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Approved by
Order of the Director
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of Crocus Expo JSC CROCUS
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Crocus Expo International Exhibition Center

SERVICES GUIDE, for services provided by Crocus Expo IEC

The present Reference Book contains the trade catalogue of tariffs and conditions of rendering services and provision of equipment **to organizers, participants and developers of the events** being held in the International Exhibition Centre "Crocus Expo" (hereinafter referred to as IEC "Crocus Expo").

The procedure for filing an applications and registration of requests for rent of the equipment and rendering services, conditions of payment and cancellation, and also responsibility of the parties at implementation of requests are defined in "Basic requirements while running events in IEC "Crocus Expo", contracts for running events, and also laws in force and regulatory documents.

If the application has been made less than 14 (Fourteen) calendar days prior to beginning of the Total running time of the Event, the service should be paid with a 50 % increments to the service cost, except for the services specified in sub-items 4.7., 4.8., 6.7., 6.8. and in sections 1 and 5.

If the application has been cancelled later than 14 (Fourteen) calendar days prior to beginning of the Total running period of the Event, the Organizer should compensate to "Crocus Expo" its material losses at the rate of 50% of the cost of the cancelled service.

Every incomplete interval specified in the present Services Reference Book, is recorded as full one when calculating.

Any types of trade, public catering and consumer services on exhibition areas should be carried out only in accordance with the requirements of current legislation and other legal acts regulating activity in retail, public catering and consumer services.

Certified partners of "Crocus Expo" should perform catering services in IEC "Crocus Expo":

- Backstage Catering, Limited Liability Company;
- Sucre, Limited Liability Company.

For the purpose of health protection of representatives of the Organizer, the Exhibitor, visitors and guests of "Crocus Expo", no participation of any organizations for performing catering services and/or food products sale without permit of "Crocus Expo" should be allowed. A fine at the rate of 500 000 Roubles should be imposed for this violation.

The services provided by "Crocus Expo", can be rendered both using the resources of "Crocus Expo" and with involvement of the licensed contractors.

In the Total running time of the Event the Exhibition Center should work from 08:00 (08:00 am) to 20:00 (08:00 pm). If any other time for running the Event is provided by the Basic contract or by contract application then rendering services (except for section 5) in the period from 20:00 (08:00 pm) to 08:00 (08:00 am) should be specially specified and is subject to additional approvals.

In accordance with the present Reference Book the lessee of equipment should bear risks of accidental loss or

accidental damage of any equipment rented out.

All quoted tariffs in the Services reference book are understood in Roubles of the Russian Federation, VAT of 18% included.

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		RATE, RUR
1. ADVERTISING SERVICES		
	Note to clause 1.: Applications for rendering of advertising services are transferred to Crocus Expo within 15 (fifteen) working days prior to the beginning of the Total period. Advertising services are rendered only after their full payment.	
1.1.	Lease of space at stationary and mobile structures of Crocus Expo	
1.1.1.	Lease of space on facades and pavilion backsides (including medium production, without installation works) for the Total event period / up to 2 weeks, per 1 medium:	
a)	pavilion No. 1 (backside) – 10.5x5.0 m	155 000 / negotiated price
b)	pavilions No. No. 2 and 3 (facade) – 18.0x9.0 m	380 000 / negotiated price
c)	pavilion No. No. 2 and 3 (facade) – 36.0x9.0 m	670 000 / negotiated price
d)	pavilions No. No. 2 and 3 (facade) – 9.0x9.0 m (additional approval is required)	245 000 / negotiated price
	Note to clause 1.1.1.: Purchasing services under clauses 1.1.1.b), 1.1.1.c), 1.1.1.d), the customer acquires the right for free placement of reel (10 seconds) on LED screens (clause 1.2.1.a) but not more than for 5 (five) days during the Total Event period.	
1.1.2.	Lease of space at stationary and mobile structures (including production of the medium and installation works) up to 1 month, for 1 medium	
1.1.2.1.	Lease of space on the two-sided board 6.0x3.0 m:	
a)	party "A" (along the Moscow Ring Road)	Negotiated price
b)	party "A" (central avenue)	Negotiated price
c)	party "B" (along the Moscow Ring Road)	Negotiated price
d)	party of "B" (the central avenue)	Negotiated price
1.1.3.	Lease of portable structures for use within the adjacent territory, without medium production, including installation works for the Event period, per 1 medium:	
a)	2.0x3.0 m	25 000
b)	3.0x3.0 m	35 000
c)	4.0x3.0 m	45 000
d)	6.0x3.0 m	65 000
e)	structure with a triangular shaped basement, 2,0x3,0 m on a side	50 000
f)	structure with a rectangular shaped basement, 2,0x3,0 m on a side	60 000
g)	structure with non-standard size (from 6,0 sq.m), per 1,0 sq.m	Negotiated price
1.1.4.	Lease of portable advertising structures Tritex (for use in rooms, without medium production, including installation works) for the Event period, per 1 medium:	
a)	1.0x2.8 m	8 000
b)	2.0x2.0 m	11 000
c)	2.2x2.5 m	14 000
d)	4.5x2.5 m	19 000
e)	6.7x2.5 m (the placement of the medium 6.7x1.8 m is also possible)	25 000
1.1.5.	Lease of space at stationary light structures (including production and installation works) for the Event period, per 1 medium	
1.1.5.1.	At street structures,static placement on one side of the structure (medium size – 1.23x2.50 m):	13 000
1.1.5.2.	On light structures established in the pavilion (medium size – 1.15x1.95 m):	
a)	static placement on the front side of the structure (towards showrooms)	26 000
b)	static placement on the back side of the structure (towards the pavilion entrance)	17 000
1.1.5.3.	On the light structures installed in the transition of No.3pavilion to the undergroundconcourse (mediumsize - 3,0x1,2 m)	14 000
1.1.6.	Lease of space at street flagstaffs (without medium production, including installation works) for the Event period, per 1 medium	8 000
1.1.7.	Lease of other structures (for use in rooms, without carrier production, without installation works) for the Event period, per 1 medium	
a)	Eclips structures (support height – 1,8 m, advertising field size – 0.7x1.0 m, a	7 500

