

21st International Exhibition of Automotive Parts, Components, Car Maintenance Equipment and Products
 August 21-24, 2017
 Moscow, CEC Expocentre

Dear participants of the exhibition!

There is very little time left before the start of MIMS Automechanika Moscow 2017 exhibition. We hope that your company is preparing for the exhibition in accordance with the calendar schedule.

You will find information below to assist you at the final stage of the preparation for the event.

Please review it carefully and **forward this information to the developer of your stand without fail.**

1. CALENDAR SCHEDULE OF THE EXHIBITION

FRIDAY August 18	07:00-19:30 15:00 – 19:30 08:00-20:00 12:00	Arrival of <u>trucks</u> to the areas of the CEC Expocentre ¹ Arrival of cars to the areas of the Expocentre ² Mounting of stands in all pavilions (bare space) ^{3,4} Final deadline for start of the mounting work (bare space) ^{3,4}
SATURDAY August 19	07:00-19:30 15:00 – 19:30 08:00-20:00	Arrival of <u>trucks</u> to the areas of CEC Expocentre ¹ Arrival of cars to the areas of CEC Expocentre ² Mounting of stands in all pavilions (bare space and outdoor space) ^{3,4}
SUNDAY August 20,	07:00-19:30 15:00-19:30 08:00-20:00 12:00 16:00 17:00	Arrival of <u>trucks</u> to the areas of CEC Expocentre ¹ Arrival of cars to the areas of CEC Expocentre ² Installation of stands (incl. equipped space) The final deadline for arrival of exhibitors to their stands All cargoes (exhibits) must be delivered and unpacked All stands must be cleaned and ready for inspection (including the bare area)
MONDAY August 21	08:00-20:00 11:30 10:00-18:00	Open hours of the pavilions ⁵ Official opening ceremony of the exhibition (AGORA Conference site) The Exhibition is opened for visitors ⁶
TUESDAY August 22	08:00-20:00 10:00-18:00	Open hours of the pavilions The Exhibition is opened for visitors ⁶
WEDNESDAY August 23	08:00-20:00 10:00-18:00	Open hours of the pavilions The Exhibition is opened for visitors ⁶
THURSDAY August 24	08:00-20:00 10:00-16:00 18:00 – 19:30 18:00 – 19:30 20:00	Open hours of the pavilions The Exhibition is opened for visitors⁶ Arrival of the exhibitors trucks for removal of exhibits Arrival of the developers trucks for removal of stands equipment Equipped stands must be vacated ⁷
FRIDAY August 25	07:00 – 15:30 15:00 – 15:30 08:00 – 16:00 16:00	Arrival of trucks to the CEC Expocentre areas ¹ Arrival of cars to the CEC Expocentre areas ² Dismantling work. Open hours of the pavilions The pavilions are vacated ⁸

¹ **ATTENTION!** Arrivals shall start from 7:00 a.m. upon presentation of previously processed passes and letters for delivery/removal of equipment.

² From 08:00 a.m. to 15:00 p.m. the entry of cars to the exhibition areas shall be limited for optimization of the loading/unloading process. After 15:00 p.m. solely cars carrying cargoes of 40 kg minimum shall be allowed free of charge.

³ To obtain information on a possibility for and on the cost of extended mounting/dismantling deadlines, please contact Expo Technical Service Department.

⁴ The deadlines for mounting of large and heavy equipment and exhibits must be agreed IN ADVANCE with ITE EXPO Technical Service Department.

⁵ Exhibitors shall be allowed to the pavilions upon presentation of passes issued to the exhibition participants. Mounting work on the stands shall be disallowed, and the assemblers' passes shall be invalidated. From 08:00 to 20:00 exhibitor companies shall be responsible for safety of exhibits located on the stand.

⁶ **ATTENTION!** At the entrance to the Expocentre areas the visitors shall have to pass security check by the access control metal detectors. This procedure takes time. Please advise your visitors about this procedure.

⁷ All exhibits and equipment shall be removed; otherwise, the exhibitor company shall be responsible for their safety (or for full utilization of disposable structures).

⁸ **All construction materials, structures and large debris shall be removed from the exhibition centre by the exhibitor or by the exhibitor's developer.** Where required, developers/exhibitors must IN ADVANCE order the garbage disposal to containers. Exhibitors or their developers shall be subject to penalties if they fail to comply with this requirement.

