

MITEX 2024

5. – 8. November 2024
Expocentre, Moscow

TECHNICAL MANUAL for Constructors

INTERNATIONAL TRADE FAIR
Fairground "Expocentre", Pavilions 2, 3, 7, 8 and "Forum"



Organized by:



MEET YOUR BUSINESS

Contact Information

Euroexpo Exhibitions & Congress Development, Vienna

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For technical questions, standard and individual stand constructions please contact:

Mr. Kirill Gavrilin

Technical Manager
Stand Construction

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EXPOCENTRE

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Tel.: + 7 (499) 795-37-99, 795-39-46
Fax: + 7 (495) 605-72-10
E-mail: centr@expocentr.ru
<http://www.expocentr.ru/en/>

Expocentre's general contractor is [ExpoConsta, ZAO](#)

1st Krasnogvardeisky Proezd, 1
Moscow, Russia, 123100
Tel.: + 7 (499) 795 39 03
Fax: + 7 (499) 795 28 44
E-mail: sales@expoconsta.ru

Communications, Audio and Video Services, Internet

Tel.: + 7 (499) 795-37-93, + 7 (499) 256-74-44
Fax: + 7 (499) 795-27-23
E-mail: telcom@expocentr.ru

Expowestrans, ZAO

Expocentre's General Forwarding Agent
Freight and forwarding services, customs brokerage
Krasnopresnenskaya Nab., 14, Str. 2
Moscow, Russia, 123100
Tel.: + 7 (495) 605 6650
Fax: + 7 (495) 2539584
E-mail: ewt@ewt.ru
www.expowestrans.ru

Exhibition Schedule

Exhibition Assembly / Exhibition Operating Schedule / Dismantling of Exhibition

Dates	Time	Activity
November 2, 2024	20:00 – 00:00	Stand set-up
November 3, 2024	00:00 – 20:00	Stand set-up
November 4, 2024	8:00 – 20:00 9:00 – 19:00	Stand set-up Check-in (for exhibitors)
November 5, 2024	10:00 –18:00 12:00	Official opening hours Opening ceremony
November 6 – 7, 2024	10:00 –18:00	Official opening hours
November 8, 2024	10:00 –16:00 16:00 16:00 –20:00	Official opening hours Closing of the exhibition Dismantling
November 9, 2024	8:00 – 20:00	Dismantling

The hall administrator must sign the letter for equipment entry/removal after completion of dismantling. In case an exhibitor/builder leaves the booth/parts of the booth after dismantling, a penalty based on 200 EUR per square meter of the booth area will be collected from the participating company.

Booth Construction

General conditions:

Included in the cost with the order of an unequipped exhibition space are:

1. The exhibition row space only;
2. 10 kW power supply.

For more complete information, see section "Connection of Service Lines to a Booth".

Unequipped Space / Construction of an Exclusive Booth via Euroexpo

Euroexpo has an enormous experience in exhibition stands design and construction. Our individual approach to each project, combined with the many years of work experience ensure that our stand design has prime quality, affordable solution and meets all customer's expectation.

Our company ensures compliance with all technical requirements, including documentation, admission and all necessary authorizations of exhibition center's authorities. We help you to deal with transportation, costumer clearance procedures, fire department regulation etc.

To order an individual stand, please contact:

Euroexpo Vienna:

Mr. Kirill Gavrilin

Tel.: +43 1 230 85 35 39

Fax: +43 1 230 85 35 50/51

Email: k.gavrilin@euroexpo-vienna.com

Unequipped Space / Construction of an Exclusive Booth via another stand constructor:

The height of construction in the pavilions is limited to 6 meters (a suspension is possible to a height of more than 6 meters), in the zones of ventilation 3 meters.

Nearly information you can find here: <https://www.expocentr.ru/en/fairgrounds/>

The installation by exhibitors by their own efforts or utilization by exhibitors of outside stand constructors for assembly-dismantling and artistic or graphic design work is possible **only** on the condition of the construction of **exclusive** exhibition booths.

By **exclusive** is understood a booth for the assembly of which other materials (wood, wood laminates, fiberboard, fabric etc.) are used and double deck booths. Booths which are executed from exhibition constructs, which embody individual design developments in the assembly and require assembly of exhibition designs of a non-standard type and dimension also may be regarded as **exclusive**.

