



# EXHIBITOR'S MANUAL

**WorldSkills Kazan 2019**  
**22-27 August 2019**  
**Kazan, Russian Federation**

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## **DEAR PARTICIPANTS, Welcome to WorldSkills Kazan 2019!**

The Competition Organizers will do their best for your exhibits to be presented in the most effective way. Should you have any questions during the preparation for the exhibition, please email us at [exhibitors@worldskillskazan2019.com](mailto:exhibitors@worldskillskazan2019.com).

Here is the Exhibitor's Manual containing important information as well as technical service order forms.

For your exhibits to be uniquely presented and to fully reflect your corporate image, we offer you customized booth construction services. We will try to take all your preferences and needs into consideration in the design, and we can guarantee compliance with deadlines and quality requirements.

Order forms for additional equipment and services shall be filled in and submitted to the exhibition organizers **no later than the date specified therein**.

Orders placed through these forms shall be confirmed in the checklist.

In case you want to cancel your order, an official letter, sealed and signed by the Director General of your company, shall be sent by email at [exhibitors@worldskillskazan2019.com](mailto:exhibitors@worldskillskazan2019.com) (no later than one month before the start of the exhibition installation works).

Otherwise, the order shall be deemed accepted for execution, and relevant invoices issued to you shall be payable.

### **For the attention of the companies whose booths are constructed not by the Official Technical Operator of the Competition:**

1. Your booth design project, including overall dimensions, shall be approved by the Competition Organizer and WorldSkills International.
2. The design projects shall be submitted by email **no later than two months before the start of the installation works**. Approval time is seven business days.
3. The design shall comply with the booth design requirements **of the Competition Organizer** (see Installation Work Rules (page 12), Project Design Documentation Approval Procedure (page 14)).

Special attention should be paid to the compliance with the fire safety requirements. These rules are mandatory for all Exhibition participants. Local fire safety authorities monitor the compliance with these rules.

Please adhere to the set form submission deadlines and procedure, as later orders are accepted for an extra fee in accordance with the rules applicable within the Kazan Expo International Exhibition Centre (hereinafter Exhibition Centre):

1. If an order is placed after the specified period, the cost of services increases by 50%.
2. Orders related to significant changes to the installation works and/or the booth design and set-up, made during the installation works or operation of the Exhibition, are accepted provided that it is technically practicable and/or there is relevant staff, and for an extra fee of 100%.

Please find detailed information regarding each service at the application forms. If you have any problems or questions with filling in the forms, please email us at [exhibitors@worldskillskazan2019.com](mailto:exhibitors@worldskillskazan2019.com).

**WE LOOK FORWARD TO SEEING YOU AT WORLDSKILLS KAZAN 2019!**

## INFORMATION ABOUT THE COMPETITION

### KAZAN

Kazan is the capital of the Republic of Tatarstan, also known as the “Third capital of Russia”. It is one of the largest economic, scientific and cultural centres in the country. Kazan is located in the European part of Russia, 820 kilometers east of Moscow. About 1.2 million people – from more than 100 nationalities – live in Kazan. The city celebrated its 1,000th anniversary in 2005.

### KAZAN EXPO INTERNATIONAL EXHIBITION CENTRE

Construction of the Exhibition Centre started in March 2016.

Close proximity of the venue to the Kazan International Airport and to the WorldSkills Village creates comfortable conditions for the participants' arrival/departure and transportation. The Exhibition Centre comprises Competition Area, Exhibition Halls, Gallery, Congress Hall, Multifunctional Halls, VIP-zone, Lounge Areas, etc.

The overall area of the venue territory is 58 hectares.

Cluster A is 76,500 m<sup>2</sup>, Cluster B – 36,300 m<sup>2</sup>, Cluster C – 28,110 m<sup>2</sup>. Temporary infrastructure is 54,280 m<sup>2</sup>, carparking is 47,000 m<sup>2</sup>.

### RULES FOR THE EXHIBITORS

In general no third party can exhibit or be present at the WorldSkills Competition in any way. By third parties WorldSkills means, all parties that are neither a Global Partner, an Event Sponsors nor a supporter in a specific area (e.g. career guidance, educational laboratory) or have no relationship with WorldSkills International, WorldSkills Russia or the Competition Organizing teams.

## FOR PARTICIPANTS AT THE EXPO VILLAGE THE FOLLOWING RULES SHALL APPLY:

1. The organization must have a link to either the Competition Organizer, the Member Organization of the host country or WorldSkills International.
2. It needs to share the vision of WorldSkills and promote vocational and technical education.
3. Priorities for becoming an exhibitor are given to the WorldSkills Member countries and regions. But after a certain deadline the Competition Organizer is free to market available spaces. The deadline is agreed upon between WorldSkills International and the Competition Organizer.

4. In case an organization is a chamber, trade union, association, membership organization, or alike, and tries to showcase its own members, then such booth shall be clearly recognized as an “institutional booth” of the respective organization (governing body). Which means, that the visibility shall focus on the governing body itself, although its partners can be included on the booth (in terms of logo visibility) and of course as “partner exhibitors”.
5. Neither the exhibitor nor its partners/members (if any) can be in conflict with any Event Sponsors and/or Global Partners of WorldSkills International that enjoy a certain exclusivity.
6. The booth cannot be re-sold to a third party without prior written approval by WorldSkills (cost sharing amongst the partners is not considered as “re-selling”).

**WORLD SKILLS HAS TO APPROVE ALL EXHIBITORS AS WELL AS THE FINAL LAYOUT AND BRANDING OF THEIR BOOTHS.**

## EXHIBITION SCHEDULE:

<b>SUNDAY</b> 18 August	08:00 – 20:00	Arrival of developers, delivery of building materials, installation of booths <sup>1,2</sup>
<b>MONDAY</b> 19 August	08:00 – 20:00	Installation of booths, large-size equipment delivery and setup <sup>1,2</sup>
<b>TUESDAY</b> 20 August	08:00 – 20:00	Installation of booths, large-size equipment delivery and setup <sup>1,2</sup>
<b>WEDNESDAY</b> 21 August	09:00 – 15:00	Inspection of the site by the representatives of the Official Technical Operator of the Competition <sup>3</sup> The latest time, when the Exhibitor shall arrive at their booth
	13:00	All inventory (exhibits) shall be unpacked
	14:00	Finishing cleaning of the passages All booths (incl. equipped area) shall be ready and clean, passages clear
<b>THURSDAY</b> 22 August	08:00 – 18:00	Pavilions opening hours <sup>4</sup>
	09:00 – 17:00	Exhibition open to the public
<b>FRIDAY</b> 23 August	08:00 – 18:00	Pavilions opening hours <sup>4</sup>
	09:00 – 17:00	Exhibition open to the public
<b>SATURNDAY</b> 24 August	08:00 – 18:00	Pavilions opening hours <sup>4</sup>
	09:00 – 17:00	Exhibition open to the public
<b>SUNDAY</b> 25 August	08:00 – 18:00	Pavilions opening hours <sup>4</sup>
	09:00 – 17:00	Exhibition open to the public
<b>MONDAY</b> 26 August	08:00 – 18:00	Pavilions opening hours <sup>4</sup>
	09:00 – 17:00	Exhibition open to the public
<b>TUESDAY</b> 27 August	08:00 – 18:00	Pavilions opening hours <sup>4</sup>
	09:00 – 17:00	Exhibition open to the public
<b>WEDNESDAY</b> 28 August	08:00 – 20:00	Booth dismantling, equipment removal Vehicle access for removal of the exhibits and dismantling <sup>5,6,7</sup>
<b>THURSDAY</b> 29 August	08:00 – 16:00 16:00 – 19:45	Booth dismantling, equipment removal Wrap-up cleaning The pavilion should be vacated, equipment and booth structural components dismantled and removed <sup>5,6,7</sup>

1. It is necessary to have a signed order form for the equipment and material delivery on hand.

2. Please fill in the **WS-RS-01** order form in case overtime usage of the exhibition areas is needed. Works may only be performed upon the receipt of the confirmation and payment of the invoice for these services.

3. All the participants (or their authorized representatives), as well as representatives of the developer carrying out the installation works, shall be present at the booth area.

4. Access to the pavilion is only permitted for the exhibitors upon presentation of their exhibition participant passes. Installation works at the booth area are prohibited, installation passes are not valid. From 08:00 a.m. to 18:00 the Exhibitor Company is responsible for the safety of the exhibits.

5. It is necessary to have a signed order form for the equipment and material delivery and removal on hand.

6. All the exhibits and equipment shall be removed (except for cargo, which is to be removed on any other day pursuant to the delivery/removal schedule). Otherwise, further responsibility for their safety (or comprehensive utilization of disposable structural elements) lies with the Exhibitor Company.

7. All the construction materials, structural elements and bulk waste shall be removed from the territory of the Exhibition Centre or placed into waste containers at the expense of the Exhibitor or their developer. If necessary, developers/exhibitors shall order the service of waste collection into waste containers in advance. In case of breach of this rule, fines are imposed on the Exhibitor or their developer (see the attachment "Basic Requirements For Events at the Exhibition Centre").

## COMPETITION VENUE

Address:

International Exhibition Centre

420017, Republic of Tatarstan, Laishevsky district, Bolshiye Kabany vil., 1, Vystavochnaya St.

## PUBLIC TRANSPORT:

- Every 30 minutes special shuttle buses will run from the WorldSkills Village.
- Bus route is No.197
- From the Central Railway Station (Kazan-1), Kazan, 1, Privokzalnaya St., by Aeroexpress train to Kazan International Airport station

## TAXI:

Competition participants and guests may use accredited taxis at a fixed price. The service is available around the clock.

On arrival or for departure, it is possible to get to the city centre on the Aeroexpress train. The fare is RUB 40 (EUR 0.52).

The average cost of a taxi ride in the city is about RUB 300 (EUR 4.00).

The average cost of a taxi ride to the Exhibition Centre or the airport is RUB 500 (EUR 6.50).

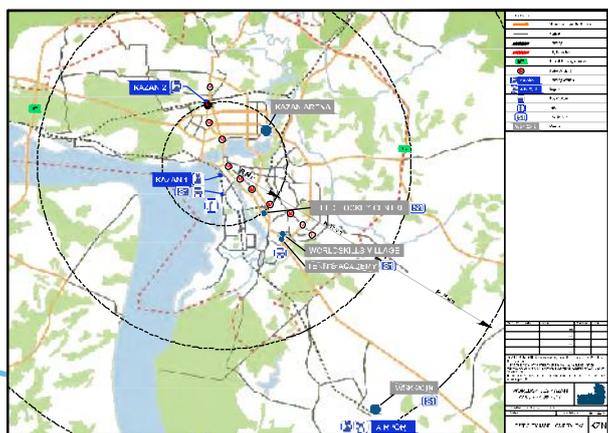
## METRO:

Kazan has a metro system with 11 stations. The cost of a trip is RUB 27 (EUR 0.35).

## PRIVATE CAR:

From the city centre: from Pushkina Street along Tikhomirnova – Prospect Universiady – Orenburgskiy Trakt, you need to go to the P-239 highway, go in the direction of the Kazan International Airport, then follow the signs.