2. ORGANIZERS OFFICE AT THE EXHIBITION

The Exhibition Organizers' office will be open for you at Pavilion 2.5 throughout the whole period of the mounting work performed on the exhibition stands, during the exhibition events held and during the dismantling the exhibition stands. Please contact us on any issues regarding your participation in the exhibition.

The Business hall is open for you in pavilion 8.3, where you can use the following free services:

- Tea, coffee
- Booking of negotiating rooms
- Free Wi-Fi access.

Telephone No.: + 7 (499) 750 0821



(valid from August 18 to August 24, 2017 only)

Fax: + 7 (499) 750 0822

On the days of the exhibition held the pavilions will offer free Wi-Fi access. To connect to this service you shall:

- view Wi-Fi access options offered and select MIMS AMM network
- Enter your mobile phone number on the authorization page, and then click on RECEIVE CODE
- SMS message with the access code will arrive to the specified mobile phone number.
- Enter the received code on any device you have with you (regardless of whether it has a SIM card or not) and you will access the Internet

The duration of a single session is 20 minutes. To extend your session a repeated authorization is required. Wi-Fi access is provided at the Expocenter cafés and recreation areas

IMPORTANT! Wi-Fi access is possible from devices with Russian SIM cards. Foreign nationals may purchase a SIM card at the sales outlets of mobile operators or from their dealers upon presentation of passports for the whole validity term of their visas.

3. ENTRY TO THE CEC EXPOCENTER AREAS

The initial entry for exhibitors to the areas shall be allowed against presentation of **one-off passes** that can be obtained from the passes bureau located at the southern and northern entrances of the Expocentre, upon presentation of a passport and a Letter for arrival/removal of cargoes, or a power of attorney granted by your company (see below paras 5 and 6). A letter for arrival /removal of cargoes shall be also required to obtain for hand-carried items.

Thereafter the exhibitors shall be allowed to enter the Expocenter areas upon presentation of Exhibitor's ID cards (see below).

ATTENTION! In connection with the extraordinary security measures taken, detailed personal search shall be performed at the entrances of the Expocentre. It is our recommendation to the exhibitors that the visitors should arrive to the areas before 9:00 a.m. to avoid delays at the entrance throughout the period of the exhibition held.

4. ID CARDS OF THE EXHIBITORS

Exhibitor's ID Cards (permanent personal badges for access to the Expocentre) will be issued at the Organizers' office in Pavilion 2.5 **starting from 09:00 of August 18**. The ID Cards of the exhibitors are valid throughout the period of execution of mounting work, during the exhibition events held and during execution of the dismantling work.

ATTENTION! The exhibitors' ID cards (badges) shall be issued with exhibitor's full name and the company name printed thereon as such names appear in the details filled out by each exhibitor in their Account Profile on the website (1 badge per 4 square meters of your stand inside the pavilion or 1 badge per 8 square meters of outdoor space, plus additionally ordered and paid badges).

Should you fail to fill out your full name in advance in your personal account profile, **you should collect your Exhibitor ID card (badge) on your own**. To do that, receive a **power of attorney at the Organizers' office** (in Pavilion 2.5) and have the Exhibitor's ID card issued to you at the Service bureau during the period of the mounting work performed or on the first day of the exhibition held.

The Service bureau Office throughout the period of the exhibition held will be located on the main level of the gallery between the 2nd and the 8th pavilions (in the 2nd Tower), opening hours:

August 18-19	10:00 – 17:00	August 20,	8:00 – 20:00	August 21	8:00 – 14:00
--------------	---------------	------------	--------------	-----------	--------------

You can pay for additional Exhibitor's ID cards at the Organizers' office and receive them at the Service bureau. The cost of one exhibitor's ID card when paid at the exhibition is **2, 500 rubles, VAT inclusive**.

You can replace a surname, forename and patronymic printed on exhibitor's ID card at the Service bureau during the mounting operations and during the exhibition events held (free of charge, without a PA from the Organizer).

5. PASSES FOR EXECUTION OF MOUNTING WORK

If you need mounting passes for **employees** (for your company employees or for outsourced ones) **for execution of mounting work only** (for cleaning the stand, installation of exhibitions, etc.), please write your Letter on your company letterhead certified by the seal and by the CEO signature, to be executed in 2 original copies (see below **a Sample of the letter with request for passes be issued for execution of mounting work**).

Developer companies shall obtain such letters in the name of their employees from LLC Expoconsta on their own.