Lining of panels, application of logos, increasing the height of the walls, the use on a booth of pendant (brackets, suspension, etc.), electrodynamic structures, external fascias and similar additional components do not move a booth into the exclusive category.

Important: Companies who have ordered an unequipped space must, without fail, fill out and send to the EuroExpo CJSC company's maintenance department an information card about the builder. Otherwise, the building company will not be given access for assembly.

Companies who have ordered an unequipped space must pay special attention to "Fire Safety Rules" and to "Regulations for electrical operations". These rules must be followed both in the design and in the construction of your booth.

If you have ordered an unequipped space, please, provide a copy of this "Technical Manual" to the constructors of your booth.

We remind you that the design of your booth must necessarily make provision for a floor covering and for back and side walls (if existing) not less than 2.5 meters high. The booth (parts of the booth) must not extend beyond the limit of the area being occupied by you. The placing of inscriptions, logos or other information on the parts of your booth which are facing adjoining booths is not permitted. The back parts of booths which are visible from aisles or neighboring booths must be decorated properly. On performing assembly operations, it is necessary to remember that storage of equipment and materials is allowed only within the confines of the rented space.

The use of silicate glass at a height greater than 1.8 meters from floor level to the upper edge of the glass being installed is prohibited. It is permitted to use a special TRIPEX type of glass at the indicated height.

Construction of exclusive booths should be performed by components in a high stage of readiness, which have undergone preliminary assembly and painting at the manufacturing facilities of the builder. Joining, sealing and painting the seams of prefabricated components is permitted only after first covering the floors in the aisles with a protective film in the exhibition halls. The use of stationary circular saws, grinders that are not equipped for dust extraction, open fire and welding operations are categorically forbidden. Fastening of booth components to the walls or floor is not permitted. Extension cords may be plugged into the 220V sockets for small electrical tools during assembly. The connection of booths to these sockets is prohibited.

Upon violation of these rules, the assembly of the booth may be stopped until the elimination of the deficiencies committed.

The area in the pavilion must remain in original form (without construction waste, adhesive tape, etc.) after dismantling of the booth. Otherwise, a report is drawn up. A penalty in the amount of 400 EUR per square meter is imposed on the participating company.

Important: You must present a copy of the order designating an accountable person (first name, middle name, last name and cell phone number), who will be responsible for the assembly and dismantling of the booth, which has been certified by the director of the construction firm, and an information card about the builder two weeks before the start of assembly.

You must present the booth plan (booth design, color draft, technical drawing indicating heights, location of electrical instruments and places for supply and drainage of water) and actual use of

electricity to the Euroexpo CJSC company's maintenance department not later than two weeks before the start of assembly.

Before starting assembly, make certain that your booth is located in the place which corresponds to the plan and corresponds to the design's metric area. Otherwise, in view of an inaccuracy in the position of your structures relative to the whole layout, you will have to dismantle and repeat assembly of the booth at your own expense.

Contacts:

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Mr. Kirill Gavrilin
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Email: k.gavrilin@euroexpo-vienna.com

Euroexpo Moscow:
Mr. Andrey Ivanov
Email: andrey6515@mail.ru

Construction of a two-story booth

We bring to your attention the fact that, in the construction of a two-story booth, the area of the second floor is paid for according to the existing prices (Conditions of Participation in Exhibitions).

Documents for the construction of a double deck booth need to be coordinated with the [EXPOCONSTA](#) Company not later than 45 working days before the start of assembly operations at the exhibition.

Load-Bearing Construction:

- load-bearing double deck construction must have a static calculation of load-bearing capacity;
- the podium must sustain a load of **500 kg/m²**;
- podium parts that absorb the load of the load-bearing construction of the double deck booth must sustain **2500 kg/m²**;
- the floor of the second deck must sustain a load of **350 kg/m²**;

Enclosed Booth Construction:

- enclosed second deck constructions must have a height no less than **1100 mm** from the floor level of the second deck and prevent the possibility of various objects falling;
- enclosed second deck constructions must sustain a side load of **100 kg/m²**;
- the walls of the second deck in which lightweight fillings are used must have a rigid safety filling at a height of **1100 mm** from the floor level of the second deck and sustain a side load of **100 kg**;
- the wobbling gap of walls, railings and frames must not exceed **5 mm**.