	tray for A3 advertising materials)	
1.1.8.	Lease of space/permit for installation of the Participant's advertising medium (without medium production and installation works) for the Event period	
1.1.8.1.	In the street:	
a)	for advertising transport vehicle, including "mobile billboards"	70 000
b)	for a fixed balloon, airship, inflatable pneumofigures, etc.	Negotiated price
c)	for placement of other advertising media, per 1.0 sq.m of one medium	5 000
1.1.8.2.	In pavilions:	
a)	in registration halls for placement of advertizing media, per 1.0 sq.m of one medium	5 000
b)	in showrooms for placement of advertizing media, per 1.0 sq.m of one medium (on non-leased space)	4 000
c)	at food courts and in passages between pavilions for placement of advertizing media, per 1.0 sq.m of one medium	5 000
1.1.9.	Lease of space on ceiling girders and overhead covers for the Event period (the works on suspension arrangement to be extra paid)	
1.1.9.1.	On ceiling girders of registration halls:	
a)	18.0x6.0 m (two-sided banner for pavilion No. 1), including medium production, without installation works, per 1 medium	230 000
b)	20/0x10/0 m (one-sided banner for pavilion No. 2), including medium production, without installation works, per 1 medium	335 000
c)	up to 20.0 sq.m, without medium production and installation works, per 1.0 sq.m of one medium	3 500
d)	from 21.0 sq.m, without medium production and installation works, per 1.0 sq.m of one medium	2 000
e)	on overhead covers of registration halls (1.0x3.0 m), including medium production and installation works, per 1 medium	18 000
1.1.9.2.	On ceiling girders of showrooms (not over the leased area, without medium production and installation works), per 1.0 sq.m of one medium	2 000
1.1.10.	Lease of space on handrails of escalators/travelators (including medium production and installation works) for the Event period, per two handrails of one escalator/travelator	Negotiated price
1.1.11.	Lease of portable advertising structures "OCTANORM" (for use in rooms, without medium production, including installation works), for the Event period, per 1 medium:	
a)	1.0x2.9 m	9 000
b)	2.0x2.9 m	15 000
c)	3.0x2.9 m	18 000
d)	4.0x2.8 m	22 000
e)	6.0x2.8 m	30 000
1.1.12.	Lease of space on wall panels of 2.98x1.0 m of pavilion No. 3 (including medium production and installation works), for the Event period, per 1 medium:	15 000
1.1.13.	Lease of space on metal and glass surfaces of inside the pavilions:	
a)	metal surfaces of pavilions (including medium production and installation works), for the Event period, per 1.0 sq.m	4 000
b)	Not exceeding 10 sq.m., glass surfaces of pavilions (including medium production and installation works), for the Event period, per 1.0 sq.m	5 000
c)	10 sq. m. and more, glass surfaces of pavilions (including medium production and installation works), for the Eventperiod, per 1.0 sq.m	6 000
1.1.14.	Over glass entry elements of the Halls No. 2 and 3 (including carrier fabrication costs and installation works), for the Event running period, per 1 carrier.	
a)	3,95x1,5 m	25 000
b)	2,8x1,5 m	20 000
c)	5,0 x 0,9 m	25 000
d)	3,95x1,5 m (double-sided)	35 000
e)	2,8x1,5 m (double-sided)	25 000
f)	5,0 x 0,9 m (double-sided)	30 000
1.2.	Video advertising	

1.2.1.	Advertising on LED screens 9.2x6.9 m located within the territory of Crocus Expo, per 1 day of transmission (12 p.m. – 12 p.m.), 288 times of transmission a day on two screens (parties A and B):	
a)	commercial timing – 10 seconds	6 000
b)	commercial timing – 20 seconds	12 000
c)	commercial timing – 30 seconds	17 000
1.2.2.	Advertising on LED screens 24x9 m located on the facade of pavilion No. 1, per 1 day of transmission (12 p.m. – 12 p.m.), 288 times of transmission a day on one screen	
a)	commercial timing – 10 seconds	8 000
b)	commercial timing – 20 seconds	15 000
c)	commercial timing – 30 seconds	20 000
1.2.3.	Lease of space on LED screens 24x9 m located on the facade of pavilion No. 1 (only for placement information relating the Event of the Organizer of the Event было:only for Organizers of the Event), for the Total event period (excepting dismantling days), from 7 a.m. till 5 p.m. every day of lease, per 1 screen	520 000
1.2.4.	Video commercial creation	Negotiated price
1.2.5.	Permit for transmission of promotional and informational materials with the use of the Participant's technical means in registration halls, at food courts and in passages between pavilions for the Event period, per transmission on one medium	5 000
1.3.	Permit for holding of promotion actions within the territory of Crocus Expo	
1.3.1.	Distribution of promotional materials by promoters (including polls), for the 1st distributor, for the Event period	15 000
1.4.	Production of advertising media and printing products	
1.4.1.	Production of advertising media, per 1.0 sq.m:	
a)	full-color printing on banner fabric	550
b)	full-color printing on banner grid	600
c)	full-color printing on pressure-sensitive film	2 000
d)	full-color printing on silk	1 500
e)	full-color printing on usual paper	650
f)	full-color printing on translucent film	2 100
1.4.2.	Production of printing products, full-color printing, per 1 sheet:	
a)	A5 format	25
b)	A4 format	35
c)	A3 format	55
d)	one-sided business card (chalk overlay paper, 300 g) with the use of the customer's materials, per 100 pcs.	2 000
e)	two-sided business card (chalk overlay paper, 300 g) with the use of the customer's materials, per 100 pcs.	3 000
1.5.	Installation works:	
a)	installation of one medium, up to 20.0 sq.m in size, per 1.0 sq.m	400
b)	installation of one medium, more than 20.0 sq.m in size, per 1.0 sq.m	250
c)	movement/repeated installation of Crocus Expo advertizing structure, per 1 structure	50% of structure cost
1.6.	Mockup development with the use of the customer's materials (development time – 5 (five) working days)	Negotiated price
1.7.	Information placement on Crocus Expo website (the official site of the exhibition center):	
1.7.1.	Event logo in Plan of Exhibitions section	2 500
1.7.2.	Information:	
a)	on the Event on About Exhibition site page, up to 50 words, one time	3 000
b)	additional Event on Plan of Exhibitions site page	2 000
1.7.3.	Dynamic placement of banners on the main page/ other pages of the site, up to 1 month	
a)	size – 234x60 pixels	10 500 / 9 500
b)	size – 234x100 pixels	13 500 / 12 000
c)	size – 234x350 pixels (top position)	29 000 / 25 000
d)	size – 234x350 pixels (bottom position)	25 000 / 21 000

