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GENERAL PROVISIONS

1. The present Services Guide is a compilation of terms and costs of equipment lease and services provided to organizers, participants and builders during non-exhibition and congress events held at the Crocus Expo International Exhibition Centre (hereinafter Crocus Expo).
2. Services and equipment leasing orders procedures, terms of payment and cancellation as well as liabilities of the Parties are defined by the General Terms of Holding Non-exhibition and Congress Events at Crocus Expo, tenancy contracts on holding events, laws in force and regulatory documents.
3. Order should be submitted by the Organizer, Exhibitor or other Participant minimum 10 (ten) office days prior to the beginning of the Overall Event period save otherwise is stipulated by the Basic Contract or defined in the sections herein.
4. If the order is submitted less than 10 (ten) office days prior to the beginning of the Overall Event period the service will be subject to 50 % (fifty percent) surcharge to rates of the Services Guide save otherwise is defined in the appropriate section herein.
5. In case of refusal of the customer from the service (cancellation of the order) later than 10 (ten) office days prior to the beginning of the Overall Event period, the customer will settle property losses of Crocus Expo amounting to 50% (fifty percent) of the cost of the cancelled service in accordance with clause 3. section 310 of the Civil Code of the Russian Federation.
6. The terms of application and cancellation of the service order shall not apply if the Basic Contract or the service order for the Event holding is signed less than 45 (forty five) days prior to the commencement of the Overall Event period.
7. Each started period as of the Services Guide shall be charged as full.
8. Services provided by Crocus Expo can be provided either by Crocus Expo or by contractors with appropriate licenses and credentials.
9. Operation hours of Crocus Expo during the Overall Event period are from 08:00 till 20:00. If otherwise defined by the Basic Contract or by the Order contract the service provision (save section 5) during the period from 20:00 till 08:00 shall be further agreed and approved.
10. The tenant of the equipment leased under the terms of the Services Guide shall bear responsibility for any risk of casual death or casual damage of the equipment.
11. Rates specified herein are denominated in RUB and include 20% VAT.

		RATE (RUB)	RATE (1 DAY)
1.	ADVERTISING SERVICES		
	<u>Note to section 1.:</u>		
	1. Orders for advertising services shall be submitted to Crocus Expo at least 10 (ten) office days prior to the Overall Event period. Advertising services shall be rendered after payment in full.		
	2. Surcharge specified in section 4. of General Provisions is not applied to services specified in section 1.		
	3. Cost of medium production (clause 1.4.) and installation works (clause 1.5.) shall be paid for:		
	-with 50 % (fifty percent) surcharge in case the file for printing is submitted less than 5 (five) office days prior the order execution;		
	-with 100 % (hundred percent) surcharge in case the file for printing is submitted less than 2 (two) office days prior the order execution.		
	* the rate is applied only for services for Events with one day period of holding.		
1.1.	RENT OF ADVERTISING SPACE ON STATIONARY AND MOBILE STRUCTURES OF CROCUS EXPO		
1.1.1.	Rent of advertising space on front sides and back sides of the pavilions (including medium manufacturing, excluding installation), for the Overall Event period / up to 2 weeks, per 1 medium:		
a)	Pavilion 1 (back side) – 10,5x5,0 m	175 000 / agreed rate	
b)	Pavilions 2 and 3 (front side) – 18,0x9,0 m	425 000 / agreed rate	
c)	Pavilions 2 and 3 (front side) – 36,0x9,0 m	730 000 / agreed rate	
1.1.2.	Rent of advertising space on stationary outdoor structures (including medium manufacturing and installation) up to 1 month, per 1 medium:		
1.1.2.1.	Rent of advertising space on 2-sided billboard 5,6x2,7 m:		
a)	A-side (along MKAD)	agreed rate	
b)	A-side (central alley)	agreed rate	
c)	B-side (along MKAD)	agreed rate	
d)	B-side (central alley)	agreed rate	
1.1.2.2.	Rent of advertising space on 2-sided stele 9,2x6,9 m (alongside MKAD), (including medium manufacturing and excluding installation) for the Overall Event period/up to 2 weeks, per 1 medium:		
a)	A-side (along MKAD)	150 000 / agreed rate	
b)	B-side (along MKAD)	120 000 / agreed rate	
1.1.3.	Rent of portable structures for outdoor use on adjacent territories (excluding medium manufacturing, including installation) for the Event period, per 1 medium:		
a)	2,0x3,0 m	31 000	12 500*
b)	3,0x3,0 m	42 000	15 500*
c)	4,0x3,0 m	52 000	20 000*
d)	6,0x3,0 m	72 000	28 000*
e)	structures with triangle support, 2,0x3,0 m side	57 000	
f)	structures with rectangular support, 2,0x3,0 m side	67 000	