Stairs:

- a booth's main stairway can be only regular stairs, the use of a spiraling staircase is possible as an auxiliary stairs;
- the width of the staircase must be not less than **900 mm**;
- the load which is absorbed by the staircase must be **500 kg/m²**;
- the width of a stair step is not less than **250 mm**;
- the staircase's angle is not greater than **36 degrees** from the horizontal axis;

- if the height of a staircase is greater than **450 mm**, handrails must be provided;
- handrails must be **1100 mm** high and sustain a side load of **100 kg**.

Booth Artistic Design:

- the use of silicate glass at a height greater than 1,800 mm from the hall's floor level to the upper edge of the glass being installed is prohibited in a booth's design;
- a special glass is used for booth's designed of silicate glass - TRIPLEX.

Fire Prevention Requirements:

- fire safety requirements must be fulfilled in the design of double deck booths according to the standards and the fire safety rules that are in effect.
- double deck booth is to be equipped with mandatory fire prevention warning sensors with signal output to the corresponding services and with a fire extinguisher

List of Documents Necessary for Obtaining Permission for the Assembly and Artistic Design Work at the Expocentre CJSC

Only organizations which have entered into a contract with the [EXPOCENTRE CJSC](#) general contractor [EXPOCONSTA CJSC](#) are allowed for assembly work.
We ask that you consult the following [EXPOCONSTA CJSC](#) personnel for technical control service:

Expoconsta

Technical Control Department

1st Krasnogvardeisky Proezd, 1

Moscow, Russia, 123100

Tel.: +7 499 795 39 03; +7 499 795 28 44

E-mail: sales@expoconsta.ru

Web: http://www.expoconsta.ru/eng/tech_control.php

Contacts:

Mr. Maksim Safronov. E-mail: safmax@expoconsta.ru

Mrs. Tatiana Kajgorodova. E-mail: stk@expoconsta.ru

Mr. Nikita Gromov. E-Mail: gromov@expoconsta.ru

Permission is given according to the results of the examination of a booth's technical documentation, which is done on a commercial basis.

The cost of work performed is determined in accordance with the [EXPOCONSTA CJSC](#) price list. Prices for the cost of work and services rendered are determined on the condition of the presentation of technical documentation and documents for the right of execution of the work:

- Earlier than 15 days before the start of assembly operations at the exhibition (the undertaking) for one-story booths;
- Earlier than 45 days before the start of assembly operations at the exhibition (the undertaking).

On delivery of documentation in the period from 15 days to 3 days (for a one-story booth) and from 45 to 15 days (for a two-story booth) before the start of assembly, the cost of the work being fulfilled and the services rendered increases by 50%. On the delivery of documents in a period of less than 3 days (for a one-story booth) and from 15 and up to 6 days (for a two-story) before the start of assembly operations, the cost of fulfilling the work increases by 100%.