The letter should be endorsed **by the Expocentre Directorate office open daily from 10 a.m. to 17 p.m., on Fridays from 10 a.m. to 15 p.m.**

Anurova Marina Vasilievna, Director of the Exhibition

Telephone No.: + 7 (499)
605 7572

Room 111

Kuznetsova Aleksandra Yuryevna, Deputy Director of the Exhibition

Telephone No.: + 7 (499)
795 2598

Room 108

Gerasimova Valeria, Assistant Director

Telephone No.: + 7 (499)
795 3784

Room 108

Prior to start of the mounting work: Expocentre Administrative Building, entrance from the embankment:

During the period of mounting work execution and the exhibition held: Expocentre Directorate office on the main level in the gallery between the 2nd and 8th pavilions (the 2nd Tower, on the first day of mounting work execution after 15:00).

The badges shall be issued at the Service Bureau upon presentation **of a power of attorney** from the exhibition company (no earlier than 5 days before the mounting work started, from 9:00 a.m. to 18:00 p.m.) (see below the **Sample of the Power of Attorney D. 01A**).

The passes (badges) shall be valid for entry to the areas of Expocentre throughout the period of mounting and dismantling work performed, upon presentation of ID document. The personnel must carry the badges on them at all times.

Commencing from the first day of the exhibition opened, access to the Expocenter areas shall **NOT BE PERMITTED** upon presentation of mounting passes (badges). Inform your contractors about this requirement.

**TO BE EXECUTED ON THE LETTERHEAD OF THE EXHIBITOR COMPANY
in 4 original copies**

Power of Attorney

Date of issue: _____ 2017

The Power of Attorney is valid till ____, 2017.

(Name of the organization)

(address)

Issued to _____
(S., F. P., position held)

Passport Serial code _____ No. _ issued by _____ date of issue: _____ Department code: _____

1. to receive from JSC Expocentre for Automechanika Moscow 2017

- the passes to be issued for the period of mounting and dismantling work to be performed;
- passes for vehicles for the period of mounting and dismantling work to be performed

2. For signing other documents and for performing other acts associated with participation in the exhibition, and inter alia, on the issues of compliance with fire safety, health safety and other regulations established by applicable laws, with the right of signature, to receive from state inspection and supervisory authorities appropriate orders, propositions, protocols and acts of administrative offences committed *

Signature of the Attorney _____

CEO _____ / _____ /
(signature) (full name)

Chief Accountant _____ / _____ /
(signature) (full name)

[Seal to be affixed here]

*In accordance with the RF Law No. 69-FZ of 21.12.1994, in the event of a failure to appoint an officer responsible for compliance with fire safety requirements on the rented area of the exhibition stand, the exhibitor CEO shall incur a personal liability.

A Sample of the letter for passes be issued for execution of Mounting Work

* If the passes for execution of mounting work are needed **for the exhibitor's employees, for decoration work to be performed, for cleaning of the stand, for installation of exhibits, and so on**, no approval by CJSC Expoconsta and FFS FD (160 facilities) shall be **required as a rule**. In such case the following details shall be indicated in the letter for passes **be issued for execution of mounting work**: "*the given employees are engaged for execution of work not associated with mounting of the stand structures.*"

ON THE COMPANY/ORGANIZATION LETTERHEAD

in 2 original copies

JSC EXPOCENTRE

TO: Director of MIMS Automechanika Moscow 2017 Exhibition

Anurova M.V.

We request you to issue _____ passes to Expocentre for employees and workers of assembly organizations engaged in construction of the stand _____,

(stand No., company name)

participating in MIMS Automechanika Moscow 2017 exhibition

No. No.	S. F. P.	Passport details (Date and place of birth, serial code and passport number, issuing authority and date of issue, place of registration)	Safety, fire and electrical safety briefings conducted	
			Date	Signature

Persons responsible for execution of work:

1. Person responsible for job safety:

Position held S. F. P. Telephone signature

2. Person responsible for fire safety:

Position held S. F. P. Telephone signature

for Russian construction and assembling organizations attach ID No. _____ date of issue, _____ a copy of the certificate of Training passed on the Lifting and Transport Machinery.*

An exhibitor company/organization guarantees that, in the event of work executed by foreign nationals, such nationals will be engaged in the work in the manner established by the immigration laws of the Russian Federation and they shall have a valid work permit for working in Moscow.