g)	non-standard structures (from 6,0 sq m), per sq m	agreed rate	
1.1.4.	TRITEX advertising structures for rent for indoor use (excluding medium manufacturing, including installation) for the Event period, per 1 medium:		
a)	1,0x2,8 m	10 000	4 600*
b)	2,0x2,0 m	14 000	6 000*
c)	2,2x2,5 m	17 000	7 000*
d)	4,5x2,5 m	21 000	8 000*
e)	6,7x2,5 m	27 000	10 000*
1.1.5.	Rent of advertising space on stationary light structures (including medium manufacturing and installation) for the Event period, per 1 medium		
1.1.5.1.	Outdoor structures, static placement on one side of the structure (size of the poster is 1,23x2,50 m)	15 000	
1.1.5.2.	Lightboxes in pavilions (medium size – 1,17x1,97 m):		

a)	use of static board on the front side (facing exhibition hall entrance) of the structure	30 000	
b)	use of static board on the back side (facing pavilion entrance) of the structure	22 000	
1.1.5.3.	Light structures in the passageway from Pavilion 3 to the metro station (medium size – 3,0x1,2 m)	20 000	
1.1.5.4.	Light structures in a pavilion (medium size – 1,14x2,44 m)	30 000	
1.1.6.	Flagpoles for rent (excluding flag manufacturing, including installation), for the Event Period, per 1 flagpole:	10 000	
1.1.7.	Space/permission for installation of the Organizer's/Exhibitor's advertising, information or other medium (excluding medium manufacture and installation) for the Event period		
1.1.7.1.	Outdoor grounds:		
a)	advertising site for advertising vehicle including "mobile billboards"	agreed rate	agreed rate
b)	advertising site for secured aerostatic balloon, dirigible, pneumatic figure etc.	agreed rate	
c)	other advertising structure per 1 sq m of the medium	5 000	2 000
1.1.7.2.	Pavilion grounds:		
a)	lobbies, food courts, in passageways between pavilions per 1 sq m of 1 medium	5 000	2 000
b)	exhibition halls per 1 sq m of 1 medium (not contracted space)	4 000	1 500
c)	A3 navigation racks with logo placement, per 1 pc		300
	<u>Note to clause 1.1.7.2.:</u> The clause is not valid for Events held in Crocus Congress Hall.		
1.1.8.	Rent of advertising space on roof-supporting frames and ceiling beams of registration halls for the Event period (suspended structure installation is to be paid for extra):		
a)	18,0x6,0 m (2-sided banner to be placed in the Pavilion 1), including banner manufacturing, excluding rigging works, per 1 medium	270 000	
b)	20,0x10,0 m (1-sided banner to be placed in the Pavilion 2), including banner manufacturing, excluding rigging works, per 1 medium	310 000	
c)	8,0x12,0 m (2-sided banner to be placed in the Pavilion 3), including banner manufacturing, excluding rigging works, per 1 medium	240 000	
d)	up to 20,0 sq m, excluding medium manufacturing and rigging works, per 1 sq m of 1 medium	4 000	
e)	from 21,0 sq m, excluding medium manufacturing and rigging works per 1 sq m of 1 medium	2 500	
f)	ceiling beams of registration halls (1,0x3,0 m), including medium manufacturing and rigging works, per 1 medium	22 000	
1.1.9.	Rent of portable advertising structures OKTANORM (indoor, excluding medium manufacturing, including installation) for the Event period, per 1 medium:		
a)	1,0x2,9 m	11 000	5 000
b)	2,0x2,9 m	17 500	6 900
c)	3,0x2,9 m	20 500	8 000
d)	4,0x2,8 m	24 000	9 000
e)	6,0x2,8 m	33 000	14 000
1.1.10	Rent of advertising space on wall panels 2,98x1,20 m of Pavilion 3 (including medium manufacturing and installation) for the Event period, per 1 medium	19 000	
1.1.11.	Rent of advertising space on metal and glass surfaces inside pavilions:		
a)	on metal surfaces of pavilions (including medium manufacturing and installation), for the Event period, per 1,0 sq m	5 500	
b)	up to 10 sq m of glass surfaces of pavilions (including medium manufacturing and installation), for the Event period, per 1,0 sq m	6 000	
c)	from 10 sq m of glass surfaces of pavilions (including medium manufacturing and installation), for the Event period, per 1,0 sq m	7 000	
1.1.12.	Above glass entrances of Pavilions 2 and 3 (including medium manufacturing and installation),		

	for the Event period, per 1 medium:		
a)	3,95x1,5 m	33 000	
b)	2,8x1,5 m	26 000	
c)	5,0 x 0,9 m	32 000	
d)	3,95x1,5 m (2-sided)	44 000	
e)	2,8x1,5 m (2-sided)	32 000	
f)	5,0x0,9 m (2-sided)	37 000	
	VIDEO ADVERTISING		
1.2.1.	Advertising on LED screens 9,2x6,9 m on the Crocus Expo grounds, per 1 day of broadcasting (00:00 – 24:00), 288 runnings a day on two screens (A-side and B-side):		
a)	video reel timing – 10 seconds		8 000
b)	video reel timing – 20 seconds		14 000
c)	video reel timing – 30 seconds		19 000
1.2.2.	Advertising on LED screens 24x9 m on the front side of Pavilion 1, per 1 day of broadcasting (00:00 – 24:00), 288 runnings a day on one screen:		
a)	video reel timing – 10 seconds		9 500
b)	video reel timing – 20 seconds		18 000
c)	video reel timing – 30 seconds		22 500
	<u>Note to clauses 1.2.1. and 1.2.2.:</u> Minimum placement period – 5 days.		