Transport entry onto the Expocentre CJSC Grounds

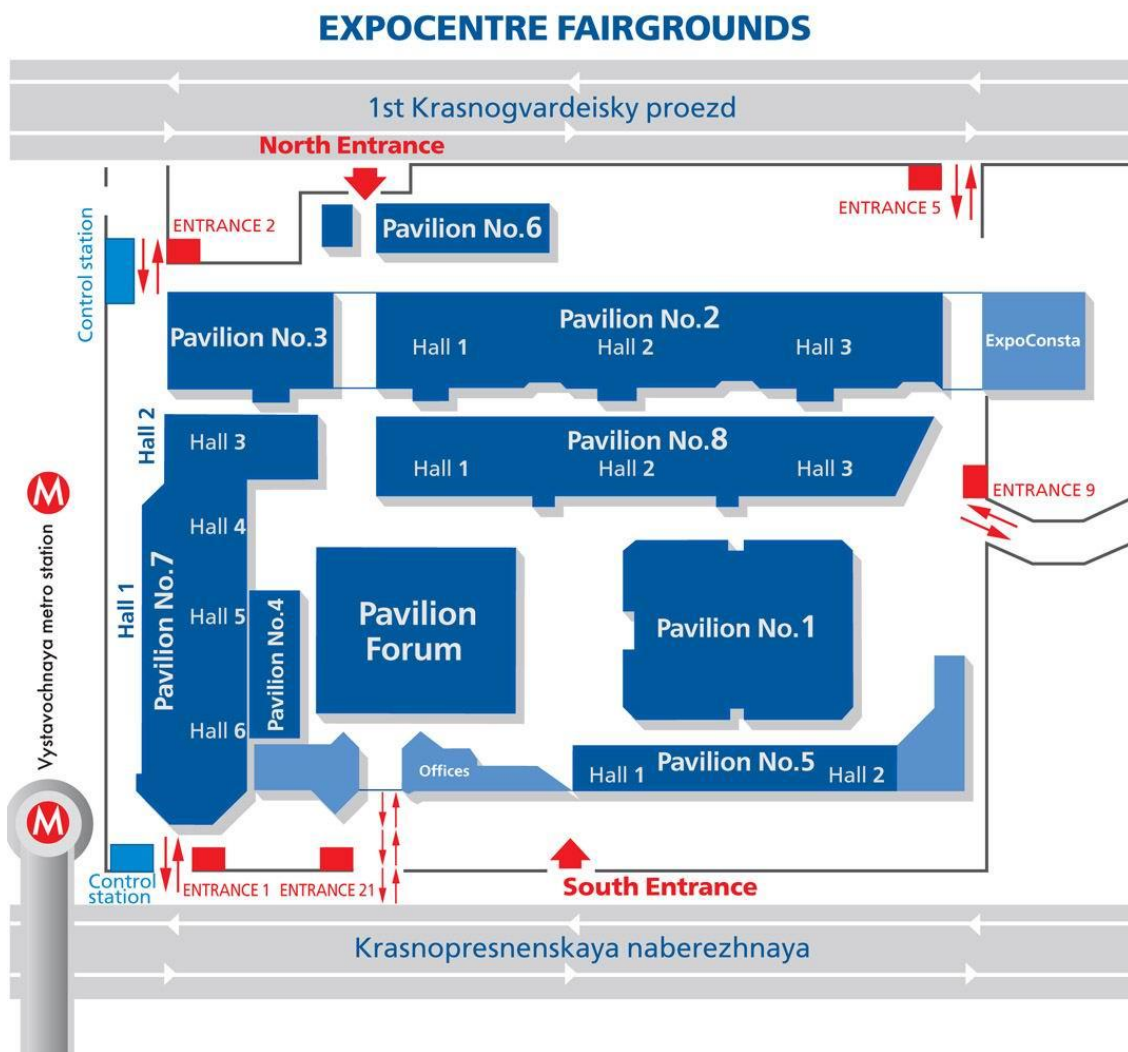
1. A general power of attorney or a power of attorney to obtain a one-time pass for a vehicle driver-forwarder, or for a cargo attendant, shall be prepared, together with two copies of a check-in letter for the inbound/outbound carriage of exhibits. The check-in letter must be prepared on a corporate letterhead, or on a waybill, and must be affixed with the company seal and the signature of a senior executive.
In addition to the exhibits and equipment, house wares and household appliances that are being brought in must be listed.
2. A pass shall be obtained from the attendant at the Front Control Station (FCS) by means of presenting him or her with the general power of attorney or the power of attorney for obtaining a one-time pass, as well as one copy of the check-in letter, and stating the license plate number of the vehicle that will be used for the inbound/outbound carriage of the equipment. The FCS attendant shall inform you of the admission time and the availability of free spaces in the loading area.
3. At the checkpoint (CP) (indicated by the FCS attendant), a completed one-time pass for the vehicle and one copy of the check-in letter shall be presented to security, in addition to which the vehicle shall undergo a security inspection. The guards shall make a note of the check-in time.
4. You shall proceed to the unloading point and shall present one copy of the check-in letter to the administrator of the pavilion in which your stand will be located. A guard shall indicate a parking space near the setup gates.
5. If you are bringing in banners, upholstery fabric, or other combustible materials/exhibits, a representative of the firefighting service (FD / fire department / No. 160) must witness a letter of inbound/outbound carriage. Certificates of compliance for combustibility, smoke generation, and toxicity must be physically present.
6. If you are bringing in plasma panels, a television set, or other audiovisual equipment, a letter must be concurred with the firm EXPOTELECOM, phone number +7 (499) 795-37-93 or +7 (499) 256-74-44 (documents – a product information card, a sales contract, a cash register receipt, etc., or if documents confirming the ownership of the equipment being brought in are not available, a paid reconciliation, must be furnished for the equipment being brought in).