CEO of the company/organization:

_____, _____ 2017.

S. F. P. signature date

[Seal to be affixed here]

ATTENTION! The passes shall be issued at the Service bureau **no earlier than 5 days** before the mounting work commenced

To obtain the passes it is required:

1. To execute a Power of Attorney in the name of any one of the responsible employees of the exhibitor to obtain passes for personnel of the assembling organizations (see Form **D01a above**).
2. The said letter should be endorsed by the signature of the Exhibition Director

6. DELIVERY AND REMOVAL OF EQUIPMENT

DELIVERY of equipment, materials and exhibits on the areas of Expocentre shall be performed FREE OF CHARGE in accordance with the following procedure. You need to prepare:

1. **A letter for delivery /removal** executed on the letterhead of your company under the seal and signature of the CEO in 3 original copies (1 original copy and 2 copies may be executed), see below **Form D.03** and **WITHOUT FAIL** sent the letter by e-mail: to: dispatcher@expocentr.ru for incorporation into the database
2. **The power of attorney** for collection of passes for vehicles and for execution of mounting work, executed on your company letterhead and under the seal and signature of your company CEO, in 4 original copies (1 original and 3 copies will still be acceptable), see above **Form D. 01a**

One original copy of the certified Letter for delivery/removal of equipment and materials and the power of attorney should be retained by you for removal of exhibits and equipment after the exhibition closed.

To obtain a pass for vehicles you need to have the said documents endorsed:

- a) **IN ADVANCE**, from August 14 to August 17 at the Service Bureau (South entrance, from the side of the embankment). In such case your trucks will be allowed to the Expocentre areas on days of mounting work performed, **starting from 7:00 a.m.** A correct plate number of the vehicle must be reported for processing of the pass.
- b) **ON THE DAY OF ARRIVAL** by the administrator of your Pavilion (hall). For outdoor exhibition area the passes shall be processed by the Administration of the pavilion located beside the exhibitor's stand.

Within the period of mounting and dismantling work performed **cars** shall be allowed free of charge to the Expocentre **areas with cargoes of 40 kg minimum ONLY and NO EARLIER THAN after 15:00**. You can also purchase a parking pass for cars for the period of mounting and dismantling work performed.

IMPORTANT! THE FOLLOWING ITEMS ARE SUBJECT TO MANDATORY PRIOR APPROVAL by the Expocenter Directorate:



- Large and heavy (over 5 tons) exhibits
- Construction and decoration materials and structures for the stand fit out and decoration
- Any other equipment, materials and exhibits that are potentially hazardous for the exhibitors and visitors of the exhibition

If you have such item on your list, we strongly recommend that you should have the Letter for exhibits and materials delivery/removal **endorsed by Expocentre directorate office, which is open daily from 10.00 a.m. to 17.00 p.m., on Fridays - from 10.00 a.m. to 15-00 p.m.**

Anurova Marina Vasilievna, Director of the Exhibition	Tel.: + 7 (499) 605 7572	Room 108
Kuznetsova Aleksandra Yuryevna, Deputy Director of the Exhibition	Tel.: + 7 (499) 795 2598	Room 110
Gerasimova Valeria, Assistant Director	Tel.: + 7 (499) 795 3784	Room 108

Prior to start of the mounting work: Expocentre Administrative Building, entrance from the embankment:

During the period of the mounting work performed: Expocentre Directorate office at the main level in the gallery between the 2nd and 8th pavilions (the 2nd Tower) on the first day of the mounting work performed, after 15:00.

Form D. 03. The Letter for delivery/removal of equipment and exhibits

ON THE EXHIBITOR COMPANY LETTERHEAD

in 3 original copies

JSC EXPOCENTRE

TO: Director of MIMS Automechanika Moscow 2017 Exhibition

Anurova M.V.

Send a copy **IN MANDATORY MANNER to the Expocentre Dispatching Service by e-mail:** dispatcher@expocentr.ru

You can check receipt of your e-mail message by calling to: + 7 (499) 795 3861

THE FORM MUST BE FILLED OUT FOR EACH CAR			
Entity name			
Equipment will be delivered/removed	___/___/2017	___/___/2017	
Vehicles	type	loading capacity	
Unloading conditions	<input type="checkbox"/> top	<input type="checkbox"/> rear	<input type="checkbox"/> side
Number of scheduled journeys of vehicles per day			
State. Reg. Number	of the vehicle	trailer	
Driver's details	S.F.P.	year of birth	
	place of birth	mobile phone No.	