See the Scheme of the Exhibition Centre and Exhibition Access Plan provided in this Guide.



Please note that the parking near the Exhibition Centre is time-limited. When the security perimeter is established at the Exhibition Centre, vehicles and people can access the venue on the basis of accreditation badges and vehicle passes. During the Competition (23-26 August), only accredited vehicles may access the venue at night (except for cases of emergency, upon approval of the Competition Organizers).

For private and company vehicles a special parking lot will be provided (max. 1.5 km away) with the opportunity to get to the venue by shuttle buses.

## WORKING SCHEDULE AND ACCESS TO THE TERRITORY

During the installation and dismantling periods, the pavilions are usually open from 08:00 to 20:00. On the exhibition operation days, the pavilion is usually open from 08:00. to 18:00. The Exhibition Centre halls can be accessed upon presentation of passes.

**In case of any changes to the opening hours of the exhibition halls, the Exhibitors will be informed accordingly by the Competition Organizer.**

## ADMISSION TO THE TERRITORY

Access to the territory is granted upon presentation of an accreditation badge, which gives the staff of the participant companies the right to enter the Exhibition Centre during the Installation/dismantling works and on the exhibition operation days.

## CARGO DELIVERY AND REMOVAL

For moving cargo in or out, a system of entry and departure passes is in place within the territory of the Exhibition Centre.

**Entry to the Exhibition Centre territory and usage of the participants' own cranes and lift trucks are not allowed.**

## TECHNICAL DETAILS OF THE EXHIBITION PAVILIONS AND GALLERY IN CLUSTER A

No	ITEM	CLUSTER A, PAVILION 1	CLUSTER A, PAVILION 2	CLUSTER A, PAVILION 3	CLUSTER A, GALLERY
1.	Exhibition halls details	S=5.117 m <sup>2</sup>	S=10.054 m <sup>2</sup>	S=10.054 m <sup>2</sup>	S=6.630 m <sup>2</sup>
1.1	Maximum loading capacity on the floor	q= 10 tn/m <sup>2</sup> (in the places of trays routes covered with plywood 5 tn/m <sup>2</sup> )	q=5 tn/m <sup>2</sup> (in the places of trays routes covered with plywood 5 tn/m <sup>2</sup> )	q=5 tn/m <sup>2</sup> (in the places of trays routes covered with plywood 5 tn/m <sup>2</sup> )	q= 5 tn/m <sup>2</sup>
1.2	Height to the overlap trusses	h= 12.5 m	h= 12.5 m	h= 12.5 m	Installation of suspended structures is not provided.
1.3	<b>Maximum allowed building height</b>	<b>5 m (7 m with suspension)</b>	<b>5 m (7 m with suspension)</b>	<b>5 m (7 m with suspension)</b>	<b>4 m (suspension is not feasible)</b>
2	Maximum allowed dimensions of goods transported	h=7.40 b=5.70	h=7.40 b=5.70	h=7.40 b=5.70	-
3.	Number of construction gates	3	3	3	-
3.1	Overall dimensions of the construction gate	7.5 (h) x 7,3 m 7.5 (h) x 5.8 m	7.5 m (h) x 5.8 m 5.8 m x 5.8 m	7.5 m (h) x 5.8 m 5.8 m x 5.8 m	-
4.	Overall dimensions of inter-pavilion gates	7.5 m (h) x 5,8 m 5.8 m x 5.8 m	7.5 m (h) x 5.8 m 5.8 m x 5.8 m	7.5 m (h) x 5.8 m 5.8 m x 5.8 m	-
<b>5. Floor connection capacity:</b>					
5.1	Electricity voltage 220/380 V, total exhibition hall	Number of points: 108 N=21.5kWt	Number of points: 216 N=21.5kWt	Number of points: 216 N=21.5kWt	Number of points: 216 N=21.5kWt
5.2	Running water	Points available: 180	Points available: 360	Points available: 360	-
6.	Quantity of conference halls	3 (1 floor) 10 (3 floor)	10 (3 floor)	10 (3 floor)	-
7.	Maximum load on ceiling truss, when performing suspensions	360 kg per knot	360 kg per knot	360 kg per knot	-

## TECHNICAL DETAILS OF THE EXHIBITION PAVILIONS IN CLUSTERS B,C

No	ITEM	CLUSTER B	CLUSTER C
1.	Exhibition halls details	S=36 302 sq m	S=28 108.21 sq m
1.1	Maximum loading capacity on the floor	q= 5 tn/m <sup>2</sup>	q= 5 tn/m <sup>2</sup>
1.2	Height to the overlap trusses	h= 7 m	h= 7 m
<b>1.3</b>	<b>Maximum allowed building height</b>	5 m (7 m with suspension)	5 m (7 m with suspension)
2.	Maximum allowed dimensions of goods transported	h=6	h=6
3.	Number of construction gates	10	9
3.1	Overall dimensions of the construction gate	5 (h) x 5 m	5 (h) x 5 m
4.	Overall dimensions of inter-pavilion gates	5 (h) x 5 m	5 (h) x 5 m
<b>5. Floor connection capacity:</b>			
5.1	Electricity voltage 220/380 V, total exhibition hall	Points available: 64 N=21.5kWt	Points available: 46 N=21.5kWt
5.2	Running water	Points available: 64	Points available: 46
5.2	Quantity of conference halls	90 kg per knot	90 kg per knot

## TRAVEL AUTHORIZATION, CLOSING DOCUMENTS

Travel authorization can be stamped at the Information Desk.

In order to get closing documents related to the exhibition during the exhibition installation, the company representative shall sign a certificate of acceptance at the Information Desk near the entrance to the Exhibition Pavilion

No. 2 (Cluster A).

The signatory's power of attorney and two original copies of the agreement are required to do so. Closing documents can be obtained at the Information Desk. In case of any questions related to payments, invoices and closing documents, please contact the Information Desk staff.

## TYPES OF THE EXHIBITION AREA BUILD-UP

### EQUIPPED EXHIBITION AREA

There are two options for equipped exhibition area: standard or exclusive custom booths.

### STANDARD BOOTH

The standard package of the exhibition booth is equipped in accordance with the specification and design solution provided. Exhibition booths include

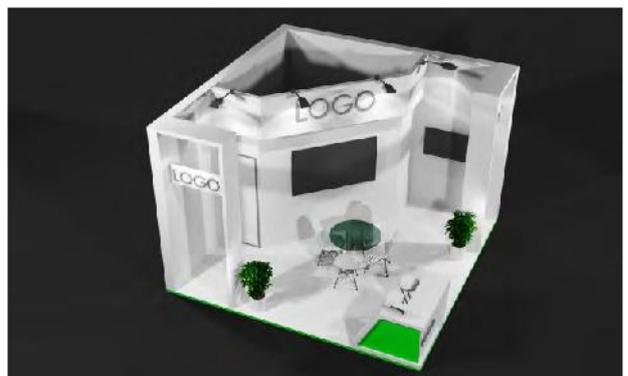
- 1.the cost of renting an exhibition space;
- 2.installation of an exhibition booth according to the proposed specification;
- 3.electricity connection;
- 4.furniture;
- 5.floral decoration;
- 6.cleaning and security services throughout the Competition.

To order the desired version of the exhibition booth, you shall fill in the order form **WS-SP-01**, where you shall specify the sequence number. Detailed information concerning exhibition booth packages can be found in the Booth Catalogue.

Booth WS001-WS002 15 sq. m.



Booth WS001-WS002-01 25 sq. m.



## Booth WS003-WS004 50 sq. m.



## Booth WS005-WS006 100 sq. m.



## CUSTOM BOOTH

Creating a unique custom booth is one of the most effective ways to increase awareness, attract new customers and have a greater impact on the public in accordance with the principles and ideologies of your brand. If you want your booth to be special through its uniqueness and original design solutions, reflect your brand identity, and display your products and services at their best, we are here to help.

Ordering a custom booth package from the Exhibition Organizers will allow you to save time, optimize your budget, and get access to a full range of high-quality services for your booth from your dedicated account manager.

High expertise and experience of the Exhibition Organizers will assist with any difficulties related to the construction of a custom booth and can guarantee your success during the Exhibition.



## UNEQUIPPED EXHIBITION AREA

Unequipped exhibition area is an area provided to the Exhibitor without any structural elements, which is organized by the exhibitor independently or constructed by a third party developer, requiring further accreditation by the Official Technical Operator of the Competition. Construction works at an unequipped exhibition area (inside and outside) shall be performed by the Exhibitor, either on their own or through a developer under an agreement.

**PLEASE provide the developer of your booth with a copy of the Exhibition's Manual.**

When planning the booth construction, it is necessary to comply with the following requirements:

1. booth design requirements of the Competition Organizer (see Installation Work Rules, Project Design Documentation Approval Procedure);
2. rules effective within the Exhibition Centre territory (see Basic Requirements For The Events).

Exhibitors may carry out installation, dismantling, and other engineering and decoration works on their own or recruit other organizations (developers) to deliver such works, provided that they install **EXCLUSIVE BOOTHS** and have a written permission of the Competition Organizer.

## BOOTH CLEANING

The rent includes the cost of cleaning of the common facilities and passages in the exhibition pavilions of Exhibition Centre, carried out once a day, and removing the contents of the wastebaskets from the booths as needed, but no more than three times a day.

If booth cleaning is needed, the participant shall order daily cleaning service additionally (**WS-AC-01**).

## ALLOWABLE SOUND LEVEL

During the Exhibition, sound level at your booth should not interfere with normal operation of other participants. Sound level exceeding 75 dB at the booth border is not allowed. In the open area, sound level shall not exceed 90 dB. In case of complaints about a high level of sound at your booth from other Exhibitors, the Organizer is entitled to require that the sound level is reduced to an acceptable volume.

**ATTENTION!** If one ignores the above provisions, the Organizer reserves the right to switch off the audio source within the territory of Exhibition Centre.

## SECURITY ARRANGEMENT

Security personnel (Private Security Company) is responsible for access control arrangements and general protection of the Exhibition Centre territory. From 20:00 to 07:00, the pavilions are closed and put under general security. Participants and representatives of third-party companies involved in the maintenance of booths are not allowed to enter or stay in the pavilions until the security system is deactivated.

The Organizer is not responsible for the safety of exhibits and other material valuables belonging to the Exhibitor. Responsibility for the safety of exhibits and personal belongings at the booth during the installation/dismantling, arrival/departure and the operation of the Exhibition lies with the participant.

For the avoidance of misunderstandings and loss of property from the booth, please ensure constant presence of the company authorized representative at the booth throughout the entire period of preparation for and operation of the Exhibition.

**In case of any changes to the opening hours of the exhibition halls, the Exhibitors will be informed accordingly by the Competition Organizer.**

## MEDICAL SERVICES

During the preparation and staging of the Exhibition, qualified medical staff will be present in the medical rooms located on the ground floor of the Exhibition Centre pavilions. In case of emergency, call 030 or 112.