1.2.3.	Rent of advertising space on LED screens 24x9 m on the front side of Pavilion 1 (only for Organizer's information about the Event) for the Overall Event period (save dismantling period)/ up to 2 weeks, from 08:00 till 18:00 of each rent day, per 1 screen	560 000 / agreed rate	
	<u>Note to clause 1.2.3.:</u> The customer for the service in accordance with clause 1.2.3. is entitled to free video reel (up to 30 seconds) on LED screens (clause 1.2.1. or 1.2.2.) for maximum 5 (five) days during the Overall Event period. The agreed rate is set in case of an increase in the broadcast period, as well as when placing Exhibitor's videos in the Organizer block.		
1.2.4.	Rent of space on LED screens installed in pavilions from 09:00 to 19:00		
1.2.4.1.	In the lobby of Pavilion 1 (screen – 96x1 m):		
a)	placement of the Organizer's information for the Event period (applies only to placement of information related to the Organizer's Event)	155 000	
b)	placement of the Organizer's information about a participant for the Event period, per a participant (applied in addition to clause 1.2.4.1.a))	23 000	
c)	placement of promotional materials, per 1 day, per 1 advertiser	25 000	
1.2.4.2.	In the lobby of Pavilion 2 (screen – 87x1 m):		
a)	placement of the Organizer's information, for the Event period (applies only to placement of information related to the Organizer's Event)	155 000	
b)	placement of the Organizer's information about a participant for the Event period, per a participant (applied in addition to clause 1.2.4.2.a))	23 000	
c)	placement of promotional materials, per 1 day, per 1 advertiser	25 000	
1.2.4.3.	Pavilion 3, above exhibition halls 13, 14 and 15 (screen size – 17x1 m), per 1 screen		
a)	placement of the Organizer's information, for the Event period (applies only to placement of information related to the Organizer's Event)	57 000	
b)	placement of the Organizer's information about a participant, for the Event period, per one participant (applies in addition to clause 1.2.4.3.a))	8 500	
c)	placement of promotional materials, per 1 advertiser	14 000	
	<u>Note to clause 1.2.4.3.:</u> Each 20 seconds of broadcasting Crocus Expo's promo with the exhibition hall number (5 seconds) is broadcasted.		
1.2.5.	Permission for broadcasting of promotional materials on the Customer's technical means in registration halls, food courts and passageways between the pavilions, in the outdoor territory for the Event period, per 1 broadcasting on 1 medium	7 000	
1.3.	PERMISSION FOR PROMOTION ACTIONS AT THE CROCUS EXPO GROUNDS, FOR THE EVENT PERIOD, per 1 promoter		

a)	including distribution of advertising materials (including opinion surveys)	17 000	6 500
b)	without distribution of advertising materials, by representatives involved into navigation/visitors guidance, for the Event period, with usage of the Exhibitor's and/or Organizer's brand identity	3 500	1 000
1.4.	MANUFACTURING OF ADVERTISING MEDIUMS AND PRINTED MATERIALS, per 1 sq m		
a)	full-colour printing on banner fabrics	700	
b)	full-colour printing on banner mesh	650	
c)	full-colour printing on self-adhesive film	2 100	
d)	full-colour printing on silk	1 600	
e)	full-colour printing on paper	700	
f)	full-colour printing on translucent film	2 200	
1.5.	INSTALLATION WORKS:		
a)	installation of 1 medium, size till 20,0 sq m, per 1 sq m	460	
b)	installation of 1 medium, size over 20,0 sq m, per 1 sq m	360	
c)	replacement / reinstallation of advertising structures of Crocus Expo, per 1 structure	50% of structure rate	
1.6.	PLACEMENT OF INFORMATION DATA ON CROCUS EXPO WEBSITE (official web site of the exhibition center):		
1.6.1.	Event logo to be placed at Exhibitions Calendar page, size – 110x80 pix	5 000	
1.6.2.	Information:		
a)	about the Event at Exhibitions Calendar page, up to 50 words, single placement	5 000	
b)	additional Event at Exhibitions Calendar page	5 000	
1.6.3.	Dynamic banners on the main page / other pages, up to 1 month:		
a)	size – 234x350 pix (No. No. 2/102)	40 000/ 35 000	
b)	size – 234x350 pix (No. No. 3/103)	35 000/ 30 000	
c)	size – 234x350 pix (No. No. 4/104)	33 000/ 28 000	
d)	size – 1140x90 pix (through the website, No. 1)	95 000	
	<u>Note to clause 1.6.3.:</u> Maximum 3 (three) banners are placed in dynamic block.		
2.	COMMUNICATION SERVICES AND EQUIPMENT		
	<u>Note to section 2.:</u> 1. Telecommunication services as per section 2. are provided by Flexline-N Ltd. (Licenses No. No.167168, 167167, 167174, 185549, 182450 issued by the Federal Service for Supervision of Communications, Information Technology and Mass Media). 2. Surcharge specified in section 4. of General Provisions is not applied to services specified in section 2.		