Please permit the delivery (with subsequent removal from) to the areas of MIMS Automechanika Moscow 2017 Exhibition

(pavilion, hall and stand Nos.)

of the following equipment and exhibits:

No.	item of equipment	quantity	notes

CEO _____ / _____ /

(signature)

(full name)

[Seal to be affixed here]

7. ADDITIONAL DELIVERY WITHIN THE PERIOD OF THE EXHIBITION HELD

ADDITIONAL DELIVERY of consumables within the period of the exhibition held (from August 21 to August 24) is allowed solely from 8:00 a.m. to 9:30 a.m. and from 18:00 to 18:30 p.m. upon presentation of the pass for the vehicle issued by the administrator, as per the procedure described above (see cl. 6).

REMOVAL of equipment and exhibits. On August 24 at 16:00 the exhibition will be closed for the visitors and the packing and removal of exhibits shall start. **On the day of removal** you should have your copy of the Letter for cargoes delivery/removal **D. 03** endorsed by the Administrator of your pavilion and, on the basis of the Power of Attorney **D.01A** you should receive the pass for the vehicle from the pavilion's Administrator.

No dismantling of the stand and removal of equipment before 16:00 shall be permitted.

8. LOADING and UNLOADING OPERATIONS performed within the AREAS OF THE EXHIBITION

The **exclusive right** to provide cargo loading-unloading and handling/processing services at the exhibition is **granted to LLC Expowestrans**. The loading, storage of cargoes and packing, delivery of exhibits to stands and other services shall be provided on the basis of a preliminary application submitted by the exhibitors. Orders shall be accepted at least 24 hours before the order execution date.

LLC Expowestrans, Pavilion 2, Tower No. 5, Telephone: + 7 (495) 605 0327, 605 7421

9. OVERNIGHT PARKING OF TRUCKS

Expocentre offers a free overnight **SPECIAL PARKING AREA** for trucks on the days of mounting and dismantling work performed, to be open from 22:00 p.m. to 8:00 a.m. on parking area No. 4. The parking is accessible via security checkpoint 2 from the side of Kranogvardeisky drive.

If you want to take advantage of this option YOU SHOULD:

1. Execute a Letter for delivery/removal of equipment as per **Form D. 03** and a Power of Attorney **D01A** (see cl. 6 above)
2. Present the original copy of the letter for delivery/removal of the equipment **D.03** to the security officer upon arrival at Expocentre and to have the vehicle checked by the security;
4. Follow further instructions to be given by the security officer

10. RULES OF CONSTRUCTION AND DECORATION OF THE STAND

Please carefully read the Requirements of ITE Group to the construction and decoration of the stands, as set out in the Exhibitor's Guide. In case of violation of these rules, the Organizers reserve the right for themselves to suspend construction of your stand.

11. FOR THOSE EXHIBITORS WHO ORDERED **BARE SPACE**

Those exhibitors who ordered an unequipped (bare) space or their developers have to pass a fee-based procedure to obtain a permit for mounting work to be performed, at the **Technical Control Service of LLC Expoconstanta**

2-nd Floor, Expoconstanta building, **telephone: + 7 (499) 795 3903, 795 2844**

by the following deadlines (for Russian companies):

15 business days prior to start of mounting of single floor stands

45 working days prior to mounting of 2 floor stands

To view the list of required documents click on link: <http://expoconsta.com/ru/tehnicheckiy-kontrol/dokumenty-dlya-oformleniya-i-soglasovaniya-2017/> or read the Exhibitor's Guide. Please **NOTE the deadlines for completion of the stands**, as indicated in the Exhibition Schedule. Bring this information to the attention of your developers.

12. FOR THOSE EXHIBITORS, WHO ORDERED **EQUIPPED AREA**

Exhibitors, who ordered equipped area through the Exhibition Organizer, are required to arrive to their stands on Sunday, **August 20 no later than at 12.00a.m.** If you ordered a stand with a locked office, the keys must be inserted in the door lock.

You can receive locks for cabinets and storefronts at the Expoconsta office located in Pavilion 2.5 next to the Organizers' office.

Your stand should be fully prepared and cleaned by 17.00 p.m. on the last day of the mounting work performed. Containers and boxes used for the exhibits must be disposed by the exhibitors to the dumpsters at the mounting gates of the pavilion or should be removed.

