**Dear EXPO 1520 Salon Participants,**

Below you will find information to help you prepare for the event.

**SCHEDULE OF PAVILION AND OPEN VENUE**

|  |  |  |
| --- | --- | --- |
| Days of operation of the pavilions and venue | Hours of operation of pavilions and venues for exhibitors | Note |
| 29 August – 5 September | round-the-clock | Supply of rolling stockONLY FOR SALON PARTICIPANTS! |
| 6–10 September | 08:00–20:00 | Construction of standard and individual participant booths In Pavilion No. 1, No. 2, No. 3, No. 4, No. 5 and No. 6 |
| 8–9 September | 08:00–20:00 | Delivery of equipment and exhibits for display in the open venue |
| 9–10 September | 08:00–16:00 | Delivery of equipment, exhibits and booth design. By 16:00 on 10 September, packaging and waste must be removed from the pavilions. After 16:00 the passageways will be covered with carpet |
| 11 September | 09:00–19:00 | The exhibition is open to specialists and visitors from 10:00 to 18:00. The official opening ceremony of the EXPO 1520 Salon takes place at 12:00 |
| 11–13 September | 09:00–19:00 | The exhibition is open to specialists and visitors from 10:00 to 18:00 |
| 14 September | 09:00–18:00 | The exhibition is open to specialists and visitors from 10:00 to 15:00 (all pavilions) |
| 14 September | 09:00–21:00 | “Open Road Days” festivities held from 10:00 to 20:00 |
| 15 September | 08:00–23:00 | Disassembly and removal of all exhibits from booths.Removal of large machinery. |
| 16 September | 08:00–20:00 | Disassembly and removal of all exhibits from booths.Removal of large machinery.  |
| 15–17 September | round-the-clock | Removal of rolling stock\*  |

\***Participants who fail to remove rolling stock by the specified deadlines shall be charged penalties for each hour of delay starting from 1:00 on 18 September.**

**PASSES FOR PARTICIPANTS**

**To enter** the territory of the **Experimental Ring** *for the first time*, you must enter through the *main entrance (Checkpoint No. 1, see the map)* by presenting the security post with a list of employees who will be present at the venue during the assembly/disassembly work as well as 2 original copies of letters for the delivery/removal of the equipment. The letters shall be endorsed by the organisers at the checkpoint. To avoid lines, the letters may be endorsed in advance at the Organiser’s office.

**A permanent Salon participant pass (badge)** as well as Salon information materials may be obtained at the registration pavilion (*see map*)from 12:00 to 18:00 starting **10 September 2013.**

Early registration will be offered in Moscow at the address: ul. Staraya Basmannaya, d. 38/2, str. 3 on 2–9 September (except Saturdays and Sundays). You may also endorse the letter for the delivery/removal of equipment and the list of personnel at the Technical Directorate of LLC Business Dialogue during the early registration period and obtain assembly bracelets.

**DELIVERY AND REMOVAL OF EQUIPMENT AND EXHIBITS**

The Salon participant is responsible for delivering and removing equipment and exhibits on time as well as delivering rolling stock and other special machinery to the venue of the IV International Rail Salon EXPO 1520 and their removal. The Salon is being held at the address: **142171, Moscow, Shcherbinka, Butovsky tupik, d. 1, Experimental Ring of JSC Russian Railway Research Institute.**

The **delivery** of rolling stock from the Shcherbinka station to the Experimental Ring and its **return** shall only take place after the participant has paid for the cost of delivering and removing the machinery based on the tariffs of Russian Railways.

Information to register documents for the delivery of machinery to the Experimental Ring of JSC Russian Railway Research Institute:

- Moscow, Shcherbinka, Butovsky tupik, d. 1

- OKPO 23453827
- Shcherbinka station code: 191104
- Enterprise code of Experimental Ring of JSC Russian Railway Research Institute: 4425

**Please make sure that payment has been made for both ways.**

**The delivery and removal** of exhibits and equipment shall take place through the assembly gates of stationary pavilion No. 2 and tent pavilions No. 1, No. 3, No. 4, No. 5 and No. 6 based on letters prepared in accordance with the procedure described below:

1. Prepare (3 copies) a letter (in accordance with the attached sample) using your company’s letterhead with an executive’s signature (Appendix 1).
2. For the people who will be present during assembly/disassembly work: prepare 2 (two) copies of a letter (using the company’s letterhead with the seal and signature of an executive) in order to receive passes (assembly bracelets) for the period of the assembly/disassembly work. The letter shall include lists of employee names indicating their passport data and addresses as well as the telephone numbers of those responsible for work. For non-resident employees, copies of their registration and residence in Moscow shall be provided (Appendix 3, this appendix must be sent to the Technical Directorate of Business Dialogue prior to 25 August 2013).
3. Endorse the letter in the period from 25 August to 5 September 2013 at the Organiser’s office at the address:
	* Moscow, ul. Staraya Basmannaya, 38/2, str. 3. (tel.: +7 (495) 988 28 01, Technical Directorate) and during the assembly period (6–9 September 2013) from 9:00 to 18:00 at the address: Moscow, Shcherbinka, Butovsky tupik, 1, Experimental Ring of Russian Railway Research Institute:
	* with the Salon Organisers at Checkpoint No. 1

One copy of the letter shall remain with the Organiser.

The equipment and exhibits shall be delivered through the assembly entrance to the Experimental Ring of Russian Railway Research Institute and the aforementioned pavilion assembly gates using the copy of the letter retained by you. You will need to endorse the third copy of the letter with the Organiser for the removal of the equipment on the day of disassembly.

You may place an order for loading-unloading work with the Salon’s official carrier Panalpina (contact information provided below).

**Attention!** Additional exhibits and equipment may be delivered during the Salon (11–14 September 2013) only from 9:00 to 9:30 and from 18:00 to 18:30 in compliance with the procedure described above.

**No cargo may be delivered to the pavilions during the Salon operating hours!**

Upon completion of the Salon on 14 September, we recommend that all participants in Pavilions No. 1, 2, 3, 4, 5 and 6 pack up their remaining information materials, exhibits and equipment after 20:00 and leave them there until the morning of 15 September. The pavilions will be closed until 8:00 on 15 September.

**For the removal** of equipment and exhibits after the Salon closes on 14 and 15 September, you must obtain a stamp on the copy of the letter you have retained for removal at the Salon Organiser’s office at Checkpoint No. 1. The removal of exhibits and equipment on 15 September shall be permitted from 9:00 to 20:00. The entrance of large transport vehicles shall be permitted on 15 September from 9:00 to 20:00.

**PARTICIPANTS ORDERING UNEQUIPPED SPACE**

Please convey the information specified in this letter to the company building your booth. Please be sure that the design of your booth is sent to Business Dialogue for approval and that power supply has been ordered for your booth.

**INFORMATION FOR COMPANIES ASSEMBLING BOOTHS**

Assemblers shall only be permitted to enter the Experimental Ring of Russian Railway Research Institute to assemble exhibition booths after obtaining **accreditation from the Salon’s official developer LLC CAPITEL S (**[**http://www.capitel.ru**](http://www.capitel.ru/)**). Accreditation must be obtained prior to 2 August 2013. The fees double in the period from 2 August to 2 September 2013.**

**Contact person: Malygina Natalya**

**accredo@capitel.ru****, mob: 8 (910) 490-5136, work: 8 (499) 181-43 90**

All materials and structures (wooden structures, floor covering, flammable decorations, drapes, etc.) that do not have appropriate fire safety certificates must be treated with flame retardants.

The use of flammable materials without fire retardant treatment shall be prohibited on the territory of the Salon.

The companies handling the assembly of the booths must submit the following documents to Business Dialogue **prior to 6 September 2013**:

* a notification letter for the delivery/removal of exhibition equipment (see Appendix No. 2) on the company’s letterhead with the seal and signature of an executive **in 3 (three) copies** (indicating the event name, name of the Salon participant, the booth area and a list of equipment/exhibits);
* a list of personnel who will be present during assembly/disassembly work on the company’s letterhead with the seal and signature of an executive **in 2 (two) copies** (indicating the event name, name of the Salon participant and the booth area). The letter shall include lists of employee names indicating their passport data and addresses as well as the telephone numbers of those responsible for work. For non-resident employees, copies of their registration and residence in Moscow shall be provided (Appendix 3, this appendix must be sent to the Technical Directorate of Business Dialogue prior to 25 August 2013);
* the booth design (temporary structure) prepared in isometric projection;