2.1.	CONNECTION FOR THE OVERALL EVENT PERIOD (provision of unlimited access to Internet) TO THE NETWORK OF TELEMATIC SERVICES AND DATA TRANSMISSION AT A SPEED OF:		
2.1.1.	5 Mbit/sec	20 000	8 000
2.1.2.	10 Mbit/sec	30 000	12 000
2.1.3.	20 Mbit/sec	40 000	14 000
2.1.4.	50 Mbit/sec	50 000	18 000
2.1.5.	100 Mbit/sec	90 000	35 000
2.1.6.	Connection of extra IP address	2 500	
2.1.7.	Connection (access) to telematic services and data transmission with WI-FI technologies (data transmission rate up to 1 Mbit/sec), per 1 day		1 000
	<u>Note to clause 2.1.:</u> The cost of connection includes: installation, channel testing and provision of necessary data to the customer for independent equipment adjustment. Provision of the password for authorization for one device is assumed by the clause 2.1.7. The service is provided within a frequency band 5GHz (operating capability within other frequency bands is not guaranteed).		

2.2.	INTERNAL TELECOMMUNICATION CHANNELS FOR THE EVENT PERIOD		
2.2.1.	Organization of 100 BaseTX high-speed communication channel	25 000	9 000
2.3.	INTERNAL PHYSICAL LINES FOR THE EVENT PERIOD		
2.3.1.	Organization of LAN at the Participant's stand, per 1 port	4 000	
2.4.	WI-FI ACCESS POINT		
	<p><u>Note to clause 2.4.:</u> 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 rate at your choice (clauses 2.1.1.-2.1.5.). The service is provided within a frequency band 5GHz (operating capability within other frequency bands is not guaranteed).</p>		
2.5.	COMPUTER AND OFFICE EQUIPMENT FOR RENT, per 1 day		
2.5.1.	PC (system unit, monitor, keyboard, mouse) for rent		4 000
2.5.2.	Laser printer for rent		2 000
3.	SERVICES PROVIDED BY PROFESSIONAL PERSONNEL, MAINTENANCE STAFF AND SKILLED WORKERS		
3.1.	INTERPRETERS		
3.1.1.	Simultaneous interpreting of European languages per 1 day (8 hours)		agreed rate
3.1.2.	Simultaneous interpreting of Oriental and rare languages per 1 day (8 hours)		agreed rate
	<p><u>Note to clause 3.1.:</u> If the eight-hour workday exceeded, service rate is subject to 50% surcharge. Services are only provided against full payment.</p>		
3.2.	FASHION MODELS, PROMOTERS, STAND ATTENDANTS AND ETC.		agreed rate
3.3.	INDIVIDUAL SECURITY, per 1 security guard/hour		
3.3.1.	Provision of set of measures for material values guard (continuous shift consists of minimum 12 hours):		
a)	in pavilion premises during day time (from 08:00 till 20:00)	800	
b)	in pavilion premises during night time (from 20:00 till 08:00)	900	
c)	at outdoor grounds	1 000	
3.3.2.	Admission control (continuous shift consists of minimum 12 hours)		
a)	inside exhibition pavilions	800	
b)	on outdoor grounds	1 000	
	<p><u>Note to clause 3.2.:</u> Security services are provided by contracted with Crocus Expo companies with appropriate licenses and credentials.</p>		
3.4.	CLOAKROOM AND CHECK-ROOM SERVICES		
3.4.1.	Pavilion 1, one cloakroom attendant/a day (3 cloakroom attendants)		19 000
3.4.2.	Pavilion 2, one cloakroom attendant/a day (2 cloakroom attendants)		13 000
3.4.3.	Pavilion 3:		
a)	one cloakroom/a day on the ground floor (3 cloakroom attendants)		19 000
b)	cloakroom/a day on the second floor (2 cloakroom attendants)		13 000
c)	Congress Hall cloakroom/a day (3 cloakroom attendants)		19 000
3.4.4.	Extra cloakroom attendant/a day		7 000
3.4.5.	Cloakroom extra hour, from 20:00 to 23:59		1 100
3.4.6.	Cloakroom attendant/hour. Minimum order – 4 hours/2 cloakroom attendants (maximum 350 coat-check stubs/cloakroom attendant)	530	
	<p><u>Note to clause 3.4.1-3.4.5.:</u> Cloakroom opening hours – from 08:00 till 20:00.</p>		
4.	CLEANING, WASTE REMOVAL, EXTRA SERVICES		
	<p><u>Note to section 4.:</u> 1. If the order for the service stipulated in clauses 4.5.1.1. – 4.5.1.4. is submitted less than 10 (ten) office days prior to</p>		

	the beginning of the Overall Event period the service will be subject to 50 % (fifty percent) surcharge. 2. Surcharge specified in section 4. of General Provisions herein is not applied to services specified in clauses 4.5.1.5., 4.5.2. – 4.5.7., 4.6., 4.7., 4.9, 4.11. – 4.13.		