13. ADDITIONAL ORDERS

Orders made by the exhibitors within the period of mounting work performed and the exhibition held will be accepted subject if it is technically possible to execute such orders after completion of the scheduled work and shall be subject **100% markup**. Where an ordered and prepaid service is rejected no cash refunds shall be allowed. Services ordered at the exhibition are payable promptly at the Organizers' office in Pavilion 2.5 in cash or by credit card **subject to applicable requirements of the Russian laws**.

You must have a power of attorney or your company banking details with you.

14. CONNECTION TO ENGINEERING SERVICES

ATTENTION! The Organizers shall provide for plumbing connections solely for standard equipment ordered for equipped stands. **Connection of hoses to exhibitor's equipment and maintenance of the connections during the exhibit held shall be performed by the specialists of your company or by the developer of your stand.**

Power supply shall be provided on the days and within the open hours of the exhibition held. During the mounting and dismantling work performed, the exhibitors and the developers should use the battery-powered tools or should bring with them a professional extension unit and connect it to existing outlets in the pavilion. Therewith it is required to protect the cord from mechanical damage. **Please make sure you have ordered the appropriate kW power supply.**

15. ADVERTISING, BANNERS AND SUSPENDED UNITS

No advertising structures (such as flags, banners, etc.) may be placed on the floor, pavilion structures, walls and other parts of the pavilion, or outdoors without permit of the Organizer. On the issues of placement and distribution of ads, contact the marketing manager **Galina Romantsova** by e-mail: g.romantsova@itemf.ru

On the issues related to installation of banners/suspended fixtures on the ceiling structures of pavilions, contact the Technical Manager **Dmitry Sishanov** by e-mail: suspension@ite-russia.ru

16. DELIVERY OF AUDIO- AND VIDEO EQUIPMENT

Delivery of LCD and plasma panels, projection plants, amplifiers, musical, lighting and concert equipment to the exhibition centre is subject to fee-based approval by the Service bureau. TO make payment you must present a letter of guarantee with your company's banking details and a power of attorney. If the aforesaid equipment is the property of your company and you have presented a standard consignment note drafted as per TORG-12 form, the approval shall be granted AT NO COST.

Telephone No.: + 7 (499) 795 3779

17. SECURITY

The cost of participation in the exhibition includes the **common security of the pavilion**. You can order individual security for your stand through the Management of the exhibitor.

The pavilions are normally opened and closed according to the Schedule of the Exhibition (see page 1 of this letter).

The organizers and the administration of the Exhibition Centre are not responsible for lost items during the pavilions open hours. The following regulations are adopted by the Expocentre for safety of exhibits and personal items on the exhibition stands:

- It is recommended that one or several members of the exhibitor's personnel should stay at all times at the stand starting from the pavilion anti-burglary alarm put-off in the morning and till it is put on again in the evening.
- In the event of the exhibitor's exhibits or personal effects lost, the exhibitor may contact the Expocentre on-duty Security Service on the first floor of the Congress Centre. The duty officers will assist you and help you to contact the police.

On-duty Security Service **of the JSC Expocentre Security Department**

Telephone: + 7 (499) 795 2524

18. DEMONSTRATION OF EXHIBITS

If demonstration of the equipment is accompanied by noise, specific odours or light effects that may result in complaints made by exhibitors and/or visitors, a prior permit must be obtained and a schedule of demonstrations shall be agreed upon with the Organizers. All parts of the equipment, including parts extended during a demonstration, must be within the boundaries of the exhibition area rented by you.

Exhibitors shall provide for installation of protective fencing, screens, etc. to ensure safety of exhibitors and visitors during demonstration of exhibits. In the event of waste generated as a result of demonstration of equipment you should agree with the Organizers on such waste disposal procedure. Please note that disposal of liquid waste on the areas of the exhibition centre **IS PROHIBITED**.

In the event of violation of the above requirements the Organizers may refuse to permit demonstration of exhibits.