## INSURANCE

1. Any Exhibitor provides an insurance covering construction and installation-related risks and third party liability at their own expense.
2. Insurance shall be effective from the start of the performance under the insurance contract until signing of an act of acceptance of services rendered/work performed.
3. The Competition Organizer shall be specified in the insurance contract as a Beneficiary in all insurance policies obtained by the Exhibitor under the contract, except for third party liability insurance.
4. If third parties are involved in the performance of any obligations, the exhibitor shall ensure that the subcontractors provide the same insurance certificate as required from the Exhibitor.
5. Such insurance is without prejudice to the Exhibitor's obligation to take all necessary measures to prevent the occurrence of an insured event. If the Exhibitor does not conclude an insurance contract covering construction and installation-related risks and third party liability, the Exhibitor shall be fully liable to third parties for any property of the Organizer, as well as health of an injury to third parties, provided that all the expenses concerning compensation of damage shall be reimbursed by the Exhibitor
6. An insurance contract covering construction and installation-related risks shall contain the following conditions:
  - availability of a third party liability insurance during the construction and installation works;
  - absence of franchising;
  - validity during the term of this contract;
  - availability of insurance covering the property (materials and equipment) accepted from the Organizer, as necessary for the Exhibitor to render services/perform works, against any damage or loss occurring for any reason during the term of this contract, including transportation of the property to the venue.
7. The Exhibitor shall provide the Organizer with a copy of the insurance contract within five business days following the receipt of the relevant request from the Organizer.

## FIRE SAFETY RULES

Compliance with the Fire Safety Rules on the territory of Exhibition Centre is mandatory for all persons (see Approval Of The Design Technical Documentation, Procedure For The Examination Of Technical Documentation Of The Booth Developed By The Developer Company). These rules should be followed by all Exhibitors when designing and constructing booths at the Exhibition.

## INSTALLATION WORK RULES

Before installation, please make sure your booth is correctly located as per the plan. Otherwise, in case of incorrect location of the Exhibitor's structural components with respect to the whole layout, the Exhibitor will have to dismantle their booth and reinstall it at their own cost.

**During the installation (before the Competition), the Exhibitor and their developer shall:**

1. keep the passages between the booths, as well as the escape routes, free of any equipment, packaging and construction materials;
2. remove all packaging, packing materials and attic stock from the territory of the exhibition complex;
3. put minor waste of construction materials and garbage into containers in the open area of the exhibition complex before 16:00 on the last day of installation, 20 August 2019.

**On the days of the exhibition operation, including the opening day, any construction works and access for installation personnel to the pavilions are prohibited.**

### **PROHIBITED ACTIVITIES:**

1. installation of any structural components in the areas where stationary electric control units, access covers, fire hose cabinets, and other engineering equipment are located;
2. performing sawing up, planing and other carpentry works related to manufacture of any structural components of an exhibition booth;
3. performing varnish-and-paint works by spraying;
4. applying paint, varnish, glue, or other hard-to-remove coating on floors, walls, and columns of the exhibition pavilions;
5. drilling holes in the floors, walls, or columns of the pavilions.

**After removing carpet coating at the end of the dismantling work, all traces of adhesive tape should be removed from the pavilion floor, and the construction debris should be put into waste containers.**

To remove large construction debris, Exhibitors and/or their developers shall order a container at their own expense. All losses related to any damage to the structural components of the pavilion, additional cleaning, and waste disposal caused by exhibitor and/or their sub-exhibitors shall be attributable to them.

A two-level booth shall be equipped with fire-warning sensors. A two-level booth shall have strength characteristics meeting the requirements of safety standards, as well as necessary certificates (see Approval Of The Design Technical Documentation, Procedure For The Examination Of Technical Documentation Of The Booth Developed By The Developer Company).

## ARRANGEMENT AND DISPLAY OF EXHIBITS

1. The weight of the exhibits of your exposition shall not exceed the floor allowable load limit (see Specifications of the Exhibition Halls).
2. The timeframe for installation and dismantling of large and heavy equipment and exhibits shall be agreed upon in advance.
3. If the demonstration of any equipment is accompanied by noise, specific smells or light effects that may cause complaints from the participants and/or visitors, it is necessary to obtain a relevant permit in advance and agree on the schedule of demonstration with the Organizers.
4. A participant shall provide for the installation of protective fences, screens, etc. to ensure the safety of participants and visitors during the demonstration of exhibits.
5. In case of waste formation as a result of equipment demonstration, a waste disposal procedure shall be agreed upon with the Organizers in advance.

**In case of any violation of the above requirements, the Organizers are entitled to disallow the demonstration of exhibits.**

## INDIVIDUAL CONSTRUCTION ACCREDITATION

Organizations that have entered into an agreement with the Official Technical Operator of the Competition are only allowed to perform installation operations. Permission to make installation and decoration works is given upon the results of the conformity control of the booth's technical documentation, which is carried out on a commercial basis.

Exhibitors that ordered an unequipped area shall provide full technical documentation to the Official Technical Operator of the Competition **no later than 14 business days** before the start of installation works, (submitting the documents at a later date is subject to an extra charge).

## INFORMATION LETTER ABOUT the DEVELOPER COMPANY (**WS-IL-01** order form)

We ask all Exhibitors, who have ordered exclusive booths from the non-accredited developer company, to fill in the Form **WS-IL-01**. Your developer company can be allowed to further approval of design and technical documentation only after you fill in this form.

### APPROVAL OF THE DESIGN TECHNICAL DOCUMENTATION

#### GENERAL REQUIREMENTS FOR EXCLUSIVE BOOTHS:

1. No part of the structure of your booth should be beyond the limits of the rented exhibition space.
2. The entire area of the booth should be covered with flooring, as well as respective walling, according to the type of ordered area.
3. The maximum permissible height of one-level and two-level booths shall comply with the "Specifications of the Exhibition halls and galleries."
4. Each booth with a podium height of more than 32 mm must be equipped with a ramp for people with disabilities.
5. External surfaces of the structure, visible from the passages between the booths and from your neighbors, should be properly decorated (only white color is allowed, without the use of logos).
6. Sides of your booth, which are open according to the general plan of the Competition, cannot be built up with blank walls, without approval of the Official Technical Operator of the Competition.
7. The total area of enclosed spaces should not exceed 50% of the total booth area.
8. Glass panels or other glass elements used in the construction of the booth must be hardened or laminated. Where the glass can be mistaken for a clear passage, such panels should be marked at eye level.
9. Each booth should be equipped with a branch-circuit panelboard with emergency circuit breaker. An electric cable with the appropriate cross-section (cable length is not less than 30 m) from the booth to the power supply should be provided. The emergency circuit breaker parameters shall correspond to the requested power of electrical connection.

**10.** All electrical appliances and equipment plugged into sockets shall be certified. Independent connection of electrical appliances into the network is considered as an independent installation and is subject to the approval by the Official Technical Operator of the Competition.

**11.** It is prohibited to attach your equipment to the booth structures, to paper the panels independently, to place the logos, to drill a hole, to hang advertising and other materials with the pins, drawing pins, and hard-to-remove tape. Official staff can support you if required.

**12.** When decorating the walls with the fabrics, banners, etc., all used materials shall have Fire Safety Certificate.

## SUSPENSION AND REMOVAL OF SUSPENDED STRUCTURES IN THE HALL

**1.** The suspended structure shall not go beyond the leased exhibition area, and the suspension holder must not touch the communications of the exhibition hall.

**2.** For accurate orientation of the structure above the exhibition booth the braces can be used, which are to be paid by the Exhibitor and/or the developer company in accordance with the form **WS-CEQ-01**.

**3.** Responsibility for assembly and strength of the structure, as well as for the arrangement of mounting points on the structure lies with the Exhibitor and/or the developer company.

**4.** If inspection of the assembled structure on the booth revealed its non-compliance with the specified technical characteristics, or if the strength and quality of the assembly are in doubt, the authorized technical operator of the Competition has the right to demand the elimination of shortcomings or refuse to the Exhibitor and/or the developer company in the performance of services on suspension.

**5.** Mounting of additional equipment (lighting fixtures, advertising media, etc.) on the already suspended structure is not allowed.

For the convenience of submission/obtaining of permits, the developer company should provide all the information to the official technical operator of the Competition.

## PROCEDURE FOR THE EXAMINATION OF TECHNICAL DOCUMENTATION OF THE BOOTH DEVELOPED BY THE DEVELOPER COMPANY:

- 1.** To submit the Form **WS-IL-01** filled in by the Exhibitor to the official technical operator of the Competition, whereupon you will receive the list of the required documents to go through the expert analysis.
- 2.** Signed and sealed documents should be submitted to the Official Technical Operator of the Competition by the representative of the developer company.
- 3.** Documents are reviewed by the technical division and fire safety service for compliance with the requirements current on the territory of the exhibition complex, within seven (7) working days, whereupon the developer company receives a certificate of approval or reasoned refusal.

## LIST OF DOCUMENTS REQUIRED FOR TECHNICAL REVIEW:

- 1.** ISO 9001 certificate;
- 2.** power of attorney on the letterhead with the stamp and signature of the head of the Exhibitor company, for which the exposition (booth) is built;
- 3.** a letter with a list of equipment and materials to be moved in and out, signed by the head of the developer company – 5 pcs;
- 4.** general view of the booth, made in isometry, signed by the head of the developer company – 2 pcs;
- 5.** a detailed exposition plan of the booth indicating the number of the booth and the total build-up area, certified by the head of the developer company – 2 pcs
- 6.** detailed electrical diagram of the booth, made in accordance with GOST 21.614-88 (ST SEV 3217-81) with indication of the power supply voltage, maximum load capacity for each unit of equipment, points of connection of electrical equipment, with a full explanation of the symbols and the scheme of power terminals and equipment of the input board, signed by the head of the developer company;
- 7.** engineering plan of the booth with the scheme of connection of water, compressed air, etc. (if it is planned by the Exhibitor) with a full explanation of the symbols, signed by the head of the developer company;
- 8.** certificates of conformity for the materials and equipment to be used;

- 9.** certificates for load-bearing structures for double-level booths; static calculation for load-bearing structures of a double-level booth with an attached positioning plan of the construction components; drawings of a double-level booth (scale 1:100) with indication of dimensions and types of sections signed by the designer and stamped by the organization that developed the booth design; static calculation should be also provided for the podiums with height of more than 1 meter and suspensions with complex design;
- 10.** fire safety certificates (report of the fire testing laboratory, Declaration of conformity) for construction and other materials, decorations, draperies, banners, equipment, etc. used in the build-up and finishing of booths (floor, walls, ceiling)
- 11.** report on fire-retardant treatment of combustible materials, decorations, draperies used in the construction of exhibition booths (expositions), stage boxes, podiums, etc., as well as a copy of the license of the Ministry of Emergency Situations of Russia issued to the organization that carried out fire-retardant treatment, and fire safety certificate for the fire-retardant compositions used by it;
- 12.** copy of the order on appointing authorized persons responsible for fire safety at the build-up of the exhibition booth (exposition), and certificates confirming their training under the program of fire-technical minimum;
- 13.** list of electrical installers, not below the 4th safety access qualification group under the current rules and regulations in the Russian Federation, participating in electrical work at the exhibition (booth), signed by the head of the developer company;
- 14.** copy of the order on appointing a person responsible for installation/ uninstallation of electrical equipment on the booth in the staff of the developer company, not below the 4th safety access qualification group under the current rules and regulations in the Russian Federation, and appointing a person responsible for the installation/installation works and safety on the booth, signed by the head of the developer company;
- 15.** copies of the certificates of electricians specified in the list, signed by the head of the developer company;
- 16.** copy of the electricians' qualification check log, signed by the head of the developer company;
- 17.** list of installers involved in installation/uninstallation at the exhibition (booth), signed by the head of the developer company – 2 pcs.;
- 18.** insurance policy (general third party liability insurance);
- 19.** guarantee letter on the removal of construction waste from the site;
- 20.** guarantee letter on the reliability and stability of the booth;
- 21.** developer company card.