4.1.	DISMANTLE (INSTALLATION) OF SOLID-GLASS DOORS OF ENTRY ELEMENTS OF THE EXHIBIT HALL FOR EXHIBITS DELIVERY TO CROCUS EXPO PAVILION FOYER, per 1 doorway	50 000	
4.2.	DISMANTLE OF AUTOMATED ACCESS CONTROL SYSTEM TURNSTILES WITH SUBSEQUENT RESTORING INSTALLATION, per entrance to one exhibition hall	150 000	
4.3.	RENT OF OUTDOOR MODULE FOR POS TERMINAL, per 1 unit per 1 day		13 000
4.4.	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
	<u>Note to clause 4.4.:</u> Containers filled with gas should be transported to storing place in specially equipped accommodations and back by Exhibitor.		
4.5.	CLEANING, WASTE AND GARBAGE REMOVAL		
4.5.1.	Stand cleaning (built up space):		
4.5.1.1.	One-time dry cleaning per 1,0 sq m of the stand		100
4.5.1.2.	One-time wet cleaning per 1,0 sq m of the stand		150
4.5.1.3.	Daily dry cleaning per 1,0 sq m of the stand		300
4.5.1.4.	Daily wet cleaning per 1,0 sq m of the stand		450
	<u>Note to clause 4.5.1.:</u> One time cleaning of stand includes vacuum cleaning of carpeting or wet cleaning (laminated flooring, floor tiles) including disinfect treatment, disinfect of contact surfaces, emptying of waste bins. Daily cleaning of stand includes one-time cleaning every day during the Event period. The cost is calculated on the stand space criterion.		
4.5.1.5.	One time contact surfaces disinfect, per 1,0 sq m	100	
	<u>Note to clause 4.5.1.5.:</u> When ordering several (periodic) treatments, the minimum interval shall be two hours		
4.5.2.	Urgent cleaning, per 1 call	1 000	
	<u>Note to clause 4.5.2.:</u> An urgent cleaning means cleaning (up to 10 sq m) to remove waste produced during advertising actions, presentations, various exhibits and stand equipment damage and etc.		
4.5.3.	Cleaning of passes between stands of indoor and outdoor exhibition area of the Event during the Event period, per 1,0 sq m of gross space of the Event/day	1,5	
	<u>Note to clause 4.5.3.:</u> Removal of waste from passes is made to containers for subsequent disposal. Containers are to be ordered and paid for extra.		
4.5.4.	Disposal of stand fitting materials and collection of bulk waste, per 1 cubic m	2 000	
4.5.5.	Collection of waste produced by operating exhibits/equipment, per 150 liter-container	1 000	
4.5.6.	Container for bulk waste, packaging and empties (8 cubic m), per 1 container	16 000	
4.5.7.	Container for bulk waste (27,0 cubic m) with installation on the loading site	41 000	
	<u>Note to clauses 4.5.4.-4.5.7.:</u> 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.		
4.5.8.	Cleaning Event support, per 1 cleaner/hour. Minimum service period – 4 hours.	700	

4.6.	PASSENGER CAR PARKING PASSES FOR EXHIBITORS TO VIP PARKING LOT, per 1 pass		
4.6.1.	Passenger car for the Event period	9 000	
4.6.2.	Passenger car for one day of the Overall Event period		3 500
	<u>Note to clause 4.6.:</u> VIP parking passes for passenger cars are not subject to change or return. Car pass for advertising transportation mean is charged in accordance with clause 1.1.7.1.a herein.		
4.7.	PASS FOR BUSES INTENDED FOR TRANSPORTATION OF PARTICIPANTS AND GUESTS OF THE EVENT, per 1 day		5 000
4.8.	LEASE OF WORKPLACE ON THE REGISTRATION COUNTER, per 1 place/day		1 500
	<u>Note to clause 4.8.:</u> Each place at the reception counter is numbered and has a width of 0.8 to 1.0 m. The place is designed to accommodate one person, a chair is provided. To accommodate computers, printers and other office appliances, as well as printed materials and handouts, two places or more can be leased, the possibility of electrical connection is provided.		
4.9.	RETRACTABLE BELT BARRIERS (belt length – 2,0 m) FOR RENT, per 1/day		1 000
4.10.	MOVABLE BARRIERS RENT (for outdoor areas), per a barrier/day		400
4.11.	Arch metal detector for personal inspection for rent, per unit.		7 500
4.12.	SPECIALIST SERVICES FOR ENTRY TO LOADING/UNLOADING ZONE		
a)	per 1 hour (from 20:00 to 08:00)		700
b)	per 12 hours (from 20:00 to 08:00)		8 000
4.13.	OVERTIME USAGE OF LOADING ELEVATORS AT NIGHTTIME (from 20:00 to 08:00) per 12 hours		6 000
5.	OVERTIME USE OF EXHIBITION AREA		
	<u>Note to section 5.:</u> 1. Minimum ordered period of overtime exhibition area leasing is 2 (two) hours. The cost is calculated on the total space criterion. 2. Surcharge specified in section 4. of General Provisions herein is not applied to services specified in section 5. 3. In case of overtime exhibition area leasing specified in clause 5.1. in the period from 20:00 of the last build-up day till 8:00 of the first Event period day the rate is subject to 100% (hundred percent) surcharge.		