e)	size – 780x90 pixels (through across the whole site)	87 000
1.7.4.	Production of Internet banners, per 1 banner:	
a)	in gif format	3 500
b)	in flash format	6 500
1.8.	Press conference organization (including invitation of journalists), per 1 event	Negotiated price
2. COMMUNICATION, COMMUNICATION EQUIPMENT		
2.1.	Telecommunication. Lease of telephone and facsimile equipment for the Event period	
2.1.1.	Telephone set	1 000
2.1.2.	Fax machine	2 000
2.1.3.	Connection of a telephone subscriber line within the leased stand (local telecommunication), per 1 line Connection of a telephone subscriber line within the stand leased (local telecommunication), per 1 line	8 000
	Note to clauses 2.1.3.: Local telephony includes intracity telephone conversations. Granting access to intrazone, long-distance and international telecommunication is agreed separately. The cost of connection includes: connection of one subscriber line with an unlimited local telephone traffic, installation, channel testing and granting necessary data to the customer for independent equipment adjustment. Connections according to clause 2.1. are made for the Event period (4 (four) days). In case connection is for a longer period the coefficient 1.5 is used.	
2.2.	Connection (Granting unlimited access to Internet) to the network of telematic services and data transmission at a speed of:	
2.2.1.	2 Mbit/s	15 000
2.2.2.	4 Mbit/s	20 000
2.2.3.	20 Mbit/s	45 000
2.2.4.	100 Mbit/s	85 000
2.2.5.	Connection of additional IP-address	2 000
2.2.6.	Connection (granting access) to the network of telematic services and data transmission on Wi-fi technology at a speed of up to 1 Mbit/s, per 1 day	1 500
	Note to clause 2.2.: The cost of connection includes: installation, channel testing and granting necessary data to the customer for independent equipment adjustment. Connections according to clauses 2.2.1.-2.2.4, are made for the Event period (4 (four) days). In case connection is for a longer period the coefficient 1.5 is used. Connection according to clauses 2.2.1. – 2.2.4. on open area is made to the extent technically feasible. Thus the tariff increases by 50%. Granting of the password for authorization for one device is assumed by the Clause 2.2.6. Operating capability at equipment operation on a frequency of 2,4GHz is not guaranteed	
2.3.	Internal communication channels for the Event period	
2.3.1.	Organization of 100 BaseTX high-speed communication channel	23 000
2.4.	Internal physical lines for the Event period	
2.4.1.	Organization of a computer network at the Participant's stand, per 1 port	4 000
2.5.	Wi-fi access point	12 000
	Note to clause 2.5.: One Wi-Fi access point is to be leased assuming twenty at a time on-line units. While ordering a WI-FI access point, please additionally order a wire connection to the Internet with speed ratio at your choice (clauses 2.2.1.-2.2.4.). Operating capability at equipment operation on a frequency of 2,4GHz is not guaranteed.	
2.6.	Lease of computers and office equipment, per 1 day	
2.6.1.	office personal computer (system unit, monitor, keyboard, mouse manipulator)	4 000
2.6.2.	laser printer	2 000
	Note to section 2.: Services under section 2 are provided by Flexline-N Limited Liability Company, the license No. 122141, 122146, 122142, 122147 of the Ministry of Communications of the Russian Federation.	
3. SERVICES OF EXPERTS AND ATTENDING PERSONNEL		
3.1.	Translation services	
3.1.1.	Consecutive interpretation services, European languages, per 1 day (8 hours).	10 000
3.1.2.	Consecutive interpretation services, Oriental and non-core languages, per 1 day (8 hours).	12 000
3.1.3.	Services of interpreter of any European, Oriental and non-core languages for simultaneous interpreting, per 2 interpreters per 1 hour. Minimum time for granting service: 4 hours	15 000
	Note to clause 3.1.3.:	