Design and technical documentation should be compiled into an album and provided to the official technical operator of the Competition in 2 copies and in electronic form.

The representative of the developer company shall have a power of attorney (or a seal) to sign the contract and the report on compliance of the documentation provided by the developer company with the General conditions of participation, or shall provide the above documents with the signature, seal, and page numbering.

## BASIC REQUIREMENTS FOR THE EVENTS

### HEALTH AND SAFETY

Exhibitors, contractors and developers shall take due care of other exhibitors, visitors, and general audience with respect to health and safety in accordance with the health and safety policy documents.

### SHOW PROGRAMMES AND PRESENTATIONS AT THE BOOTH

1. Animals (except for guide dogs accompanying disabled people) are not allowed at the exhibition area.
2. As a rule, the usage of technical equipment and visual effects is not allowed. Any exceptions shall be agreed with the Organizers in advance.
3. The use of aircrafts (quadcopters, etc.), as well as moving around the exhibition area using hoverboards, scooters, electric unicycles, segways, and other means is prohibited.
4. Advertising by means of technical equipment outside the rented area is prohibited.

### COOKING AND TASTING AT THE BOOTH

Cooking and organizing tastings at the booth are possible only upon approval by the Organizer, subject to the following requirements:

1. Only electric cookers, ovens, etc. are allowed for cooking at the exhibition.
2. The booth should be equipped with a professional ventilation system using filters to neutralize unpleasant odours.
3. Open fire, smoke presence, or strong unpleasant odours are not allowed.
4. A participant shall comply with the Fire Safety Rules.
5. Tastings should be organized in compliance with sanitary norms and standards. A participant shall ensure disposal of garbage, and keep the booth and adjacent passages clean.
6. If there are complaints from other exhibitors, the Organizers have the right to suspend the process of cooking and tasting.

**TRADE AT THE EXHIBITION:** Trade at the exhibition is prohibited.

## EXHIBITION DEADLINES

- 1.** All booths shall be ready for inspection by the time specified by the Organizers, on the last day of the exhibition installation. In this regard, on the last day of the exhibition installation, all exhibitors shall be present at their booths early in the morning in order to make sure each booth has been constructed correctly and completely, as every exhibitor should equip and decorate their booth on due time.
- 2.** On the last day of the exhibition installation, all boxes and crates with the exhibits shall be unpacked and removed from the booth. Otherwise, the Organizers reserve the right to remove them from the booth at the expense of the exhibitor.
- 3.** On the last day of the exhibition, delivery of packing material to the participants' booths, or packaging and shipping of the exhibits are only allowed after the closing of the exhibition.

## ADDITIONAL SERVICES AND EQUIPMENT

All services ordered through this Manual are only provided within the official exhibition period. Any exceptions shall be agreed with the Organizer beforehand in writing.

<b>№</b>	<b>Name</b>	<b>Application form</b>	<b>Deadline for submission</b>
1	Booking the exhibition Booth package	WS-SP-01	01.06.2019
2	Custom design booth	WS-CS-01	14.06.2019
3	Suspended structures	WS-CQS-01	27.07.2019
4	Information letter about the developer company	WS-IL-01	27.07.2019
5	Technical documentation expert analysis	WS-TC-01	01.08.2019
6	Additional equipment order (media, screens, sound, furniture, floristry)	WS-AE-01	27.07.2019
7	Power supply	WS-CE-01	27.07.2019
8	Water supply	WS-CE-02	27.07.2019
9	Compressed air supply system	WS-CE-03	27.07.2019
10	Temporary staff and booth cleaning	WS-CL-01	27.07.2019
11	Security guards	WS-CL-02	27.07.2019
12	Interpreters, promotional personnel services	WS-TR-01	27.07.2019
13	Telecommunications order	WS-IN-01	01.08.2019
14	Overtime use of exhibition areas	WS-RS-01	01.08.2019
15	Loading/unloading area vehicle passes	WS-PA-01	27.07.2019
16	Loading/unloading services, transport services	WS-PA-02	27.07.2019
17	Waste disposal	WS-WD-01	27.07.2019
18	Equipment delivery and removal	WS-EQ-01 WS-EQ-02	12.08.2019
19	Furniture rent	WS-FR-01	27.07.2019
20	Floral arrangements	WS-FL-01	27.07.2019
21	AV equipment rent	WS-AV-01	27.07.2019

## POWER SUPPLY (WS-CE-01)

1. Power supply is not included in the price of the exclusive booth and to be requested by filling in the order form **WS-CE-01** (you can request power supply 5 kW and higher. Make sure you have requested the power supply that meets you needs.
2. Power supply to the booths is provided for the duration of the Exhibition. During installation and uninstallation works you should use battery-operated tools or bring your own professional extension cable and connect it to one of the outlets in the hall. In this case, please make sure to protect the extension cable from mechanical damage.
3. Power supply to the booths is connected by exhibitors (or their developer company) on their own in compliance with electrical requirements (see. "Electrical and plumbing requirements"). The booth should be equipped with a branch-circuit panelboard with emergency circuit breaker and an electric cable with the appropriate cross-section (cable length is not less than 30 m) from the booth to the power supply should be provided. The emergency circuit breaker parameters should correspond to the requested power of electrical connection.
4. If you need a 24-hour power supply for your booth, please notify the official technical operator of the Competition.
5. Connection of the Exhibitor's electrical equipment to the power supply source is made only after measuring the insulation resistance of the electrical circuit to be connected.

Power consumption – 220V (till 3 Kw) or 380V (over 5 kW).

Preferable type of plug used - CEE

## WATER SUPPLY (WS-CE-02)

1. Water supply connection is made by means of hoses with a diameter of 15 mm, water removal – by means of sewer hoses with a diameter of 38 mm or 50 mm. Hoses of different diameter and/or adapters must be provided by the Exhibitor or its developer company. They can also be ordered from the official technical operator of the Competition.
2. Connection of up to 10.0 l.m. are made with hoses, provided at no additional charge. If the connection length exceeds 10.0 l.m., hoses of the required length can be rented at an additional cost.
3. Connection of water consumers to the supplied hose is carried out by the Exhibitor or its developer company on their own and using own components and materials. Plumbing equipment with faulty valves and water drainage system is not allowed for connection.

## COMPRESSED AIR SUPPLY (**WS-CE-03**)

1. Maximum allowable pressure is 6 bar (6-8 kg/cm<sup>2</sup>). Compressed air connection is provided by means of reinforced hoses with diameter 1/2" (15 mm). Hoses of different diameter and/or adapters are provided by the Exhibitor or its developer company. They can also be ordered from the official technical operator of the Competition.
2. Connection of up to 10.0 l.m. are made with hoses, provided at no additional charge. If the connection length exceeds 10.0 l.m., hoses of the required length can be rented at an additional cost.

## ADDITIONAL EQUIPMENT, AUDIO AND VIDEO EQUIPMENT, OFFICE EQUIPMENT, FURNITURE AND FLORISTRY

### (**WS-AE-01**)

You can request for your booth the necessary additional equipment from the list provided in the Order Form **WS-AE-01**. Equipment not specified in the forms may be provided additionally upon the Exhibitor's request.

## TELECOMMUNICATIONS (**WS-IN-01**)

You can request high-speed Internet for your booth with the required connection speed by filling out in the Order Form **WS-IN-01**.

Also you can request Wi-Fi connection with max speed 512 Kbit per sec. **To use your own Wi-Fi router is not allowed.**

## LOADING/UNLOADING AREA VEHICLE PASSES (**WS-PA-01**)

1. To organize the delivery and removal of the exhibits and equipment to the halls of the Exhibition Centre, a 30-meter wide area of loading and unloading works has been allocated along the perimeter of the halls.
2. Vehicles are allowed to enter the loading and unloading area with paid passes, which can be requested from the official technical operator of the Competition by filling in the Order Form **WS-PA-01**.

## LOADING/UNLOADING SERVICES, TRANSPORT SERVICES ORDER (**WS-PA-02**)

1. Loading/unloading and rigging works are carried out during installation and uninstallation stage from 08:00 to 20:00 (with a break from 13:00 to 14:00). You can order the necessary services by filling in the Order Form **WS-PA-02**.

2. The Exhibitor can obtain detailed information about the loading and unloading of large or especially complex exhibits from the authorized forwarder of the Exhibition.
3. Removal of exhibits on the last day of the event, 27.08.2019, is allowed in agreement with the official technical operator of the Competition. Removal of large and heavy exhibits on the last day of the Exhibition, 27.08.2019, **is not allowed**.

## SUSPENDED STRUCTURES (WS-CEQ-01)

1. Placement of suspension bars on ceiling structures can be requested only via the official technical operator of the Competition and requires technical approval. Requests for suspension bars should be submitted via the Order Form **WS-CEQ-01** to the official technical operator of the Competition for further coordination of a full package of documentation on suspension bars in the relevant services. The strength characteristics of the structure, the number of suspension points and the need in winches must be agreed in advance.
2. **Suspension to the ceiling structures may be not possible in some areas of the halls.**
3. To place suspension bars on ceiling structures, the following documents must be submitted to the official technical operator of the Competition: Your documentation will be reviewed within **7 working days**.
  - 3.1 Seating plan with indication of the booth location;
  - 3.2 Design sketch for suspension bar with indication of the unloaded and loaded weight of the structure, the calculated number of suspension points, the calculated load on each point, the calculated height of the suspension above the floor;
  - 3.3 List and total weight of equipment to be suspended on the structure;
  - 3.4 Top view of the booth with indication of the location of the suspended structure;
  - 3.5 Information about the representatives of the customer company responsible for the design, installation, and safety during the installation of the suspended structure.
4. Please note that to be allowed to operate electric hoisting mechanisms (winches) and removable load gripping devices, the Russian developer companies must follow the rules and regulations established in the territory of Russia and undergo the approval procedure with the Exhibition operator.
5. For the approval of electromechanical equipment (winches) used in the construction of exhibition booths, the foreign developer companies must provide certificates for equipment and certificates of electrical personnel operating this equipment. Approval is performed on a commercial basis

6. Please provide the certificate of fire safety (combustibility group G1 and G2, flammability group B1 and B2, smoke generation ability group D1 and D2, toxicity group T1 and T2, flame spread group RP1 and RP2) for your banners and other materials.
7. If suspended structures have light and/or dynamic elements with power grids, the electrical requirements must be observed (see "Electrical and plumbing requirements").

