign any contractual rights and obligations to the Organizer. Exhibitor's contractual obligations in accordance with these General Conditions of Participation are to the Official Partner and the Organizer as third party beneficiary.
2. **Duties of Official Partner.** The Official Partner shall book and provide exhibition space (raw space and shell scheme as defined in the Application), place data of Exhibitor in the Official Guidebook and in the Official Online Catalogue and provide one copy of the Official Guidebook to the Exhibitor. Furthermore the Official Partner shall be responsible for daily cleaning-up of the passages and open space, fulfill the Exhibitor accreditation and provision of permanent passes for Exhibitor's representatives (one badge per every 3 sqm of exhibition space) as well as providing the Exhibitor with entrance tickets (3 entrance tickets per 1 sqm) and additional services in accordance with the present Application. If the Application is received by the Official Partner later than one month before the beginning of assembling works, prices for all services requested (other than exhibition area price and a registration fee) are subject for additional surcharge.

The period of assembling works	20.11.2020 - 23.11.2020
Removal of small exhibits	28.11.2020
The period of dismantling works:	28.11.2020 - 29.11.2020
3. **Security.** The Official Partner is responsible for the exhibition admission and for the provision of general security of the halls limited to external surveillance of the exhibition halls and hall entrances during the period from 7.00 p.m till 9.00 a.m. The Official Partner is not responsible for any theft, damage and/or loss of exhibition and stand equipment and furnishings, exhibits or other materials of the Exhibitor or third parties. If the Exhibitor ordered individual security for the booth a security company is liable for any theft and/ or damage of exhibits and materials against a separate contract.
4. **Exhibits.** All goods (services) exhibited are to be certified (licensed) in accordance with the current laws and regulations. The Exhibitor must have attested copies of the certificates (licenses) at the booth.
5. **Rights and liabilities of the Exhibitor.** During the working hours of the Exhibition the Exhibitor's representative(s) must be present at the booth. Exhibitor's representative must be either its employee or a person duly authorized by a power of attorney to act on behalf of the Exhibitor. Retail sale of exhibits at the Exhibition is allowed only if it is made in accordance with the requirements of the legislation of the Russian Federation. Distribution of exhibits, leaflets and promotional materials shall be confined to the Exhibitor's own booth area and is permitted only to the extent visitors and neighboring Exhibitors are not disturbed, which shall be determined by the Organizer at his sole discretion. Any product which is not manufactured or officially contracted for distribution by the Exhibitor, shall be distributed only with the written permission of the Organizer. Exhibiting of products or advertising boards outside the booth is expressly forbidden.

Exhibitor may conduct any kind of lottery, draws, prize competitions or promotional actions accumulating people on restricted area only pursuant to the current legislation and written permission of the Organizer. The Exhibitor shall not apply any coatings, lacquers, paints, enamels or adhesives on the booth constructions (standard).

It is prohibited to sublet or otherwise leave to the disposition of a third party the allotted booth or parts of it without written permission of the Official Partner.

If the Exhibitor does not take over the exhibition space allotted to him till the time of completion of assembling works, it shall be considered free and the Official Partner may, at his sole discretion, make the space available for other purposes without further notice. The Exhibitor shall not receive any reimbursement and shall not be relieved of any contractual payment obligations.

During the exhibition the Exhibitor must observe the General Terms of Holding Events at ExpoForum Exhibition Center (hereinafter "ExpoForum") as well as Regulation for fire-prevention safety in locations of ExpoForum and Regulation on electrotechnical works in ExpoForum, all of which the Exhibitor may find at: <http://www.ExpoForum.ru/a0/en/index.shtml>. By signing the General Conditions of Participation the Exhibitor confirms that he has read and understood the documents stated above and warrants to fulfill all their requirements and shall be responsible and liable for any violation thereof.

6. **Damages caused to properties.** The Exhibitor bears responsibility for any damage, caused to premises, booth construction and other equipment located at the Exhibitor's booth and shall be liable for any third party claims resulting from such damage. Furthermore, the Exhibitor shall hold harmless, reimburse and protect the Official Partner against any loss, cost or expense incurred by the Official Partner arising out of any such damage. The Official Partner is not liable for any damage caused to the Exhibitor's property or loss of his incoming or outgoing cargo.
7. **Other Third Party Claims.** If a third party asserts a claim against the Official Partner and/or the Organizer which is based on a violation of its rights and interests by any action of Exhibitor related to the event (including but not limited to the exhibition of products, works and services by the Exhibitor or placement and publication of data provided by the Exhibitor) Exhibitor undertakes to provide the Organizer and/or the Official Partner with all required documents to confirm proper conduct by the Exhibitor and shall hold harmless, reimburse and protect the Official Partner and/or Organizer against any loss, cost or expense incurred by the Official Partner / Organizer arising out of any such third party claim.
8. **Expulsion of the Exhibitor.** In case of disorderly conduct of the Exhibitor, to be determined at the sole discretion of the Organizer, any Exhibitor may be removed from the venue of the Exhibition.
9. **Force Majeure.** Neither party shall be liable to the other party for any delay or non-performance of its obligations arising from any cause or causes beyond its reasonable control ("Force Majeure"). To the extent that Force Majeure affects the performance of Official Partner's obligations, he shall reimburse the Exhibitor any amounts paid by the Exhibitor provided that the Official Partner shall be under no obligation to repay any amounts required to compensate the Official Partner for any expenses incurred before the occurrence of the circumstances amounting to Force Majeure. There shall be no payment of damages to the Exhibitor.
10. **Delivery of cargo and exhibits.** All arriving cargos are to be received only in specially designated places, as indicated by the Organizer. All cargos are to be registered properly and paid for by the Exhibitor. For more information please contact BTG Expo GmbH, the official cargo carrier. If for any reason the cargo of the Exhibitor does not arrive, Exhibitor nevertheless bears responsibility to take over the exhibition space allocated to him and shall neither receive any reimbursement nor be relieved of any contractual payment obligations.
11. **Dismantling of the booth.** All exhibits shall remain in place until the complete termination of the Exhibition. The exhibitions space shall be vacated and the exhibits and other belongings of the Exhibitor shall be removed from the exhibition center before the dismantling works period ends. In case the Exhibitor does not vacate the exhibition space in accordance with these terms, the Organizer reserves the right to organize the dismantling of the exhibition booth and the removal of the exhibits and other belongings of the Exhibitor, to store them in a warehouse or to carry out any other instructions in this respect, all at the cost and risk of the Exhibitor and without Official Partner bearing any responsibility. In case of raw space lease, violation of dismantling terms shall result in penalty equal to three times Exhibition Space Cost per day and per 1 sqm of space not vacated. The Official Partner reserves the right to recover damages in excess of the penalty.
12. **Applicable law.** The relationship between the Official Partner and the Exhibitor shall be governed by, and interpreted in accordance with laws of Austria. All disputes arising out of or in connection with this Application (Contract for Exhibition Space) shall be finally settled by the competent court in Vienna/Austria.

(Exhibitor Signature, Name, Title)

(Exhibitor Name, Title)

(Date)

ORGANISER



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