Important: The use of motorized vehicles (including vehicles equipped with lifting devices) and personnel of other organizations on the exhibition area is prohibited. The official handling agent in Expocentr is JSC "ExpoWesTrans".

One hour is allotted for unloading/loading, starting from the time indicated on the pass for the vehicle.

Entry of Equipment and Receipt of Passes for Assembly/Dismantling (For Independent Builders)

Passes for setup/breakdown shall be obtained at "Service & Protocol Department" based on furnished lists of employees who will assemble/dismantle the booth indicating passport data and a valid registration in Moscow or the Moscow District (there must be a Russian Federation visa for foreign citizens in the passport).



Connection of Service Lines to a Booth

One connection to 10 kW is included in the registration fee; in the event you need power greater than 10 kW or an additional connection, you must apply to the Euroexpo technical department Moscow/Vienna (a chargeable service) see order form 6C.

We bring to your attention that the prices are indicated for connection to one power panel (switch box). The connection cost is calculated separately for each panel with a second and greater number of panels.

The booth must be equipped with a power panel which conforms to the required power, with a CB (circuit breaker) and an incoming electrical cable (flexible, copper, five-wire, and a cross section not less than 6 mm) which is calculated for the required power and is long enough (nearly 30 linear meters). The electrician installing the electrical equipment at the booth must have a group access not lower than 3 (according to Russian categories). The wiring impedance will be measured after completion (a chargeable service, request to EXPOCONSTA CJSC.) After that, the booth will be connected to the power supply. In the event you need water connection/drainage, a single load of water, a suspension point or additional power, we ask you to turn to the Euroexpo technical department Vienna/Moscow (see the order form for additional equipment 6C/6D).

Delivery of Freight

Our recommended forwarding agent provides a package of freight, forwarding, customs and broker's services at fairs, exhibitions and other events in Russia and abroad.

DMW Logistics, LLC

Presnenskaya Nab., H.8, b.1, accom 484C, room 1
123112 Moscow

Tel.: +7 495 234-50-66, +7 495 234-56-51

Contact: Mrs Marina FILIPPOVA (Head of Exhibition Department)

Handy: +7 915 224-47-27

e-mail: marina.filippova@dmw-expo.ru

Web: <https://dmwgroup.ru/en/>

The assignment of freight handling services for foreign exhibitors is carried out safely and smoothly by the official freight forwarder of the fair. The Organizers are not responsible for any problems/troubles (transportation and customs clearance of the exhibition goods) caused by contracting another forwarding agency.

Please do **NOT** send any courier to the exhibition!

Cleaning

During assembly/dismantling of the exhibition, every day there will be cleaning of the aisles (of minor construction waste).

Every morning, before the exhibition opens for visitors, cleaning of the **AISLES** between the booths will be performed. The waste left by you the evening before, in front of the booth, must be packed in a plastic bag.

Cleaning of the booths is **not included** in the booth's cost. If you need to order cleaning, you can fill out order FORM C.

Security

During assembly/dismantling as well as during the exhibition the pavilion is locked at 8:00 p.m. and unlocked at 8:00 a.m. and security service is given during this time.

Unfortunately, thieves have been operating recently on the grounds of exhibition centers. To ensure security of exhibits, we suggest having at least one employee of your firm attending the booth during assembly and the exhibition.

We also earnestly recommend that you NOT leave during the exhibition without the supervision of valuable things, documents and money.