## TEMPORARY STAFF, BOOTH CLEANING (WS-AC-01)

1. Cleaning of passages between the booths will be carried out every morning before the opening of the exhibition. The garbage left by you the day before in a plastic bag or box in front of the booth will also be removed.
2. All finishing works on your booth must be completed within the deadline set by the Organizers on the last day of installation, 20.08.2019 (see "Exhibition schedule"). Empty packages and garbage from the booth should be removed to the garbage containers at the installation gate. Failure to do that will entail additional payment by the Exhibitor for cleaning the passages adjacent to your booth.

## SECURITY GUARDS (WS-AC-02)

1. You can request for individual protection of the booth using the Order Form **WS-AC-02**.
2. During the installation/uninstallation of the Exhibition the hall is closed by security service at 20:00. During the Exhibition, the halls are sealed by security at 20:00 and opened at 07:00. Please note that your own security staff will not be allowed in the hall at night time.
3. Exhibitors are strongly advised to ensure the presence of a representative on the booth during the period when the hall is open or to request for individual security personnel for the booth. Responsibility for the safety of exhibits and personal belongings on the booths from the time of opening of the hall until its closing by security staff lies with the Exhibitor.

**In case of any changes to the opening hours of the exhibition halls, the exhibitors will be informed accordingly by the Competition Organizer.**

## INTERPRETERS AND PROMOTIONAL STAFF (WS-AC-03)

If you order additional staff, please make sure that all employees working at the booth are provided with passes to the exhibition centre.

## OVERTIME USE OF EXHIBITION AREAS (WS-RS-01)

The minimum period of use of exhibition areas for installation and dismantling works is 2 hours.

## WASTE DISPOSAL (WS-WD-01)

1. The rent includes the cost of cleaning of the common facilities and passages in the exhibition pavilions of Exhibition Centre, carried out once a day, and removing the contents of the wastebaskets from the booths as needed, but no more than three times a day.
2. Request for garbage disposal is submitted in the form **WS-WD-01**.

## EQUIPMENT DELIVERY/REMOVAL (WS-EQ-01)

1. To move in and out the exhibits and equipment not subject to customs clearance, and their possible further transfer to the official authorized forwarder for loading and unloading, please prepare a letter in 3 copies on the letterhead of your company, sealed and signed by the head:

**1st** copy of the letter is kept by the official technical operator of the Competition ;

**2nd** should be presented to the security staff at the entrance;

**3rd** is left with you for removing the items afterwards.

2. To sign letters in the relevant services, please send them to the official technical operator of the Competition.

If there are additional exhibits and/or advertising materials to be brought during the Exhibition, they must be also specified in 3 copies on the letterhead of your company, sealed and signed by the head and sent to the official technical operator of the Competition.

3. To bring exhibits and equipment, you need to leave your car in the parking lot of the Exhibition centre and have the letter endorsed in the office of the official technical operator of the Competition, located near the main entrance to the Gallery.

4. The entrance gate can be accessed on the basis of a signed letter and a pass to the loading and unloading area by direct request to the official technical operator of the Competition (if loading and unloading operations are carried out on your own) using the Order Form **WS-EQ-01**.

5. A delivery driver or person accompanying the goods shall have the power attorney made on the letterhead of the organization as per the form of the organization.

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel. (incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## 2. Custom stand design data

<b>Exhibition booth size (sq.m.)</b>	<b>Stand type</b>				<b>Doubledeck stand (upon availability)</b>
	Stand in a row <input type="checkbox"/>	Corner <input type="checkbox"/>	Semiisland <input type="checkbox"/>	Island <input type="checkbox"/>	<input type="checkbox"/>
<b>Design style (please mark required)</b>					
High-tech <input type="checkbox"/>	Office, business style <input type="checkbox"/>		Elegant, classic <input type="checkbox"/>		
<b>Exhibitor's corporate style</b>					
<b>Corporate colors (RAL, CMYK, PANTONE)</b>			<b>Corporate slogan (if exists)</b>		
<b>Please attach to this document files listed below:</b>					
<b>Corporate brand book</b>		<b>Logos in curves</b> (file format: cdr, eps, ai, pdf)		<b>Corporate promotion photos, graphics, posters etc. (if needed)</b>	
<b>Exhibition stand space distribution</b>					
<b>Open space meeting area</b> <input type="checkbox"/>			<b>VIP meeting room</b> <input type="checkbox"/>		
Number of seats		Number of seats			
Table and chairs <input type="checkbox"/>	Bar (high) tables		Meeting table <input type="checkbox"/>	Armchairs and sofas <input type="checkbox"/>	
<b>Storage room/kitchen</b> <input type="checkbox"/>					
<b>Reception zone</b> <input type="checkbox"/>		<b>Other</b>			
<b>Additional information</b>					

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019

3. Technical information

Flooring (please mark required)				
Floor rising <input type="checkbox"/>	Carpet <input type="checkbox"/>	Laminate <input type="checkbox"/>	Plastic <input type="checkbox"/>	Metal <input type="checkbox"/>
Exhibits and products displayed on a stand				
Exhibit or product type (please describe)				
Location on a stand (Showcases, podiums, rigging truss, build in a wall, mounted on the wall)				
Quantity				
Sizes and weight				
Stand connections (electricity connection set as default)				
internet <input type="checkbox"/>	Water <input type="checkbox"/>	Compressed air <input type="checkbox"/>		
Audio-Visual equipment (please specify quantity and type)				
LED screen <input type="checkbox"/>	LED TV <input type="checkbox"/>	Touchscreens <input type="checkbox"/>	Audio <input type="checkbox"/>	Video signal source <input type="checkbox"/>

Name of authorised signatory \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**EXPOS**

Expos-M LLC  
4, Meridiannaya st., Kazan, Russia  
420124. Tel.: +7 843 526 05 75  
Email: worldskills@expos-m.com

22-27 AUGUST 2019, KAZAN EXPO, KAZAN RUSSIA

Company:	
Contact person:	
Position:	
Tel (incl. country code):	
E-mail:	Mobile tel (incl. country code):
Address:	Postal code:
Country:	City:
Exhibitors product category:	
<b>Space only:</b> Min 25 sq.m. Additional services and connections not included Custom made design proposal available upon request. Please complete the form WS-CS-01	<b>Stand package:</b> Services and connections included according to stand package catalogue. Please name the required stand type

✓ Please mark

Price:USD

Exhibition space types		Standart price	Late order booking	SQ.M	Price USD
		from 01.02.2019 till 01.06.2019	from 01.06.2019 till 01.08.2019		
<input type="checkbox"/> Space only	MIN	USD 300	USD 330		=
<input type="checkbox"/> Individual stand proposal	Please fill the form WS-CS-01				=
<input type="checkbox"/> Stand package	Stand package № :				=
<b>TOTAL:</b>					

Name of authorised signatory \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel. (incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## POWER SUPPLY REQUEST

Submit by July 27, 2019

## 2. Power supply request

Connection to power and engineering networks during exhibition  
Connection to power supply source, price per 1 connection point.

Item	Price per unit in USD	Quantity	Total in USD
Up to 5 kW inclusive	150,00		
Up to 10 kW inclusive	266,00		
Up to 10 kW inclusive	466,00		
Up to 30 kW inclusive	616,00		
<b>Total sum according to the order form in USD</b>			

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.  
The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

Power supply connection rate includes power consumption.

If it is necessary to connect equipment with the capacity over 30 kW, the Exhibitor should request the number of connection points divisible by the specified equipment capacity. The Exhibitor's equipment with stated capacity over 30 kW (one point) is connected to SHR buses; in such a case, the Exhibitor should have TML cable lugs with them, DIN standard, with the required cross-section for clamping.

When connecting the Exhibitor's equipment (an exhibit unit) to the electrical connectors in outlets of the pavilion, the Exhibitor should have matching parts (plugs) for 63A electrical sockets of "ABB" 380V type. Equipment of the Exhibitor is connected to the power supply source by means of an electric cable with cross-section corresponding to its load. A cable of 30 meters minimum is provided.

**If the deadline for submitting the order form is not met: from 28 July 2019 an additional 50% will be payable. During installation works and the Competition an extra charge of 100% will be due.**

If the request is placed and submitted to the official Competition technical operator, the Exhibitor agrees to pay for the requested services in full. **ATTENTION: the request is executed only upon receipt of the complete amount to the settlement account of the official technical operator of the Exhibition. The funds shall be received in the settlement account by 30 July 2019, latest.** Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.

Signature : \_\_\_\_\_ Date signed : « \_\_\_\_\_ » 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel. (incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## CONNECTION TO PLUMBING NETWORK DURING EXHIBITION

Submit by July 27, 2019

## 2. Connection to plumbing network during exhibition

Connection of one unit of the Exhibitor's technological equipment to hot and cold water supply system without connecting consuming units, per 1 connection point.

Item	Price per unit in USD	Quantity	Total in USD
Connection to cold water supply system and sewerage system (including cold water supply by means of one pipeline and sewerage connection by means of one pipeline), at floor level	287,50		
Connection to hot water supply system (including hot water supply by means of one pipeline), at floor level	129,50		
Connection to cold water supply system and sewerage system (including cold water supply by means of one pipeline and sewerage connection by means of one pipeline) at second level of the booth	311,50		
Connection to hot water supply system (including hot water supply by means of one pipeline), at second level of the booth	156,00		
<b>Connection of consumption units and other plumbing services</b>			
Service on connection of a washing unit at the booth (includes connection of one cold water pipeline, one hot water pipeline and one sewerage pipeline)	140,00		
Laying of a reinforced hose for water supply and a reinforced hose for sewerage connection at the booth (from the booth) of the Exhibitor (up to 10 lin. m free) over 10 lin. m, for every 5 lin. m.	97,50		
Rent of a reinforced hose with internal diameter ½ in (15 mm), for every 5 lin. m.	34,00		
Rent of a sewerage hose with an internal diameter of 1 in (32 mm), for every 5 lin. m.	54,50		

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.

The cost of services is the applied cost in a due day of payment. The relevant USD exchange rate set by the Central Bank of the Russian Federation on the due day shall be applied.

**If the deadline for submitting the order form is not met: from 28 July 2019 an additional charge of 50% will be payable, during installation works and Competition extra charge makes 100%.**

If the request is placed and submitted to the official Competition technical operator, it means the Exhibitor agrees to pay for the requested services in full.

**ATTENTION:** the request is executed only upon receipt of full amounts to the settlement account of the official technical operator of the Exhibition. The funds shall be received on the settlement account by 30 July 2019. Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.

Signature : \_\_\_\_\_ Date signed : « \_\_\_\_\_ » 2019

## 1. Exhibitor's information

Company name	
Website	
<b>Contact person</b>	
Name and Surname	
Position	
Tel., mobile tel. (incl. country code), e-mail.	
Alternative contact person name, tel., mobile (incl. country code)	

## CONNECTION TO COMPRESSED AIR SUPPLY SYSTEM WITHOUT CONNECTING CONSUMPTION UNITS DURING THE EXHIBITION

Submit by July 27, 2019

## 2. Connection to compressed air supply system without connecting consumption units during the Exhibition.

Item Name	Price per unit in USD	Quantity	Total in USD
Flow rate max 30 m3 per hour	330,00		
Flow rate over 30 m3 per hour	420,50		
<b>Total sum according to the order form in USD</b>			

Performed works are specified in the Certificate of Operational Responsibilities Delineation. Plumbing equipment with faulty valves and water drainage systems will not be connected. In case of water leakage caused by poor connection of consumption units carried out by the Exhibitor, or connection failure, the Exhibitor is to compensate the losses to the official Technical Operator in the amount of damage.