	At least two translators of the ordered language will be work in the booth.	
3.1.4.	Consecutive interpretation services for official opening, (formal event interpretation), per 1 hour. Minimum time for granting service: 4 hours.	Negotiated price
	Note to clause 3.1.: If the eight-hour workday exceeded, service should be rendered with tariff rate increase by 50%. Services should be rendered after payment in full only.	
3.2.	Services of models, promoters, stand-assistants etc.	Negotiated price
3.3.	Individual guarding, 1 guard per hour:	
3.3.1.	Material values guarding (continuous shift shall make up at least 12 hours):	
a)	in rooms of exhibition halls in the afternoon (from 8 a.m. till 8 p.m.)	550
b)	in rooms of exhibition pavilions at night (from 8 p.m. till 8 a.m.)	600
c)	on open exhibition areas	650
3.3.2.	Pass control at stand-up parties, presentations and similar events (continuous shift shall make up at least 12 hours)	600
3.3.3.	The ticket collector on entering the room where exhibition arrangements are being held, per 1 ticket collector per hour (continuous shift shall make up at least 12 hours)	550
	Note to clause 3.3.: Security services are to be rendered by the companies having the relevant contracts with "Crocus Expo" and a license to carry out security activities.	
3.4.	Cloakroom and check-room services , per 1 cloakroom attendant and per 1 hour. Minimum order: 4 hours and 2 cloakroom attendants. (One cloakroom attendant for max. 350 cloak-room tickets).	350
4.	CLEANUP, REMOVAL OF WASTE, ADDITIONAL SERVICES	
4.1.	Leasehold of diesel generator P800P1 , capacity 640 kW, for to provide excess power consumption during Event running under taking into account diesel fuel costs and diesel operator's performance , RUR/ day	120 000
4.2.	Dismounting (installation) of solid-glass doors in entry elements of an exhibit hall for exhibit items transport to foyer of Exhibition centre halls, per 1 doorway	50 000
4.3.	Dismounting of automated access control systems turnstiles with subsequent restoring installation, per entrance room of one exhibit hall	150 000
4.4.	Rent of turnstiles (for outdoor use) , per 1 unit per 1 day	300
4.5.	Rent of street module for point-of-sale terminal , per 1 unit per 1 day	10 000
4.6.	Storage of balloons filled with gas, per 1 balloon a day:	
a)	up to 12 l inclusive	500
b)	up to 55 l inclusive	1 000
	Note to clause 4.6.: Containers filled with gas should be transported to storing place in specially equipped accommodations and back by efforts of Exhibitor.	
4.7.	Cleaning, garbage and waste disposal	
4.7.1.	One-time cleaning of 1.0 sq. m of a stand	50
4.7.2.	One-time cleaning of passes between stands of closed and open exhibition area of the Event, per 1.0 sq. m	30
4.7.3.	Utilization of stand equipment and removal of bulky waste, per 1.0 cu m	2 000
4.7.4.	Removal of waste arising at demonstration of exhibits in action, per 1 container 150 l in volume	600
4.7.5.	Container (8.0 cu m) for removal of bulky waste, packages and tare, per 1 container	9 000
4.7.6.	Putting in orders for bulk refuse container (27.0 cu m) and setting up at the load allocations	25 000
	Note to clause 4.7.: Conditions of this item should be applied to wastes subject to burial on solid domestic waste landfills. Burial of waste with any special measures for its collection, utilization and transportation to be observed, should be extra agreed.	
4.8.	VIP-parking voucher for Participants, per 1 voucher	
4.8.1.	For days of installation and dismantling	4 000
4.8.2.	For the Event period	7 000
4.8.3.	For the Total event period	8 000
4.8.4.	For one day of the Total event period	3 000
	Note to clause 4.8.: VIP-parking voucher for Participants shall not be subject to exchange or return.	

4.9.	Lease of workplace on the registration counter, per 1 place a day	2 000
	Note to clause 4.9.: The service means granting a place for one person, both with the possibility of computer connection and granting a chair and without it.	
5. OVERTIME USE OF THE EXHIBITION AREAS		
5.1.	Overtime use of exhibition areas for installation works, per 1.0 sq.m of a stand per hour	
5.1.1.	Indoor exhibition areas	300
5.1.2.	Open exhibition areas	150
	Note to clause 5.1.: Minimum ordered period of overtime use of exhibition areas makes up 2 hours. In case exhibition areas are used overtime during the period from 8 p.m. of the last day of installation till 8 a.m. of the first day of the Event period the tariff is increased by 100%.	
5.2.	Overtime use of exhibition areas for dismantling works, per 1.0 sq.m of a stand per hour	
5.2.1.	Indoor exhibition areas	3 000
5.2.2.	Open exhibition areas	1 500
	Note to clause 5.2.: Minimum ordered period of overtime use of exhibition areas makes up 2 hours.	
6. LOADING AND UNLOADING WORKS AND TRANSPORT SERVICE		
6.1.	Autofreights (classification):	
6.1.1.	Exhibition freights, exhibits:	
a)	on pallets, per 100 kg (at least 300 kg)	2 000
b)	not on pallets, per 100 kg (at least 300 kg)	3 000
c)	furniture and household equipment for stands, per 1.0 cu m (at least 3,0 cu m)	2 500
6.1.2.	Other freights:	
a)	materials for construction of stands, per 1.0 cu m (at least 3.0 cu m)	2 500
b)	equipment and tools for construction of stands, per 100 kg (at least 300 kg)	2 000
c)	reusable tare, per 1.0 cu m (at least 3.0 cu m)	2 500
	Note to clause 6.1.: At calculations each started 100 kg of the actual weight are considered as full 100 kg, each started cubic meter of the actual volume is considered as full cubic meter. In controversial cases Crocus Expo shall reserve the right to carry out settlements at the current rate based on the ratio 100kg=0.33 cubic meter.	
6.2.	Freight in containers, per 1 container	
6.2.1.	Container up to 20 foots	35 000
6.2.2.	Container up to 40 foots	60 000
	Note to clause 6.2.: Removal (loading) of the container with contents of the arrived truck (to the truck) in one direction, not including unloading of the contents. Transportation of the empty container to the storage place and backwards is included.	
6.3.	Self-propelled exhibits	
6.3.1.	Reception of self-propelled exhibits arrived under their own power or on the transport platform, per unit:	
a)	wheel transport	2 000
b)	caterpillar transport	8 000
6.3.2.	Reception of self-propelled exhibits with the use of the mobile ramp of Crocus Expo, per unit	11 000
6.4.	Handling of freights in the warehouse, warehousing	
6.4.1.	Freight delivery from the stand to the warehouse and backwards:	
a)	per 100 kg	1 500
b)	per 1.0 cu m	3 000
6.4.2.	Freight warehousing, per 1.0 cu m, per day (at least 5,0 cu m):	
a)	open warehouse	350
b)	sheltered warehouse	550
	Note to clause 6.4.: Classification of delivered freight is made according to clause 6.1.	
6.5.	Movement of reusable tare from the stand to the warehouse, its storage during the Event period and its delivery back to the stand, per 1.0 cu m	3 000
6.6.	Additional services	
6.6.1.	Edging of freights and tare for self-deliverye, per 1.0 m:	Negotiated price