5.1.	OVERTIME USE OF EXHIBITION AREA, per 1,0 sq m/hour (save cases specified in clause 5.2. herein)		
5.1.1.	Indoor exhibition area, daytime from 08:00 to 20:00	320	
5.1.2.	Outdoor exhibition area daytime from 08:00 to 20:00	160	
5.1.3.	Indoor exhibition area, nighttime from 20:00 to 08:00	350	
5.1.4.	Outdoor exhibition area nighttime from 20:00 to 08:00	175	
5.2.	OVERTIME USE OF EXHIBITION AREA FOR THE EVENT DISMANTLING AFTER THE OVERALL EVENT PERIOD, per 1 sq m of build up space/hour		
5.2.1.	Indoor exhibition area	3 000	
5.2.2.	Outdoor exhibition area	1 500	
6.	HANDLING AND TRANSPORTATION SERVICES		
	<u>Note to section 6.:</u> 1. Surcharge specified in section 4. of General Provisions herein is not applied to services specified in section 6. 2. Handling services specified in section 6., save clauses 6.3., 6.5., 6.6.1., 6.7., 6.8., are paid for: - when held at nighttime (from 20:00 till 22:00) are subject to 50 % (fifty percent) surcharge; - when held at nighttime (from 22:00 till 08:00) are subject to 100 % (hundred percent) surcharge; - when held during periods prior and after the Overall Event period are subject to 50 % (fifty percent) surcharge.		
6.1.	TRUCK CONSIGNMENTS (CLASSIFICATION)		
6.1.1.	Exhibition goods:		

a)	exhibits and related goods, per 100 kg (minimum 300 kg)	3 000	
b)	furniture, per 1,0 cubic m (minimum 3,0 cubic m)	3 500	
6.1.2.	Other goods:		
a)	stand fitting materials, per 1,0 cubic m (minimum 3,0 cubic m)	3 500	
b)	equipment and tools for stand construction, per 100 kg (minimum 300 kg)	3 000	
c)	reusable empties, per 1,0 cubic m (minimum 3,0 cubic m)	3 500	
	<u>Note to clause 6.1.:</u> Each stated 100 kg of actual weight shall be charged as full 100 kg; each started cubic m of actual volume shall be charged as full cubic m. In case of doubt as to declared weight Crocus Expo leaves the right to make cubic m calculations on the basis of 100 kg = 0,33 cubic m		
6.2.	CONTAINER CONSIGNMENTS, per 1 container		
6.2.1.	up to 20 foot container	40 000	
6.2.2.	up to 40 foot container	65 000	
	<u>Note to clause 6.2.:</u> Unloading/loading of container from/to arriving truck, excluding unloading of container contents. The rates herein include container delivery to/from warehouse.		
6.3.	SELF-PROPELLED CONSIGNMENTS		
6.3.1.	Receipt of self-propelled consignments (self-propelled or on a transport platform), 1 per unit:		
a)	wheel transport	3 500	
b)	full-track transport	10 000	
c)	water craft	agreed rate	
d)	aircraft	agreed rate	
6.3.2.	Receipt of self-propelled consignments with the use of Crocus Expo mobile ramp, per 1 unit	10 000	
6.4.	HANDLING AND STORAGE OF CONSIGNMENTS AT WAREHOUSE		
6.4.1.	Delivery from stand to warehouse and backwards:		
a)	per 100 kg	2 500	
b)	per 1,0 cubic m	3 500	
6.4.2.	Storage per 1,0 cubic m/day (minimum 5,0 cubic m):		
a)	outdoor storage	500	
b)	indoor storage	700	
	<u>Note to clause 6.4.:</u> Classification is in accordance with clause 6.1.		
6.5.	DELIVERY OF EMPTIES FROM STAND TO WAREHOUSE, STORAGE DURING THE EVENT PERIOD, DELIVERY OF EMPTIES FROM WAREHOUSE TO STAND per 1,0 cubic m	4 500	
6.6.	ASSOCIATED SERVICES		
6.6.1.	Trolley for small size consignment, per 1 hour	2 500	
	<u>Note to clause 6.6.1.:</u> Trolley is a platform on wheels, 1.2 x 0.8 m, designed to transport small size consignments up to 250 kg. Delivery of consignment by means of a trolley can be made only from/to the loading and unloading areas.		
6.6.2.	Truck crane up to 25 ton capacity:		
a)	per 1 hour (minimum 2 hours)	20 000	
b)	per shift (8 hours)	agreed rate	
6.6.3.	Truck crane over 25 ton capacity:		
a)	up to 32 ton, per 1 hour (minimum 2 hours)	agreed rate	
b)	up to 32 ton, per shift (8 hours)	agreed rate	
c)	up to 40 ton, per 1 hour (minimum 2 hours)	agreed rate	
d)	up to 40 ton, per shift (8 hours)	agreed rate	
e)	up to 50 ton, per 1 hour (minimum 2 hours)	agreed rate	
f)	up to 50 ton, per shift (8 hours)	agreed rate	
g)	up to 70 ton, per 1 hour (minimum 2 hours)	agreed rate	
h)	up to 70 ton, per shift (8 hours)	agreed rate	
i)	up to 90 ton, per 1 hour (minimum 2 hours)	agreed rate	

j)	up to 90 ton, per shift (8 hours)	agreed rate	
6.6.4.	Forklift truck		
a)	per 1 hour	8 500	
b)	per shift (8 hours)	agreed rate	
6.6.5.	Handler (slinger):		
a)	per 1 hour	4 000	
b)	per shift (8 hours)	agreed rate	
	<u>Note to clause 6.6.:</u> Each started hour is charged as full. Clauses 6.6.2., 6.6.3., 6.6.4., 6.6.5. apply only for build up and dismantling works (removal or placing from or on pallets or podiums, movement or placing of freights at the stand), executed with hoisting devices order.		