1\$ = 1 USD according to official exchange rate of the Central Bank on day paid.

The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

Connection to air supply system (air pressure 6-8 kg per sq. cm.) is carried out by means of a reinforced hose with diameter 1/2 in (15 mm). Connections with max length 10.0 lin. m are made by means of hoses provided at no extra charge. If connection length is over 10.0 lin. m, the hose of the required length is provided to the Exhibitor on rent terms. The Exhibitor on their own using their components and materials carries out connection of air consumption units to the supplied hose. Works performed on equipment connections are specified in the Certificate of Operational Responsibilities Delineation. Equipment with malfunctioning valves is not connected. It is prohibited to use multiple sockets like manifold socket unit, etc. at the booth; the booth, where such devices are used, will not be connected to water/air supply systems.

During installation and the Competition period, the Exhibitor shall not carry out any changes on their own in the equipped exhibition area (complete or partial disassembly works, unauthorized changes to power equipment in the booth, unauthorized connection to water supply and sewerage system, unauthorized compressed air supply system, which are not being the exhibit units of the Exhibitors).

**If the deadline for submitting the order form is violated: from 28 July 2019 extra charge makes 50%, during installation works and Competition extra charge makes 100%.**

**If the request is placed and submitted to the official Competition Technical Operator, it means the Exhibitor agrees to pay for the requested services in full.**

**ATTENTION: the request is executed only upon receipt of funds to the settlement account of the official technical operator of the Exhibition. The funds shall be received on the settlement account by 30 July 2019. Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.**

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel. (incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## TELECOMMUNICATION SYSTEM CONNECTION

Submit by August 1, 2019

## 2. Telecommunication system connection

Providing unlimited internet access

Item Name	Price per unit in USD	Quantity	Total in USD
Connection 512 Kbit per sec.	110,00		
Connection 2 Mbit per sec.	150,00		
Connection 10 Mbit per sec.	270,00		
Connection 20 Mbit per sec.	375,00		
Connection 30 Mbit per sec.	500,00		
Connection 50 Mbit per sec.	540,00		
Connection of an additional IP address	10,00		
Wi-Fi connection with max speed 512 Kbit per sec., for 6 days	50,00		
Wi-Fi connection with max speed 512 Kbit per sec., for 1 day	20,00		
<b>Total sum according to the order form in USD</b>			

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.  
The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

Connection price rate includes installation, channel testing and providing the customer with the necessary data to configure the equipment on their own. Connections are provided for the period of the Competition (six (6) days).

**If the deadline for submitting the order form is violated: from 28 July 2019 extra charge makes 50%, during installation works and Competition extra charge makes 100%.**

**If the request is placed and submitted to the official Competition Technical Operator, it means the Exhibitor agrees to pay for the requested services in full.**

**ATTENTION:** the request is executed only upon receipt of funds to the settlement account of the official technical operator of the Exhibition. The funds shall be received on the settlement account by 30 July 2019. Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel. (incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

**TRANSPORT SERVICES ORDER**  
Submit by July 27, 2019

## 2. Transport services order

It is not allowed for a car or a truck to be present on a parking zone of the Kazan Expo if exceed the time required for unloading and loading.

Item	Price per unit in USD	Quantity	Total in USD
Passenger car, per unit	35,00		
Truck, per unit	133,00		
Truck equipped with lifting gear	280,00		
<b>Total sum according to the order form in USD</b>			

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.  
The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

**IT SHOULD BE NOTED THAT ENTRY AND EXIT OF EXHIBIT UNITS, ADVERTISING MATERIAL AND OTHER MATERIALS DURING EXHIBITION MAY ONLY BE DONE PRIOR TO THE COMMENCEMENT AND AFTER COMPLETION OF THE COMPETITION DAY.**

Standard time periods, during which a vehicle may stay in loading/unloading area:  
-passenger car – 1 hour;  
-truck – 2 hours.

**An additional fee in the amount of 1,000 RUB is charged for every 30 minutes, when the standard vehicle parking time is violated.**

Fee for the right to access loading/unloading area is charged from Exhibitors carrying out loading/unloading operations on their own.

**If the deadline for submitting the order form is violated: from 28 July 2019 extra charge makes 50%, during installation works and Competition extra charge makes 100%.**

If the request is placed and submitted to the official Competition Technical Operator, it means the Exhibitor agrees to pay for the requested services in full.

**ATTENTION:** the request is executed only upon receipt of funds to the settlement account of the official technical operator of the Exhibition. The funds shall be received on the settlement account by 30 July 2019. Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.

Signature : \_\_\_\_\_ Date signed : « \_\_\_\_\_ » 2019



## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel. (incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## TECHNICAL SUSPENSION UNITS FOR CEILING STRUCTURES IN PAVILIONS

Submit by July 27, 2019

## 2. Technical suspension units for ceiling structures in pavilions

Suspension points, rent of hoists, and supporting trusses

Item	Price per unit in USD	Quantity	Total in USD
Installation of one suspension point and lifting a cargo unit max 10 kg inclusive	195,00		
Installation of one suspension point and lifting a cargo unit 10 to 50 kg inclusive	300,50		
Installation of one suspension point and lifting a cargo unit 50 to 100 kg inclusive	380,00		
Providing a cable stay for precise orientation of the suspended structure, per 1 point	190,50		
Safety net with rope parts for the booth structure with a floor support, per 1 point	258,00		
Lowering down a suspended structure, operations with a suspended structure, per 1 operation of lowering down	70,00		
Additional height adjustment of a suspended structure, for 1 point	70,00		
Suspension of a Customer's lifting mechanism (hoist)	350,00		
Rent of a hoist and its one-time lifting up	150,00		
Suspension of a hoist to the ceiling structures of the pavilion, per 1 suspension point	200,00		
Additional lifting up / lowering down of a suspension structure, per each operation	50,00		
Additional lifting up / lowering down of a single hoist, per each operation	15,00		
"Astralite" Module System load bearing truss per 1 linear m.	47,50		
"Astralite" Module System, connection element, per 1 pc	84,00		

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019

Item	Price per unit in USD	Quantity	Total in USD
Laying of an electric cable on the ceiling structures of the pavilion from the power source to the consumer per 1 m of the cable on the ceiling structure, per 1 linear m.	70,00		
<b>Total sum according to the order form in USD</b>			

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.  
The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

Price rates are specified for the period of installation and dismantling during the Competition. When works are performed from 8.00 pm till 8.00 am, those are charged appropriately.

Requests for suspension units are accepted only along with a filled-in order form for suspension units and are subject to obligatory check of technical specifications of structures to be installed. The final calculation of the scope and cost of services, as well as the possibility to mount a specific suspension unit are determined after the approval of the suspension structure by the official Technical Operator. The application form must be filled in for each suspension structure.

If the deadline for submitting the order form is violated: from 02 August 2019 extra charge makes 50%, during installation works and Competition extra charge makes 100%.

If the request is placed and submitted to the official Competition technical operator, it means the Exhibitor agrees to pay for the requested services in full.  
**ATTENTION:** the request is executed only upon receipt of funds to the settlement account of the official technical operator of the Exhibition. The funds shall be received on the settlement account by 30 July 2019. Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.

## ORDER FORM FOR SUSPENSION UNIT

Name of the Exhibitor Company: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ incl: \_\_\_\_\_ international: \_\_\_\_\_ dialing: \_\_\_\_\_ code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Pavilion: \_\_\_\_\_ Hall №: \_\_\_\_\_ Booth №: \_\_\_\_\_

Structure №: \_\_\_\_\_

Structure size: \_\_\_\_\_

Structure materials: \_\_\_\_\_

Weight of unloaded structure: \_\_\_\_\_

LIST AND TOTAL WEIGHT OF THE EQUIPMENT LOADED ON THE STRUCTURE (LIGHTING DEVICES, ADVERTISING MEDIA AND DECORATIVE PIECES):

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Loaded structure weight: \_\_\_\_\_

Estimated number of suspension points: \_\_\_\_\_

Estimated load per each suspension point: \_\_\_\_\_

Estimated height of suspension unit from the floor (at the top point of the structure): \_\_\_\_\_

Responsible person for structure design (name, position, phone): \_\_\_\_\_

Responsible person for installation and safety (name, position, phone): \_\_\_\_\_

The following documents are to be attached to the application form:

1. A separate order form for each structure suspension.
2. Structure design sketch.
3. Blue print of a scaled booth (top view) indicating the spot, where the suspended structure is to be located
4. 3D model of the booth

The Exhibitor's Company is responsible for structure installation and integrity as well as for arranging cable mounting points to the structure. During the Competition, a responsible representative of the Exhibitor must be present, when the suspension unit is being installed.

Signature : \_\_\_\_\_ Date signed : « \_\_\_\_\_ » 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel. (incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## TEMPORARY STAFF AND BOOTH CLEANING

Submit by 27 July 2019, latest

## 2. Temporary staff and booth cleaning

Item	Price per unit in USD	Quantity	Total in USD
General laborer*, per 1 hour	16,50		
General laborer*, per 1 hour	76,00		
Cleaning specialist to clean exhibition units and equipment from dust and dirt in the booth, per 1 hour*	3,50		
Cleaning specialist to clean dust and dirt off exhibit units and equipment in a booth, per 1 day**	45,00		
<b>Total sum according to the order form in USD</b>			

\*General laborers must not be engaged into loading/unloading activities.

\*\* The service includes washing glass in showcases, dusting off exhibition units.

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.

The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

**If the deadline for submitting the order form is violated: from 28 July 2019 extra charge makes 50%**

If the request is placed and submitted to the official Competition Technical Operator, it means the Exhibitor agrees to pay for the requested services in full.

**ATTENTION:** the request is executed only upon receipt of funds to the settlement account of the official technical operator of the Exhibition. The funds shall be received on the settlement account by 30 July 2019. Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.