6.6.2.	Load trolley for transportation of small freights, per 1 hour	2 000
6.6.3.	Truck crane up to 25 tons, per 1 hour (al least 2 hours)	Negotiated price
6.6.4.	Truck cranes with a lifting capacity of over 25 tons, per 1 hour (al least 2 hours):	Negotiated price
6.6.5.	Autoloader, per 1 hour	6 000
6.6.6.	Scaffolder (strapper), per 1 hour	3 000
	Note to clause 6.6.: Each begun hour is considered as whole when calculated. Clauses 6.6.3., 6.6.4., 6.6.5., 6.6.6. are applied only to assembly and dismantling works (removal or placing from or on pallets or podiums, movement or placing of freights at the stand), performed with application of load-lifting mechanisms.	
6.7.	Pass to the Zone of loading and unloading works for the Total event period:	
a)	car, per unit	2 000
b)	truck, per unit	5 000
c)	Car trailer, per unit	3 000
6.8.	Pass for motor transport for transportation of Participants and guests of hosted Events	
6.8.1.	Bus with 20 and more seats:	
a)	for the Total event period	17 000
b)	for the Event period	14 000
c)	for the period of installation and dismantling	8 000
d)	for one day	4 000
6.8.2.	Minibus with up to 19 seats inclusive:	
a)	for the Total event period	15 000
b)	for the Event period	12 000
c)	for the period of installation and dismantling	6 000
d)	for one day	3 000
7.	SPECIALIZED ROOMS (CONFERENCE HALLS, MEETING ROOMS AND VIP-ROOMS) FOR HOLDING OF EXHIBITION EVENTS	
7.1.	Conference halls of pavilion No. 1 for Participants of exhibition events	
7.1.1.	Conference hall No.1 (599 sq.m, 550 seats.):	
a)	1 hour	30 000
b)	½ conference day	100 000
c)	1 conference day	170 000
7.1.2.	Conference hall No. 2 (286 sq.m, 270 seats):	
a)	1 hour	15 000
b)	½ conference day	55 000
c)	1 conference day	90 000
7.1.3.	Conference hall No. 3 (295 sq.m, 300 seats):	
a)	1 hour	17 000
b)	½ conference day	60 000
c)	1 conference day	100 000
7.1.4.	Conference hall No. 4 (302 sq.m, 300 seats):	
a)	1 hour	17 000
b)	½ conference day	60 000
c)	1 conference day	100 000
7.1.5.	Joint conference halls No. 1 and No. 2:	
a)	1 hour	45 000
b)	½ conference day	115 000
c)	1 conference day	195 000
7.1.6.	Joint conference halls No. 3 and No. 4:	
a)	1 hour	30 000
b)	½ conference day	100 000
c)	1 conference day	170 000
7.2.	VIP-room of conference halls No. 1, No. 3, No. 4 of pavilion No. 1 for Participants of exhibition events (" round table" seating, 10 seats)	
a)	½ conference day	12 000
b)	1 conference day	18 000
7.3.	Conference halls pavilion No. 2 for Participants of exhibition events	
7.3.1.	Conference hall A (286 sq.m, 300 seats):*	

a)	1 hour	17 000
b)	½ conference day	60 000
c)	1 conference day	100 000
7.3.2.	Conference hall B (73 sq.m, 60 seats): **	
a)	1 hour***	6 000
b)	½ conference day	18 000
c)	1 conference day	30 000
7.3.3.	Conference hall C (127,6 sq.m, 120 seats): **	
a)	1 hour***	10 000
b)	½ conference day	35 000
c)	1 conference day	60 000
7.3.4.	Conference hall D (67,3 sq.m, 70 seats): **	
a)	1 hour***	6 000
b)	½ conference day	20 000
c)	1 conference day	35 000
7.3.5.	Conference hall E (67 sq.m, 70 seats): **	
a)	1 hour***	6 000
b)	½ conference day	20 000
c)	1 conference day	35 000
7.3.6.	Conference room F (54 sq.m, 50 seats): **	
a)	1 hour***	5 000
b)	½ conference day	16 000
c)	1 conference day	27 000
7.3.7.	Conference hall G (94 sq.m, 90 seats): **	
a)	1 hour***	8 000
b)	½ conference day	25 000
c)	1 conference day	45 000
7.3.8.	Conference hall "Blue" (723 sq.m, 600 seats):*	
a)	1 hour	38 000
b)	½ conference day	130 000
c)	1 conference day	215 000
7.3.9.	Conference hall "Red" (723 sq.m, 600 seats):*	
a)	1 hour	38 000
b)	½ conference day	130 000
c)	1 conference day	215 000
	Note to clause 7.3.: * use of specialized rooms is possible by time (per hour). ** applications are accepted at least for "½ conference day". *** applied when specialized rooms are used over periods "½ conference day" and "conference day".	
7.4.	Meeting rooms ("round table" seating) of pavilion No. 2 for Participants of exhibition events	
7.4.1.	Room No. 1 (23,5 sq.m, 10 seats)*:	
a)	1 hour**	4 000
b)	½ conference day	14 000
c)	1 conference day	25 000
7.4.2.	Room No. 3 (24,8 sq.m, 10 seats)*:	
a)	1 hour**	4 000
b)	½ conference day	14 000
c)	1 conference day	25 000
7.4.3.	Room No. 4 (22 sq.m, 10 seats)*:	
a)	1 hour**	4 000
b)	½ conference day	14 000
c)	1 conference day	25 000
7.4.4.	Room No. 6 (35,8 sq.m, 16 seats)*:	
a)	1 hour**	6 000
b)	½ conference day	20 000
c)	1 conference day	35 000
7.4.5.	Room No. 7 (49 sq.m, 16 seats)*:	
a)	1 hour**	6 000