If needed, you can order a private guard by contacting "[ServiceExpo](#)":

Tel.: +7 (499) 795 -3992, -2563, -2637, -3986

E-Mail.: usluga@expocentr.ru

Fire Safety Regulations

Fire safety rules which have been established on the grounds of the exhibition complex.

1. The exhibition's management renders the pavilions (the facilities) for holding exhibitions in a suitable condition and guarantees basic fire safety conditions taking into consideration construction standards and regulations.
2. Exhibition participants bear responsibility for fire safety and observance of fire prevention measures during assembly, operation and dismantling of fairs and exhibitions.
3. The exhibition's management and local fire protection agencies exercise control over the execution of the present regulations.
4. Exhibition participants beforehand, but not later than a month before the beginning of assembly operations, are obligated to present to the EXPOCENTRE Closed Joint Stock Company (CJSC) fire unit information about all radioactive, combustible and highly explosive materials and exhibits for acceptance of appropriate agreed safety measures. The entry of the materials and exhibits indicated above without the permission of the EXPOCENTRE CJSC is not permitted.
5. Stationary booth structures may be assembled from conventional building materials (with the usual class of inflammability.) Fireproof and materials that are difficult to light must be used for decorating booth spaces, offices, podiums and enclosures. All combustible materials must be treated with a flame retardant. The use of drapery materials of combustible plastics which have not been treated with a flame retardant is not allowed. The use of combustible synthetic trim materials in evacuation

routes (in the halls, vestibules, corridors and in stairwells) is forbidden. Documentation which characterizes the degree of material combustibility must be presented for all materials being used in booth construction.

In the construction of two-story, two-tiered exhibition booths and display booths which have increased danger of fire, the latter must be equipped with additional fire alarm sensors, which are connected to the exhibition complex's fire alarm console (a paid service.)

Certificates of fire safety must be presented for all booth materials used in the organization of exhibits.

6. Carpets and carpet strips being used in the pavilions must be fastened solidly to the floor, around the perimeter and at the joints. They must be assembled from material that is difficult to ignite (will not catch fire from burning cigarettes or matches.)
7. Approaches to the pavilions (halls) must be free during assembly and dismantling of exhibits. Transportation boxes, packing and similar materials and equipment being used must be removed immediately from the pavilions.
8. It is prohibited to place thresholds and turnstiles in the passages for evacuation and movement of visitors. Aisles for visitors must be not less than 3 meters and ensure circular movement, and also free access to evacuation aisles, power panels, fire cabinets and other firefighting equipment. Stairwells, emergency exits, aisles, corridors and lobbies must be kept constantly free of any objects which interfere with the movement of people.
9. In the event fire cabinets or power panels are located in the area of an exhibition booth, free access to them must be ensured (the use of decorative curtains or other drapery which does not interfere with instantaneous access is allowed.) The use of a the special "ПК" symbol [PK – Fire Cock] must be used in similar masking of fire cabinets (it will be drawn on the curtain or drapery and must be distinguished easily from the aisle.)
10. It is forbidden to place displays from combustible materials or to locate offices and office furniture in stairwells or beneath flights of stairs.

Penalties will be levied against exhibition participants, including the representatives of foreign firms, in accordance with established procedure, for violation of fire safety regulations by agencies of the State Fire Inspectorate in accordance with Russian Federation laws.

Regulations for Executing Electrical Operations

Regulations for electrical operations which have been established on the grounds of the exhibition complex:

1. **A license** is needed for wiring operations for the right to perform the respective work.
2. All wiring must be carried out observing the prevailing "Regulations for the Technical Use of Consumer Electrical Installations" (RTUCEI); "Regulations for Equipment Safety" (RES); "Regulations for Electrical Installations" (REI); "Fire Safety Regulations in the Russian Federation and Building Standards and Regulations" (BSR). At the same time, special requirements need to be fulfilled which are stipulated by the peculiarities of exhibition undertakings.
3. **Each stand-alone electrical installation (booth, electrical junction, etc.) must have a separate short circuit and overload protection device (power panel and a CB - circuit breaker) with the estimated operating current of the installation.**

This apparatus must be installed in an accessible place at a height of 1.8 meters from floor level.