6.7.	PASS TO THE MATERIAL HANDLING AREA:		
a)	car, per 1 unit	3 500	
b)	truck, per 1 unit	6 500	
c)	car with trailer, per 1 unit	6 500	
d)	Extra period of parking, per 30 minutes	1 000	
	<u>Note to clause 6.7.:</u> The pass is valid for the Event's build up and dismantling periods. During the Event period the admission of exhibitors' vehicles are subject to approval by the Organizer. Each started 30 minutes is charged as full.		
6.8.	USAGE OF CROCUS CITY TERRITORY (trucks parking in the territory for more than a day), per a day	10 000	
	<u>Note to clause 6.8.:</u> Each started day is charged as full.		
7.	SPECIAL-PURPOSE PREMISES (CONFERENCE HALLS AND MEETING ROOMS) FOR EVENTS HOLDING, FULL SEATING CAPACITY		
	<u>Note to section 7.:</u> 1. Installation/dismantling works, including installation of audiovisual equipment, preparation for catering services, etc. are made under the rent terms and conditions. 2. In case of cancellation of the order specified in clauses 7.1. – 7.7. during the Overall Event period the customer will settle property losses of Crocus Expo amounting to 100% (hundred percent) of the cost of the cancelled service.		
7.1.	CONFERENCE HALLS, PAVILION 1		
7.1.1.	Conference hall A (166 sq m, 150 seats):**		
a)	per 1 hour***	17 000	
b)	per ½ conference day	50 000	
c)	per 1 conference day	83 000	
7.1.2.	Conference hall B (85 sq m, 70 seats):**		
a)	per 1 hour***	15 000	
b)	per ½ conference day	42 000	
c)	per 1 conference day	70 000	
7.1.3.	Conference hall C (143 sq m, 130 seats):**		
a)	per 1 hour***	18 000	
b)	per ½ conference day	55 000	
c)	per 1 conference day	88 000	
7.1.4.	Conference hall D (111 sq m, 100 seats):**		
a)	per 1 hour***	16 000	
b)	per ½ conference day	45 000	
c)	per 1 conference day	72 000	
7.1.5.	Conference hall E (256 sq m, 250 seats):*		
a)	per 1 hour	19 000	
b)	per ½ conference day	66 000	
c)	per 1 conference day	110 000	
7.1.6.	Conference hall F (300 sq m, 300 seats):*		
a)	per 1 hour	21 000	

b)	per ½ conference day	70 000
c)	per 1 conference day	118 000
7.1.7.	Conference hall G (300 sq m, 300 seats):*	
a)	per 1 hour	21 000
b)	per ½ conference day	70 000
c)	per 1 conference day	118 000
7.1.8.	Combined conference halls F и G (600 кв. м, до 600 чел.):*	
a)	per 1 hour	36 000
b)	per ½ conference day	118 000
c)	per 1 conference day	203 000
	<p>Note to clause 7.1.: * Conference hall leasing is possible on terms of hourly payment. ** Minimum lease period is ½ conference day period. *** Applied only to special-purpose premises leasing over the periods “½ conference day” and “1 conference day” including installation/dismantling works and installation of audiovisual equipment, preparation for catering services, etc.</p>	
7.2.	MEETING ROOMS, PAVILION 1 (round table seating)	
7.2.1.	Meeting room No.1 (28 sq m, up to 10 seats):	
a)	per ½ conference day	16 000
b)	per 1 conference day	21 000
7.2.2.	Meeting room No.2 (28 sq m, up to 10 seats):	
a)	per ½ conference day	16 000
b)	per 1 conference day	21 000
7.2.3.	Meeting room No.3 (26 sq m, up to 10 seats):	
a)	per ½ conference day	16 000
b)	per 1 conference day	21 000
7.2.4.	Meeting room No.4 (25 sq m, up to 10 seats):	
a)	per ½ conference day	16 000
b)	per 1 conference day	21 000
7.3.	CONFERENCE HALLS, PAVILION 2	
7.3.1.	Conference hall H (286 sq m, up to 300 seats):*	
a)	per 1 hour	20 000
b)	per ½ conference day	67 000
c)	per 1 conference day	113 000
7.3.2.	Conference hall J (98 sq m, up to 80 seats):**	
a)	per 1 hour***	9 000
b)	per ½ conference day	23 000
c)	per 1 conference day	42 000
7.3.3.	Conference hall K (94 sq m, up to 90 seats):**	
a)	per 1 hour***	11 000
b)	per ½ conference day	32 000
c)	per 1 conference day	53 000
7.3.4.	Conference hall L (127,6 sq m, up to 120 seats):**	
a)	per 1 hour***	12 000
b)	per ½ conference day	40 000
c)	per 1 conference day	67 000
7.3.5.	Conference hall M (67,3 sq m, up to 70 seats):**	
a)	per 1 hour***	7 000
b)	per ½ conference day	23 000
c)	per 1 conference day	40 000
7.3.6.	Conference hall N (67,3 sq m, up to 70 seats):**	
a)	per 1 hour***	7 000
b)	per ½ conference day	23 000
c)	per 1 conference day	40 000