b)	½ conference day	20 000
c)	1 conference day	35 000
	Note to clause 7.4.: * applications are accepted at least for "½ conference day". ** applied when specialized rooms are used over periods "½ conference day" and "conference day".	
7.5.	Conference halls and lobbies of the hall No. 20 of pavilion No. 3 for Participants of exhibition events	
7.5.1.	Conference rooms from No. 3-01 through No. 3-36 inclusive (150 seats in each) *:	
a)	1 hour, per 1 hall **	13 000
b)	½ conference day, per 1 hall	45 000
c)	1 conference day, per 1 hall	75 000
7.5.2.	Halls from No. 1 through No. 9:	
a)	½ halls, per 1 day	60 000
b)	1 hall, per 1 day	120 000
	Note to clause 7.5.: * applications are accepted at least for "½ conference day". ** applied when specialized rooms are used over periods "½ conference day" and "conference day".	
7.6.	Additional services to be rendered when using special-purpose premises	
7.6.1.	Lease of a chair for conferences, per 1 piece, per 1 day	200
7.6.2.	Lease of a table for registration, per 1 piece, per 1 day	1 500
7.6.3.	Furniture arrangement transformation in the special-purpose premises during the Total period of the Event running	50% of structure cost
8.	SPECIALIZED ROOMS (CONFERENCE HALLS, NEGOTIATION AND VIP-ROOMS) FOR HOLDING OF NON-EXHIBITION EVENTS	
8.1.	Conference rooms of pavilion No. 1 for Participants of non-exhibition events	
8.1.1.	Conference hall No. 1 (599 sq.m, 550 seats):	
a)	1 hour	32 000
b)	½ conference day	110 000
c)	1 conference day	180 000
8.1.2.	Conference hall No. 2 (286 sq.m, 270 seats):	
a)	1 hour	20 000
b)	½ conference day	60 000
c)	1 conference day	100 000
8.1.3.	Conference hall No. 3 (295 sq.m, 300 seats):	
a)	1 hour	20 000
b)	½ conference day	65 000
c)	1 conference day	110 000
8.1.4.	Conference hall No. 4 (295 sq.m, 300 seats):	
a)	1 hour	20 000
b)	½ conference day	65 000
c)	1 conference day	110 000
8.1.5.	Joint conference halls No. 1 and No. 2:	
a)	1 hour	45 000
b)	½ conference day	125 000
c)	1 conference day	210 000
8.1.6.	Joint conference halls No. 3 and No. 4:	
a)	1 hour	32 000
b)	½ conference day	110 000
c)	1 conference day	180 000
8.2.	VIP-room of conference halls No. 1, No. 3, No. 4 of pavilion No. 1 for Participants of non-exhibition events ("round table" seating, 10 seats)	
a)	½ conference day	12 000
b)	1 conference day	18 000
8.3.	Conference halls of pavilion No. 2 for Participants of non-exhibition events	
8.3.1.	Conference hall A (286 sq.m, 300 seats):*	
a)	1 hour	22 000
b)	½ conference day	75 000
c)	1 conference day	120 000
8.3.2.	Conference hall B (73 sq.m, 60 seats):**	

a)	1 hour***	7 000
b)	½ conference day	20 000
c)	1 conference day	35 000
8.3.3.	Conference hall C (127,6 sq.m, 120 seats):**	
a)	1 hour***	12 000
b)	½ conference day	35 000
c)	1 conference day	60 000
8.3.4.	Conference hall D (67,3 sq.m, 70 seats):**	
a)	1 hour***	8 000
b)	½ conference day	25 000
c)	1 conference day	40 000
8.3.5.	Conference hall E (67 sq.m, 70 seats):**	
a)	1 hour***	8 000
b)	½ conference day	25 000
c)	1 conference day	40 000
8.3.6.	Conference room F (54 sq.m, 50 seats):**	
a)	1 hour***	7 000
b)	½ conference day	20 000
c)	1 conference day	30 000
8.3.7.	Conference hall G (94 sq.m, 90 seats):**	
a)	1 hour***	9 000
b)	½ conference day	30 000
c)	1 conference day	45 000
8.3.8.	Conference hall "Blue" (723 sq.m, 600 seats):*	
a)	1 hour	40 000
b)	½ conference day	135 000
c)	1 conference day	220 000
8.3.9.	Conference hall "Red" (723 sq.m, 600 seats):*	
a)	1 hour	40 000
b)	½ conference day	135 000
c)	1 conference day	220 000
	Note to clause 8.3.: * use of specialized rooms is possible by time (per hour). ** applications are accepted at least for "½ conference day". *** applied when specialized rooms are used over periods "½ conference day" and "conference day".	
8.4.	Meeting rooms ("round table" seating) of pavilion No. 2 for Participants of non-exhibition events	
8.4.1.	Room No. 1 (23,5 sq.m, 10 seats)*:	
a)	1 hour**	5 000
b)	½ conference day	15 000
c)	1 conference day	25 000
8.4.2.	Room No. 3 (24,8 sq.m, 10 seats)*:	
a)	1 hour**	5 000
b)	½ conference day	15 000
c)	1 conference day	25 000
8.4.3.	Room No. 4 (22 sq.m, 10 seats)*:	
a)	1 hour**	5 000
b)	½ conference day	15 000
c)	1 conference day	25 000
8.4.4.	Room No. 6 (35,8 sq.m, 16 seats)*:	
a)	1 hour**	6 000
b)	½ conference day	20 000
c)	1 conference day	35 000
8.4.5.	Room No. 7 (49 sq.m, 16 seats)*:	
a)	1 hour**	6 000
b)	½ conference day	20 000
c)	1 conference day	35 000
	Note to clause 8.4.: * applications are accepted at least for "½ conference day". ** applied when specialized rooms are used over periods "½ conference day" and "conference day".	