19. COOKING OF MEALS AND ORGANIZATION OF TASTING SESSIONS AT THE STANDS

Cooking of means and organization of tasting sessions at the stand are possible only subject to agreement with the Organizer and subject to the following requirements:

- solely electric stoves, ovens, and so on shall be allowed for cooking within the exhibition areas.
- The stand shall be fitted with a professional exhaust using filters to neutralize unpleasant smells.
- It is disallowed to use open fire, generate fume, smoke or strong unpleasant smells.
- Exhibitors must abide to the Fire safety regulations. Any derogations from these Rules shall be allowed subject to a written permit granted by responsible officers of the Ministry of the Russian Federation for Civil Defence, Emergency Situations and the Rectification of the Consequences of Natural Disasters.
- Tasting sessions should be organized in compliance with sanitary standards. Exhibitors shall arrange for disposal of waste and maintain cleanliness of the stand and the adjoining passageways.
- if any complaints are lodged by other exhibitors, the Organizers are free to suspend cooking and tasting process.

20. FIRE SAFETY REGULATIONS

The exhibitors should pay their close attention to the fire safety regulations applicable within the Exhibition centre. You should be governed by these regulations both for design and construction of your stands and for decoration thereof with various materials (fabrics, panels, etc.) and in the decoration of the exhibits.

Smoking in pavilions is forbidden. Smoking areas are equipped in the street area of the Exhibition centre. Open fire, fireworks and smoke effects, storage and use of flammable substances and combustible compressed gases are prohibited at the exhibition. If such substances (paints, oils, emulsions, etc.) are your products exhibited at the exhibition, they must be presented in empty vessels (dummies).

For the purpose of decorating your stand and placement of exhibits on it, keep in mind that:

- The exhibitors are required to provide documents (certificates, opinions, etc.) certifying conformity of the materials used with applicable fire regulation requirements of the Russian Federation.
- It is not permitted to use materials for wall finishing and ceilings with higher fire hazard class than **KM0** hazard class (NG-non-combustible); and flooring materials with a higher fire hazard class than **KM2** (G1-low combustible); **B1**-Slow flammable; **D1-D2**-with small and moderate smoke generating capacity; **T1-T2**--low hazardous and moderately hazardous as per their toxicity group, **RP1-RP2**-in terms of flame spreading on the surface-inflammable and slowly inflammable.

When exhibits with their fire safety and technical characteristics not conforming with requirements of the Fire safety regulations are placed on the stands (such as wooden houses, summer houses, etc.), they should pass fire prevention treatment and be accompanied by the following documents upon delivery to the Exhibition centre. a copy of the license (issued by the Ministry of the Russian Federation for Civil Defence, Emergency Situations and the Rectification of the Consequences of Natural Disasters) of the entity engaged in fire prevention treatment operations; a copy of the Fire Safety certificate for the fire-proof composition; certificates of fire-proof treatment of combustible materials incorporated into the exhibit. Any derogations from these Rules shall be allowed subject to a written permit granted by responsible officers of the Ministry of the Russian Federation for Civil Defence, Emergency Situations and the Rectification of the Consequences of Natural Disasters.

Contact Person: Denisov Dmitry Yurievich, telephone: + 7 (499) 259 1312 E-mail: fd160@mail.ru

21. NOISE LEVEL

The noise level of more than 75 db shall not be allowed during shows and demonstration of audio/video presentations. Their duration should not exceed 10 minutes, and the periodicity should not be more than once per hour.

When complaints are lodged by other exhibitors of the exhibition, the Organizers may turn off the noise source or, where it is impossible, to disconnect your stand from the power supply source.

In the event of a repeated violation the stand shall be disconnected from the power supply line without a further notice!

Please treat with respect other exhibitors and their guests.

22. E-TICKETS FOR VISITORS

Visitors have to pay for visiting the exhibition, the ticket price is 500 roubles. Tickets can be purchased at the Exhibition Centre cashier's desk during the days of the Exhibition held.

For a free visit to the exhibition and to save time, you may purchase the e-ticket **online** on the website of the exhibition. If the form is filled out correctly and the registration is accepted, your **electronic ticket** will be displayed on the screen. You have to print out this **ticket bearing a bar code and take it with you to the exhibition.**

We strongly recommend that you should inform your prospective visitors (customers, partners) of the possibility **to register free of charge online** on the website: <http://www.mims.ru/ru-RU/visitors/ticket.aspx> to receive the **electronic ticket and to have a free access to the exhibition.**

23. ACCOUNTING DOCUMENTS

You can receive closing accounting documents (invoice, certificate of work performed, the original copy of the contract) at the Organizer's office to be open daily commencing from **10:00 a.m. on August 22** in Pavilion 2.5.



We wish a successful participation in the Exhibition and hope it will bring more new clients and contracts!

Organisers of MIMS Automechanika Moscow 2017