Signature : \_\_\_\_\_ Date signed : « \_\_\_\_\_ » 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel.(incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

**SECURITY GUARDS**  
Submit by 27 July 2019, latest

## 2. Security guards

Individual security, 1 guard per hour					
Item Name	number of days	hours	Price in USD	number of guards	Total in USD
Safeguarding material assets (1 guard), continuous shift min 4 hours			10,00		
Specify the dates: Time: from _____ till _____, Date: _____ through _____					
<b>Total sum according to the order form, USD</b>					

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.  
The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

**If the deadline for submitting the order form is violated: from 28 July 2019 extra charge makes 50%**

If the request is placed and submitted to the official Competition Technical Operator, it means the Exhibitor agrees to pay for the requested services in full.  
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Signature : \_\_\_\_\_ Date signed : « \_\_\_\_\_ » 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel.(incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

**INTERPRETERS, PROMOTIONAL PERSONNEL**  
Submit by 27 July 2019, latest

## 2. Interpreters, promotional personnel

Service	Price in USD \$per 1 day from 9.00 am till 6.00 pm	Quantity	Total in USD
Consecutive interpretation (English)	185,00		
Consecutive interpretation (European languages)	232,00		
Consecutive interpretation (Arabic)	280,00		
Consecutive interpretation (Chinese)	280,00		
Promo models (distribution of leaflets)	190,00		
Assistants at the booth reception	205,00		
Assistants at the booth reception (English-speaking)	273,00		
Hostesses (working in the back room, serving tea and coffee)	157,00		
<b>Total Sum according to Form, \$</b>			

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.  
The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

**If the deadline for submitting the order form is violated: from 28 July 2019 extra charge makes 50%**

If the request is placed and submitted to the official Competition Technical Operator, it means the Exhibitor agrees to pay for the requested services in full.  
**ATTENTION:** the request is executed only upon receipt of funds to the settlement account of the official technical operator of the Exhibition. The funds shall be received on the settlement account by 30 July 2019. Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019



Expos-M LLC  
4, Meridiannaya st., Kazan, Russia  
420124. Tel.: +7 843 526 05 75  
Email: worldskills@expos-m.com

## INFORMATION LETTER ABOUT THE DEVELOPER COMPANY

Submit by 27 July 2019, latest

The name of the Exhibitor: \_\_\_\_\_

Name of the Developer Company: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ incl: \_\_\_\_\_ international: \_\_\_\_\_ dialing: \_\_\_\_\_ code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Pavilion: \_\_\_\_\_ Hall №: \_\_\_\_\_ Booth №: \_\_\_\_\_

Person responsible for structure design (name, position, phone): \_\_\_\_\_

Person responsible for installation and safety (name, position, phone): \_\_\_\_\_

**EXHIBITOR/DEVELOPER SHALL FORWARD THE BOOTH DESIGN PROJECT AND DETAILED EXPOSITION PLAN  
TO THE TECHNICAL OPERATOR OF THE COMPETITION**

### **DEAR EXHIBITOR,**

### **PLEASE PROVIDE YOUR DEVELOPER WITH THE FOLLOWING INFORMATION:**

1. Permit to assembly and decoration operation is issued based on the results of an expert analysis of the booth's technical documentation.
2. To conveniently submit/receive permits, the developer provides all the information to the official Technical Operator of the Competition.
3. Procedure of expert analysis of the Developer's booth technical documentation:
  - a. To submit the Form WS-IL-01 filled in by the Exhibitor to the official Technical Operator of the Competition, whereupon you will receive the list of the required documents to go through the expert analysis;
  - b. To provide the required original documents duly stamped and signed to the official Technical Operator of the Competition (the documents are reviewed by the technical division and fire safety service for compliance with the requirements current on the territory of the exhibition complex, within seven (7) working days, whereupon the developer company receives a certificate of approval or reasoned refusal;
  - c. To make payment for services within three (3) banking days after invoices are received.

Please note that the cost of technical documentation approval procedure (as stated on the next page??) depends on the period, when the documentation is submitted to the official Technical Operator of the Competition. Approved documentation is provided to the developer company only after the payment is made.

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel.(incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## TECHNICAL DOCUMENTATION EXPERT ANALYSIS

Submit by August 1 2019, latest

## 2. Technical documentation expert analysis

Item	Price per unit (sq. m.) in USD	Quantity	Total in USD
Technical accreditation (min 20 working days prior to the start of the assembly operations)	17,00		
Technical accreditation (less than 20 working days to the start of the assembly operations)	25,00		
Fire-retardant treatment	7,00		
<b>Total sum according to the order form in USD</b>			

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The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

**If the deadline for submitting the order form is violated: from 2 August 2019 extra charge makes 50%, during installation works and Competition extra charge makes 100%.**

If the request is placed and submitted to the official Competition Technical Operator, it means the Exhibitor agrees to pay for the requested services in full.

**ATTENTION: the request is executed only upon receipt of funds to the settlement account of the official Technical Operator of the Exhibition.**

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel.(incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

**OVERTIME USE OF EXHIBITION AREAS**  
Submit by August 1 2019, latest

## 2. Overtime use of exhibition areas

Item	Price per unit in USD	Quantity	Total in USD
Early arrival:14-17 August 2019 from 8.00 am till 8.00 pm, 1 sq. m. per day	50,00		
Night time installation:18-21 August 2019 from 8.00 pm to 8.00 am price rate: 1 sq. m per hour, min. 2 hours	10,00		
<b>Total sum according to the order form in USD</b>			

Please, specify dates \_\_\_\_\_ and hours from \_\_\_\_\_ till \_\_\_\_\_, when it is required to prolong time period for installation and dismantling operations.

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.  
The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

**If the request is placed and submitted to the official Competition technical operator, it means the Exhibitor agrees to pay for the requested services in full.**  
**ATTENTION: the request is executed only upon receipt of funds to the settlement account of the official technical operator of the Exhibition.**

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel.(incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

**WASTE DISPOSAL**  
Submit by 27 July 2019, latest

## 2. Waste disposal

Item	Price per unit in USD	Quantity	Total in USD
Request for a container (8.0 cu. m.) to remove bulky waste, packages and tare, per 1 container	360,00		
<b>Total sum according to the order form in USD</b>			

\$1 = USD 1 according to the official exchange rate of the Central Bank on the day of payment.  
The cost of services shall be in line with the cost of an exchange rate set by the Central Bank in a due day of payment.

**If the deadline for submitting the order form is violated: from 28 July 2019 extra charge makes 50%**

If the request is placed and submitted to the official Competition Technical Operator, it means the Exhibitor agrees to pay for the requested services in full.  
**ATTENTION:** the request is executed only upon receipt of funds to the settlement account of the official technical operator of the Exhibition. The funds shall be received on the settlement account by 30 July 2019. Changes and amendments to the previously made request are charged at price rates valid on the date of the change (amendment) to the request. Initial requests received after 31 July 2019 are fulfilled at the discretion of the official technical operator of the Competition.

Signature : \_\_\_\_\_ Date signed : «    » \_\_\_\_\_ 2019



Expos-M LLC  
4, Meridiannaya st., Kazan, Russia  
420124. Tel.: +7 843 526 05 75  
Email: worldskills@expos-m.com

**DELIVERY OF THE INVENTORY**  
Submit by August 12 2019, latest

**TO BE MADE ON AN EXHIBITOR'S ORGANIZATION LETTERHEAD,  
STAMPED AND SIGNED BY THE AUTHORIZED REPRESENTATIVE.**

Order form for the inventory delivery \_\_\_/\_\_\_/ 2019.

Name of the organisation (owner of the inventory) \_\_\_\_\_

NAME / FAMILY NAME (responsible person) \_\_\_\_\_

No phone number \_\_\_\_\_

**To ANO «Directorate for sports  
and social projects»**

Please allow me to deliver to the territory of the Kazan Expo Cluster A, B, and/or C the following inventory:

1. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
2. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
3. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
4. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
5. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
6. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
7. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
8. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
9. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity

Consignment document is attached, № \_\_\_\_\_, date \_\_\_/\_\_\_/ 2019.

Delivery by a vehicle: _____	<i>plate registration number, model</i>
------------------------------	---

**CONSOLIDATIONS:**

№	Accountable Employee	Name/ Family Name	Signature	Date
1.	ANO "DSSP", Venue management authorized person			
2.	Kazan Expo, Security Department			

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019



Expos-M LLC  
4, Meridiannaya st., Kazan, Russia  
420124. Tel.: +7 843 526 05 75  
Email: worldskills@expos-m.com

**REMOVAL OF THE INVENTORY**  
Submit by August 12 2019, latest

**TO BE MADE ON AN EXHIBITOR'S ORGANIZATION LETTERHEAD,  
STAMPED AND SIGNED BY THE AUTHORIZED REPRESENTATIVE.**

Order form for the inventory removal \_\_\_/\_\_\_/ 2019.

Name of the organisation (owner of the inventory) \_\_\_\_\_

NAME / FAMILY NAME (responsible person) \_\_\_\_\_

No phone number \_\_\_\_\_

**To ANO «Directorate for sports  
and social projects»**

Please allow me to remove from the territory of the Kazan Expo Cluster A, B, and/or C the following inventory:

1. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
2. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
3. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
4. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
5. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
6. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
7. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
8. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity
9. \_\_\_\_\_  
Name of the inventory item, brand, model, s/n, quantity

Consignment document is attached, № \_\_\_\_\_, date \_\_\_/\_\_\_/ 2019.

Delivery by a vehicle:	
	<i>plate registration number, model</i>

**CONSOLIDATIONS:**

№	Accountable Employee	Name/ Family Name	Signature	Date
1.	ANO "DSSP", Venue management authorized person			
2.	Kazan Expo, Security Department			

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019



Expos-M LLC  
 4, Meridiannaya st., Kazan, Russia  
 420124. Tel.: +7 843 526 05 75  
 Email: worldskills@expos-m.com

**APPENDIX TO THE DELIVERY/REMOVAL ORDER FORMS (WS-EQ-01, WS-EQ-02)**

Submit by August 12 2019, latest

List of the data required for a vehicle accreditation

Nº	Brand, model	Vehicle Registration Number	Type of a Vehicle	Color	Legal personality/ entrepreneur (Owner)	Reason of entry
1.						
2.						
3.						

The list is formed by : \_\_\_\_\_  
position

\_\_\_\_\_ « » \_\_\_\_\_ 2019  
signature First Name Family Name Last Name

Consolidated by accountable employee  
 of the Security Department: \_\_\_\_\_  
position

\_\_\_\_\_ « » \_\_\_\_\_ 2019  
signature First Name Family Name Last Name

The passes are  
 received in accordance with the aforementioned list: \_\_\_\_\_  
position

\_\_\_\_\_ « » \_\_\_\_\_ 2019  
signature First Name Family Name Last Name

## 1. Exhibitor's information

<b>Company name</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Name and Surname</b>	
<b>Position</b>	
<b>Tel., mobile tel. (incl. country code), e-mail.</b>	
<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## FURNITURE/EQUIPMENT RENT

Submit by 27 July 2019, latest

## 2. Furniture/equipment rent

List of the provided furniture and equipment items – Prices per unit for the full duration.