8.5.	Conference halls and lobbies of the hall No. 20 of pavilion No. 3 for Participants of non-exhibition events	
8.5.1.	Conference halls from No. 3-01 through No. 3-36 (150 seats in each), per 1 hall*:	
a)	1 hour **	Negotiated price
b)	½ conference day	Negotiated price
c)	1 conference day	Negotiated price
8.5.2.	Halls from No. 1 on through 9:	
a)	½ hall, per 1 day	Negotiated price
b)	1 hall, per 1 day	Negotiated price
	Note to clause 8.5.: * applications are accepted at least for "½ conference day". ** applied when specialized rooms are used over periods "½ conference day" and "conference day".	
8.6.	Cleanup support of a non- exhibition event, per 1 person per 1 hour. Minimum time for granting service: 4 hours	1 000
9. NOTES TO ITEMS OF THE SERVICES GUIDE		
9.1.	Note to clause 3.3.: Security services on the territory of the Exhibition Center can be ordered only via "Crocus Expo". Security services are to be rendered by the companies having relevant contracts with "Crocus Expo" and a license to carry out security activities. When ordering security services a particular contract application should be drawn up; the said contract-application should be drawn up on the grounds of the commission agreement signed by "Crocus Expo" and security companies. Payment shall be made to the cash desk or to the settlement account of "Crocus Expo". A fine at the rate of 500 000 Roubles should be imposed for involvement of any third party companies for rendering security services in the grounds of the Exhibition centre.	
9.2.	Note to clause 4.7.: Any works on cleaning in the Exhibition Center should be carried out only by the Administrative department of "Crocus Expo" (hereinafter AD), directly or through accredited companies, except for the works relating to cleaning, rubbing, polishing of exhibit items. Any third party or unrestricted works on cleaning of areas on the territory of the Exhibition Center are forbidden. For violation penalty at the rate of 500 000 Roubles should be imposed.	
9.3.	Note to clause 4.7.1.: A single cleanup of the stand includes vacuum cleaning of floor covering (carpet flooring) of the stand or damp sweeping (laminated flooring, floor tiles), emptying the recycle bins.	
9.4.	Notes to clauses 4.7.3. – 4.7.6.: At the end of the working day all containers should be brought to landfill sites. Requests for waste containers with capacity of 8 and 27 cubic meters submitted during the Total running time of the Event should be fulfilled within the period of time agreed with the Administrative Department of "Crocus Expo" to the extent technically practicable.	
9.5.	Note to section 5: When placing order for Overtime use of the Exhibition Area, the minimum period should make 2 (Two) hours. If Overtime use of the Exhibition area for carrying out installation works takes place, in the period from 20:00 (08:00 pm) of last day of installation till 08:00 (08:00 am) of the first day of the Event running period the tariff should be increased by 100%. On site the Organizer should be obliged to secure the presence of his/her authorized representative, and any other persons responsible for enforcement of safety rules of the companies carrying out the works. If Overtime use of the Exhibition Area takes place shortly before beginningthe Event running period (from 20:00 (08:00 pm) to 08:00 (08:00 am), the Organizer should secure supervision of the premises (site) where the works are carrying out.	