7.3.7.	Conference hall P (54 sq m, up to 50 seats):**	
a)	per 1 hour***	6 000
b)	per ½ conference day	19 000
c)	per 1 conference day	30 000
7.3.8.	Conference hall Blue (723 sq m, up to 600 seats):*	
a)	per 1 hour	37 000
b)	per ½ conference day	126 000
c)	per 1 conference day	200 000
7.3.9.	Conference hall Red (723 sq m, up to 600 seats):*	
a)	per 1 hour	37 000
b)	per ½ conference day	126 000
c)	per 1 conference day	200 000
	<p>Note to clause 7.3.: * Conference hall leasing is possible on terms of hourly payment. ** Minimum lease period is ½ conference day period. *** Applied only to special-purpose premises leasing over the periods “½ conference day” and “1 conference day” including installation/dismantling works and installation of audiovisual equipment, preparation for catering services, etc.</p>	
7.4.	MEETING ROOMS, PAVILION 2 (round table seating)	
7.4.1.	Meeting room No.5 (30 sq m, up to 10 seats):**	
a)	per 1 hour***	7 000
b)	per ½ conference day	22 000
c)	per 1 conference day	38 000
7.4.2.	Meeting room No.6 (24,8 sq m, up to 10 seats):**	
a)	per 1 hour***	5 000
b)	per ½ conference day	16 000
c)	per 1 conference day	27 000
7.4.3.	Meeting room No.7 (22 sq m, up to 10 seats):**	
a)	per 1 hour***	5 000
b)	per ½ conference day	16 000
c)	per 1 conference day	27 000
7.4.4.	Meeting room No.8 (35,8 sq m, up to 16 seats): **	
a)	a) per 1 hour***	7 000
b)	b) per ½ conference day	22 000
c)	per 1 conference day	38 000
7.4.5.	Meeting room No.9 (49 sq m, up to 18 seats):**	
a)	per 1 hour***	7 000
b)	per ½ conference day	22 000
c)	per 1 conference day	38 000
	<p>Note to clause 7.4.: ** Minimum lease period is ½ conference day period. *** Applied only to special-purpose premises leasing over the periods “½ conference day” and “1 conference day” including installation/dismantling works and installation of audiovisual equipment, preparation for catering services, etc.</p>	
7.5.	PAVILION 3, THIRD FLOOR HALL FOR CATERING SERVICES:	
a)	½ hall, per ½ day, per one day	85 000/160 000
b)	1 hall, per ½ day, per one day	160 000/300 000
	<p>Note to clause 7.5.: **1/2 conference day: means a period of 6 hours from 08:00 to 20:00</p>	
7.6.	PAVILION 3, CONFERENCE HALLS AND CONGRESS CENTRE HALLS	agreed rate
	<p>Note to clause 7.6.: If an application is submitted later than 5 (five) office days before the Overall Event period, the services are subject to technical availability.</p>	
7.7.	MEETING ROOM, PAVILION 3 (round table seating, 80 sq m, 14 seats) *	
a)	per 1 hour**	11 000

b)	per ½ conference day	33 000
c)	per 1 conference day	55 000
	<p><u>Note to clause 7.7.:</u> * Minimum lease period is ½ conference day period. ** Applied only to special-purpose premises leasing over the periods "½ conference day and "1 conference day including installation/dismantling works and installation of audiovisual equipment, preparation for catering services, etc.</p>	
7.8.	CONFERENCE PACKAGES FOR HOLDING NON-EXHIBITION EVENTS	
7.8.1.	Conference package 1, theatre seating, up to 300 seats	200 000
7.8.2.	Conference package 2, theatre seating, up to 600 seats	315 000
7.8.3.	Conference package 3, amphitheatre seating, up to 600 seats	390 000
	<p><u>Note to clause 7.8.:</u> Conference package content:</p> <ul style="list-style-type: none"> • Conference hall rent from 9:00 to 19:00 • audiovisual equipment (sound amplification, projector, microphone) • electrical connection up to 5 kW • cloakroom, cloakroom attendant (if available) • two desks at the registration counter • placement of own advertising medium up to 1x2 sq m • two passes to the loading/unloading area • garbage collection up to 1 cubic m • possibility to place 5 navigation posts without logo • area in the lobby for catering, small-scale buildup and technical area (if possible) • personal manager 	
7.9.	ASSOCIATED SERVICES	
7.9.1.	Conference chair for rent, for the Overall Event period, per 1 chair	300
7.9.2.	Registration table for rent, for the Overall Event period, per 1 table	2 500
7.9.3.	Change of seating in special-purpose premises during the Overall Event period	50% of the special purpose premise cost