4. All electrical operations in the booths of individual builders must be made under the supervision of an electrician with no less than third access category. A document for an insulation resistance test is presented before connection of booths to the exhibition center's electrical circuit and the document is signed about delimitation of responsibility.
5. All electrical operations in the booths of individual builders must be made under the supervision of an electrician with an access clearance not lower than three. A document for an insulation resistance test is presented before connection of booths to the exhibition center's electrical circuit and the document is signed about delimitation of responsibility.
6. **All power panels which are required for wiring of an internal electrical circuit to the booths of individual builders must be equipped with a circuit breaker (CB). The feed cable from a booth's power panel to the point of connection to the exhibition center's electrical circuit is provided by the builder. The mandatory requirement for the cable is the presence of 5 strands, flexible, copper, not less than 30 linear meters long, and a cross section of 6 mm.**
7. The electrical feed cable from the electrical access to the protection apparatus must be protected from mechanical damage (in the wire, spiral wrap hose, jacket, etc. with sequential *clamping*)
8. Junctions of the branchings of wire and cable strands must be soldered (welded) or bolted using clamps. A junction using twisted joints, and also building up (lengthening) of the electrical wire using terminal blocks is not allowed.
9. Connection of a booth is undertaken only upon observance of the above-enumerated requirements
10. Monitoring of the observance by personnel of the safety requirements lies with the representatives of the assembly organizations from the moment of personnel access for electrical operations.

Information about a structure for hanging inside a pavilion

Exhibition _____

Firm's Name _____
(exhibitor)

Firm's Name _____
(builder)

Pavilion Number _____ Hall Number _____ Booth Number _____

Design dimensions _____
(length x width x height)

Materials _____

Structure weight _____

List and total weight of equipment being suspended in the structure (lighting equipment, advertising supports, decorative lining) _____

Total weight of equipped structure _____

Estimated number of suspension points _____

Estimated load at each suspension point _____

Estimated suspension height from the floor (according to the upper point of the structure) _____

Person responsible for design _____

Person responsible for assembly (Last name, first, middle, position)

Person responsible for assembly (cell number) _____

**The customer's firm bears responsibility for assembly and reliability of the structure, and also for organization of the fastening points in the structure.
The customer's firm bears responsibility for quality and service of its own hoists.
The suspension of additional equipment (lighting equipment, advertising supports, decorative lining) onto a suspended structure is PROHIBITED!**

I am acquainted and concur with the order of the execution of the order for the hanging and removal of structures within the pavilion. A drawing of the design (executed on the organization's letterhead) must be affixed to the letter, signed by the company manager and stamped.

Signature of manager

AGREED TO:

Please print on your company's business paper

MOVE-IN / MOVE-OUT LETTER

ЦВК «Экспоцентр»/ To the exhibition administration of "Expocentre"

От/ From _____
(название организации / Company name)

Зал/ Hall _____ Стенд/ Stand _____

Просим Вас разрешить ввоз-вывоз экспонатов на выставку/ We ask for permission to bring
our exhibits to/from the exhibition

_____ проходящую на территории ЦВК «Экспоцентр»/ which will be held at the exhibition centre
„Expocentre“ с/ from «____» _____ 20 _____ по/ until
«____» _____ 20 _____.

Список экспонатов:/ Exhibits:

1. _____ КОЛ-ВО/ Quantity _____
2. _____ КОЛ-ВО/ Quantity _____
3. _____ КОЛ-ВО/ Quantity _____
4. _____ КОЛ-ВО/ Quantity _____
5. _____ КОЛ-ВО/ Quantity _____
6. _____ КОЛ-ВО/ Quantity _____
7. _____ КОЛ-ВО/ Quantity _____

Печать Организации
Company stamp

Дата
Date

Подпись
Signature

Information card of builder

Exhibition _____

Name of company _____
(Placing order)

Name of company _____
(Builder)

Pavilion № _____ Hall № _____ Booth № _____

Telephone of participating company (office) _____

Address of participating company (office) _____

Telephone of builder company (office) _____

Address of builder company (office)

Person in charge of assembly (last, first name)

E-mail _____

Phone _____ Mobile Phone _____

Signature of manager of enterprise (placing order)