<p>9.6.</p>	<p>Note to section 6: Those handling operations requests which have been received after 18:00 (06:00 pm) during the Total running time of the Event should be carried out if there are facilities for carrying out these works in the Transport and Logistics Department of "Crocus Expo" and if cargo is on the territory of "Crocus Expo". The goods which have been delivered out of the time prescribed by moving in\moving out schedule, handling operations schedule or order of booths development should be handling whenever possible and paid at tariff increased by 50 %.</p> <p>If handling operations are carrying out from 20:00 (08:00 pm) to 22:00 (10:00 pm) the tariff should be increased by 50%.</p> <p>If handling operations are carrying out from 22:00 (10:00 pm) to 08:00 (08:00 am) the tariff should be increased by 100 %.</p> <p>If handling operations are carrying out prior and after the Total running time of the Event, they should be paid at tariff increased by 50%.</p> <p>Those handling operations and services which are payable by bank transfer should be carried out after advance payment at the rate of 100% will be received on the settlement account of "Crocus Expo".</p> <p>When drawing up an application for performance handling operations and assembling and dismantling works involving the use of crane and special tools, the customer should be obliged to submit to the representative of the Department of Transport and Logistics of "Crocus Expo" cargo sling arrangements, instructions and other documents and the standard operating procedures enabling safe works performance and observance of on-the-job safety and safety rules, and also special handling accessories (traverses, lifting attachments, etc.) as appropriate. Representative of the Department of Transport and Logistics of "Crocus Expo" should have over-all charge with regard to handling operations and assembling and dismantling works involving the use of lifting machines.</p> <p>In case of delayed payment of handling operations and transportation services prescribed by Section 6 of the Services Reference Book, "Crocus Expo", in accordance with Articles 359 and 712 of the Civil Code of the Russian Federation, should have a right to withhold property belonging to the customer until cost of works and services of "crocus Expo" will be paid in full.</p> <p>Payment for cancelled orders:</p> <ul style="list-style-type: none"> - If the order has been cancelled at least 24 hour hours prior to the beginning of works, the customer should pay 50 % of the order cost. - If the order has been cancelled less than 24 hour hours prior to the beginning of works, the customer should pay 100 % of the order cost. 	
<p>9.7.</p>	<p>Note to clause 6.3.2.: Works should include: reception in the Handling operation zone of those self-moving exhibit which arrived on commercial vehicle. Removal of self-moving exhibit from the commercial cargo vehicle to the level of floor and moving of the self-moving exhibit from the Handling operation zone to the exposition place (or backward) should be accompanied by representative of the Transport and Logistics Department of "Crocus Expo".</p>	
<p>9.8.</p>	<p>Note to clause 6.5.: Returnable containers should be placed on a pallet and framed. The containers being stored should be moved on booths of Participants within 2 hours after termination of the Total running time of the Event. Thus the schedule of loading and dismantling works should be removed on two hours and carried out in strict accordance with the Event dismantle regulations and the departure schedule. "Crocus Expo" should not be liable for container fill (the cargo being in container).</p>	
<p>9.9.</p>	<p>Note to clause 6.6.: Assembling and dismantling by use of lifting equipment without the rigger (strapper) is not allowed. The truck crane should be ordered no less than 14 (fourteen) calendar days prior to the beginning of the Total running time of the Event.</p>	

<p>9.10.</p>	<p>Note to clause 6.7.: Pass for Participant of the Event means acquisition of a right, using his own resources, to load or unload any vehicle of particular type in the Handling operation area. For those Developers and Exhibitors who are using services of the Transport and Logistics Department of "Crocus Expo" according to items 6.1. and 6.2., entrance to the handling operation zone should be free of charge. Use of trucks equipped with loading manipulators for unloading (loading) cargo is prohibited. A penalty at the rate of 100.000 Roubles per each unit of equipment being used should be imposed in case of infringement. Standard time for presence a vehicle in the Handling operation area should make: - for light vehicles – 1 hour; - for cargo transport vehicle – 2 hours; For those vehicles which are carrying out loading (unloading) in premises of the second exhibition level, the standard of time for presence in the Handling operation area should be increased by 1 hour. Extra charges at the rate of 1.000 Roubles to be made for every incomplete 30 minutes of excess of the standard period. The Organizer should have a right to obtain 1 free pass to the Handling operation area with cargo for Directorate of the Event. Replacement the vehicle pass in the Handling operation area (for the vehicle of the same type) should be permitted once a day, from the second day of use. Passes are not subject to return.</p>	
<p>9.11.</p>	<p>Note to clause 6.8.: Parking of buses and minibuses on the territory adjoining to "Crocus Expo" is permitted from 07:00 (07:00 am) to 20:00 (08:00 pm) unless otherwise provided in the Basic contract. At any other point of time parking of vehicles on the territory adjoining to "Crocus Expo" should be allowed only on the conditions to be approved by the management of "Crocus Expo".</p>	
<p>9.12.</p>	<p>Note to sections 7 and 8: The term "special purpose premises" includes conference halls and meeting rooms located in pavilions of the Exhibition Center. There is a stationary seating in special-purpose premises in pavilions No. 1 and 2. Conference halls are furnished with tables for presidium in accordance with dimensions of the hall and chairs in accordance with the number of seats with "theatre" seating, except for conference halls "Blue Hall" and "Red Hall" ("amphitheatre" type of seating). The special-purpose premises in pavilion No. 3 with convertible sound deadening partitions are made as 3 blocks with 12 conference halls in each. There is a possibility to combine at the same time both several conference halls and two or three blocks. Each conference hall is furnished with tables for presidium and chairs in accordance with the number of seats with saturation point 150 people under the "theatre" seating. All special-purpose premises are equipped with electrical outlets rated up to 1,5 kW with possible electric equipment connection. When using special-purpose premises, the time from 10:00 (10:00 am) to 18:00 (06:00 pm) should be understood as a "conference day", 4 hours during this period as ½ of conference day. Use of special-purpose premises out of the periods specified should be made on hourly payment base. Special-purpose premises: - Are accessible for attendance 30 minutes prior to time specified in the application; - Should be cleared from attendance within 30 minutes after time of the end of the event specified in the application. Use of special-purpose premises with duration exceeding 30 minutes should be paid as the whole hour. While holding not-exhibition events in special-purpose premises during days-off and holidays and also out of the "conference day" period, the tariff should be increased by 20 %. Use of special-purpose premises for carrying out installation and deinstallation,</p>	

for preparation for catering etc. should be made on a rental basis.

Organization of banquets, stand-up parties, coffee breaks, etc. in conference halls C, "Red Hall", "Blue Hall" should not be allowed.

Any change of seating type in special-purpose premises is subject to approval by the Department of exhibition and Congress events of "Crocus Expo".

Applications for change of hall space configuration and type of seating ("class"-type, "round table"-type, etc.) in special-purpose premises of Conference hall No.3 should be handed in not later than 14 (Fourteen) calendar days prior to the beginning of the Total running time of the Event. No transformation of soundproofing partitions during the Total period of running the Event should be made.

A penalty at a rate of 100 % from cost of the service specified in the application should be paid by the Organizer to "Crocus Expo" at cancellation to use special-purpose premises during the Total running time of the Event.