No	Item	Price per unit in USD	Quantity	TOTAL
1	HYDRA Table 	26,35		
2	RONDO Glass Table 	26,35		
3	SKY Table 	105.41		
4	EXPO Table 	18.45		
5	VILMAR Chair 	7.91		
6	ONE Chair 	7.91		
7	ASTY Chair 	10.54		



**EXPOS**

Expos-M LLC  
4, Meridiannaya st., Kazan, Russia  
420124. Tel.: +7 843 526 05 75  
Email: worldskills@expos-m.com

No	Item		Price per unit in USD	Quantity	TOTAL
8	GUNDE Chair		2.64		
9	BOMBO Bar Stool		18.45		
10	LATINA Bar Stool		18.45		
11	EGOLUX Armchair		65.88		
12	RAMINA Armchair		65.88		
13	QUADRO Armchair		52.71		
14	LAGUNA Armchair		52.71		
15	SOLSTA Armchair		52.71		
16	BURO CH Armchair (Black)		79.06		
17	CONFERENCE Armchair		52.71		
18	LOTUS Armchair		79.06		
19	SKY LUX GTS Armchair		52.71		



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No	Item	Price per unit in USD	Quantity	TOTAL
20	SKRUVSTA Armchair 	52.71		
21	VICONT Coffee table 	26.35		
22	VITTSJO Coffee table 	26.35		
23	VITTSJO Coffee table 	26.35		
24	KLINGSBO Coffee table 	26.35		
25	LAKK 55 Table 	6.59		
26	LAKK 90 Coffee table 	10.54		
27	CHROME Coffee table 	52.71		
28	Portable air conditioner 	131.76		
29	DELONGI Bean To Cup coffee machine 	105.41		



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No	Item		Price per unit in USD	Quantity	TOTAL
30	Philips Saeco Bean To Cup coffee machine		105.41		
31	Krups MELODY Capsule coffee machine		18.45		
32	Krups OBLO Capsule coffee machine		18.45		
33	Krups PICCOLO Capsule coffee machine		18.45		
34	Floor standing water cooler		39.53		
35	Table top water cooler		26.35		
36	Microwave oven		15.81		
37	Kettle, 1.7 L		7.25		
38	AltantMX 5810 Big refrigerator		105.41		



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No	Item	Price per unit in USD	Quantity	TOTAL
39	SUPRA RF 52 Small refrigerator 	52.71		
40	ELENBERG FR-0409 Freezer 	92.24		
41	INDESIT MT08 Mid-size refrigerator 	79.06		
42	NORD 403 Mid-size refrigerator 	79.06		
43	SUPRA RF-92 Mid-size refrigerator 	79.06		
44	QUADRO Sofa 	65.88		
45	KLIK KLYAK SofaSofa 	79.06		
46	KLIPPAN Sofa (Brown) 	65.88		
47	KLIPPAN Sofa (White) 	65.88		
48	LAGUNA Sofa 	65.88		

No	Item		Quantity	TOTAL
49	PIKKOLO Sofa 		65.88	
50	KNIPPE Hat and coat stand 		10.01	
51	Flexible brochure stand 		26.35	
52	DETOLF Display cabinet 		79.06	
53	A3 floor signage stand 		26.35	
54	A3 floor signage stand 		26.35	
<b>Total sum according to the order form in USD</b>				

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Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019

## 1. Exhibitor's information

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<b>Contact person</b>	
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**FLORAL DESIGN**  
Submit by 27 July 2019, latest

## 2. Floral design

Decoration / Accessories - prices per unit for the full duration

No	Item	Price per unit in USD	Quantity	TOTAL
1	Business bouquet No.1 	52		
2	Business bouquet No.2 	67		
3	Basket No.1 	69		
4	Basket No.2 	159		



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No	Item	Price per unit in USD	Quantity	TOTAL
5	<p>Floor-standing floral arrangements in a plastic flowerpot</p> <p>height 1,20 m width 25 cm</p> 	45		
6	<p>Table top floral arrangements in a ceramic flowerpot</p> <p>height 60 cm width 25cm</p> 	81		
7	<p>Table top floral arrangements in a wooden flowerpot</p> <p>diameter 15 cm, height 60 cm</p> 	81		
8	<p>Table top floral arrangements in a ceramic flowerpot</p> <p>width 20 cm height 10 cm</p> 	56		
9	<p>Table top floral arrangements in a ceramic flowerpot</p> <p>length 20 cm width 7 cm height 10 cm</p> 	40		
10	<p>Table top floral arrangements in a wooden flowerpot, dark-brown color</p> <p>width 30 cm height 15 cm</p> 	84		
11	<p>Table top floral arrangements in a plastic flowerpot</p> <p>diameter 60 cm height 55 cm</p> 	132		

No	Item	Price per unit in USD	Quantity	TOTAL
12	Table top floral arrangements in a glass flowerpot  diameter 10 cm height 13 cm	37		
				
13	Table top floral arrangements in a glass flowerpot  diameter 15 cm height 13 cm	67		
				
14	Table top floral arrangements in a glass flowerpot  length 30 cm height 10cm	62		
				
15	Table top floral arrangements on a glassplate  diameter 19 cm height 15 cm	58		
				
16	Table top floral arrangements length 60 cm	133		
				
17	Table top floral arrangements length 50 cm height 10 cm	56		
				
18	Table top floral arrangements length 1,5 m	115		
				



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No	Item		Price per unit in USD	Quantity	TOTAL
19	Table top floral arrangements in a glass flowerpot  length 30 cm length 15 cm		55		
20	Table top floral arrangements in a glass vase  height 65cm		115		
21	Table top floral arrangements in a glass vase  height 65cm		96		
22	Table top floral arrangements in a glass flowerpot  diameter 10cm height 15cm		42		
23	Ttable top floral arrangements in a glass flowerpot  diameter 10cm height 30cm		96		
24	Table top floral arrangements in a glass vase  diameter 10 cm height 17 cm		37		
25	Table top floral arrangements in a glass flowerpot  diameter 10cm height 15cm		37		



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No	Item	Price per unit in USD	Quantity	TOTAL
26	Table top floral arrangements in a glass flowerpot  diameter 10cm height 15cm		37	
27	Table top floral arrangements  height 40cm		52	
28	Table top floral arrangements in a round shape glass vase  diameter 10cm height 15cm		30	
29	Table top floral arrangements in a glass vase  diameter 15cm height 30cm		38	
30	Table top floral arrangements diameter 15 cm height 12 cm		40	
31	Table top floral arrangements  diameter 15 cm height 12 cm		37	
32	Table top floral arrangements in a glass vase  diameter 15cm height 65cm		53	



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No	Item	Price per unit in USD	Quantity	TOTAL
33	Florarium No.1 	96		
34	Florarium No.2 	67		
35	Stabilized moss On a white picture frame Size – 1x1m. 	265		
36	Spathiphyllum in a cachepot diameter 21 cm Height 55 cm 	37		
37	Schefflera 120 cm in a cachepot Black gloss diameter 30 cm. Height 170 cm 	74		
38	Ficus Benjamin, spiral in a cachepot diameter 30 cm. Height 170 cm 	74		
39	Chrisalidocarpus in a cachepot diameter 30 cm height 150 cm 	74		



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№	Item	Price per unit in USD	Quantity	TOTAL
40	Ficus Benjamine with intertwined trunks  диам. 40 см. Height 160 cm.	74		
				
41	Spathiphyllum in a cachepot  height 60 cm diameter 17 cm.	52		
				
42	Sansevieria in a cachepot  diameter 21 cm height 130 cm	74		
				
43	Areca  Height 1.10	79		
				
44	Vase No.1  height 35 cm diameter 10 cm	6		
				
45	Vase No.2  height 70 cm diameter 14,5 cm	15		
				
46	Vase No.3  height 60 cm diameter 20 cm	12		
				
47	Vase No.4  height 20 cm diameter 20 cm	9		
				



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No	Item	Price per unit in USD	Quantity	TOTAL
48	Vase No.5 height 50 cm diameter 19,5 cm 	12		
49	Vase No.6 height 30 cm diameter 16 cm 	6		
50	Vase No.7 height 22 cm diameter 15,5 cm 	6		
51	Vase No.8 height 30 cm diameter 14,6 cm 	6		
52	Vase No.9 height 15 cm diameter 14,5 cm 	6		
53	Vase No.10 diameter 18 cm length 15 cm 	14		
54	Vase No.11 Height 18 cm 	7		
55	Vase No.12 height 68 cm diameter 16cm 	14		



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No	Item	Price per unit in USD	Quantity	TOTAL
56	Bouquet in a cachepot 	70.00		
57	FEJKA Juniper 	13.18		
58	BOXWOOD 22 sm (15 pc)/28 sm (13 pc)/38 sm (2 pc.) 	26.35		
59	Ficus in a cachepot 	52.71		
<b>Total sum according to the order form in USD</b>				

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**AV EQUIPMENT RENT**  
Submit by 27 July 2019, latest

## 2. AV equipment

Prices for the full duration of rental

No	Item	Price per unit in USD	Quantity	Total in USD
<b>Full HD Plasma panels from 40 to 80 inches</b>				
				
1	LCD TV 49"-50" BBK FullHD	299		
2	LCD 49"-50" LG FullHD Smart TV	317		
3	LCD 55" LG FullHD 4K	485		
4	LCD 65" LG UltraHD	597		
5	LCD 75" FullHD	1 007		
6	Floor stand for a plasma panel 1,8 m.	112		
<b>LED screens (price per 1 sq. m.)</b>				
				
1	LED Screen Indoor (p 2.5 mm) Cabinet size 480 x 480 mm	448		
2	LED Screen Indoor (p2.8 mm) Cabinet size 500 x 500 mm.	418		
3	LED Screen Indoor (p2.8 mm) Cabinet size 1000 x 500 per meter.	388		
<b>Touchscreens and interactive desks</b>				
1	Touchscreen 22"	328		
2	Touchscreen 27"	373		
3	Tabletop touchscreen desk 42" white gloss	821		

Professional sound equipment			
			
Active acoustic system RCF 315	149		
Active acoustic system RCF 705	187		
Roxton Mortise Round Speakers Kit (2 speakers )	224		
vocal radio system SHURE BLX24E/SM58 handheld transmitter	149		
Portable mixer A&H ZED14FX	75		
Microphone stand	75		
Additional equipment			
Laptop Lenovo B5070	187		
Laptop ASUS ( i7 / 16Gb RAM/ GeForce 1050)	261		
Multifunction inkjet HP ( Additional set of cartridges 4000 RUB)	299		
Presentation Control Panel (clicker)	60		
<b>Total sum according to the order form in USD</b>			

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<b>Alternative contact person name, tel., mobile (incl. country code)</b>	

## FINAL SHEET

Order Form	Item	Total in USD	Tick
WS-SP-01	Booking the exhibition area/standard booth		
WS-CS-01	Custom booth		
WS-CE-01	Power supply		
WS-CE-02	Water supply		
WS-CE-03	Compressed air supply system		
WS-IN-01	Telecommunication system		
WS-PA-01 WS-PA-02	Vehicle passes to the loading/unloading area		
WS-CEQ-01	Technical suspension units for ceiling structures in pavilions		
WS-CL-01	Temporary staff and booth cleaning		
WS-CL-02	Security guards		
WS-TR-01	Interpreters, promotional personnel services		
WS-IL-01	Information letter about the developer company	N/A	
WS-WD-01	Waste disposal		
WS-EQ-01	Equipment delivery and removal		
WS-TC-01	Technical documentation expert analysis		
WS-RS-01	Overtime use of exhibition areas		
WS-FR-01	Furniture/equipment rent		
WS-FL-01	Floral arrangements		
WS-AV-01	AV equipment rent		
<b>Total sum according to the order form in USD</b>			

Signature : \_\_\_\_\_ Date signed : « » \_\_\_\_\_ 2019