**Passes for assemblers (assembly bracelets)** shall be issued at Checkpoint No. 1 of the Experimental Ring of Russian Railway Research Institute by the EXPO 1520 Salon Organiser starting from **6 September 2013 or from 25 August to 6 September 2012 at the office of Business Dialogue (Technical Directorate)**

To obtain passes, you must:

* prepare 2 (two) copies of a letter (using the company’s letterhead with the seal and signature of an executive) in order to receive passes (assembly bracelets) for the period of the assembly/disassembly work. The letter shall include lists of employee names indicating their passport data and addresses as well as the telephone numbers of those responsible for work. For non-resident employees, copies of their registration and residence in Moscow shall be provided; (Appendix 3, this appendix must be sent to the Technical Directorate of Business Dialogue prior to 25 August 2013);
* endorse the letter with the Salon Organisers at the office or Checkpoint No. 1 after 6 September 2013;

**SECURITY**

General security shall be provided for the pavilions and venue area. Unfortunately, there has recently been an increase in the number of thefts from the territory of exhibition centres. In order to ensure the safekeeping of exhibits, we suggest that you constantly have an employee from your company present at the booth when the Salon is open to participants and visitors. The Salon Organisers and Experimental Ring administration shall not be responsible for the safekeeping of exhibits and the personal items of Salon participants during this period.

You may insure your booth and exhibits with any insurance company.

**CLEANING**

General cleaning of the passageways between booths shall be conducted each morning from 8:00 to 9:00 prior to the opening of the exhibition hall. Any trash that you left from the previous day in a plastic bag or box in front of the booth shall be removed.

The exhibition space must be left in clean condition after the Salon. The Salon participant shall be responsible for the cost of cleaning up any trash left behind.

**LATE ORDERS**

A **surcharge of 20%** of the order cost shall be added to any orders received after **1 August** and prior to the start of assembly of the exhibition on 6 September. A **surcharge of 100%** shall be added for **any services** ordered during assembly and the operation of the EXPO 1520 Salon.

**Such orders shall only be fulfilled after full payment is made or upon receipt of the original copy of a Letter of Guarantee and in the event the ordered equipment is available at the event venue on a first-come first-served basis.**

**Please try to assemble your booth in a timely manner and prepare all the necessary documents in order to avoid complications during the event.**

**FIRE SAFETY**

**Fire safety regulations at the EXPO 1520 Salon:**

1. The Directorate of the International Rail Salon shall provide pavilions (premises) for the event in proper condition and guarantee the adoption of basic fire safety measures taking into account constructions standards and rules.

2. The Salon participants shall be responsible for fire safety and compliance with these fire safety rules during the assembly, operation and disassembly of their booths and exhibits.

3. The technical services of the Russian Railway Research Institute, Salon Directorate and local fire service shall monitor compliance with these rules.

4. Salon participants must provide Business Dialogue with information about all radioactive, flammable and explosive materials and exhibits as well as materials and exhibits with heightened risk in advance but no later than one month prior to the start of assembly work so that proper and coordinated safety measures may be adopted. It shall be prohibited to deliver the aforementioned materials and exhibits without the permission of Business Dialogue.

5. Stationary booth structures may be made of conventional building materials (normal flammability class). Fireproof and semi-fireproof materials must be used for the finishing of booths, offices, podiums, ceilings and enclosures. All flammable materials must be treated with flame retardant. It shall be prohibited to use finishing materials made from plastics that cannot be treated with flame retardant.

6. Carpets and carpet strips used in the pavilions must be securely attached to the floor along the perimeter and at the joints. They must be made from semi-flameproof material (which will not catch fire from a burning cigarette or match).

7. Access roads to be pavilions must not be obstructed during the assembly and disassembly of the exhibits and equipment. Transport crates, packaging and other materials and equipment that are no longer needed should be immediately removed from the exhibition pavilion.

8. It shall be prohibited to locate partitions and turnstiles along emergency exits and areas frequented by visitors. The passageways for visitors must be at least 2 metres across and ensure circular movement as well as unobstructed access to emergency exits, electrical boxes, fire cabinets and other fire-fighting equipment. Stairwells, emergency exits, passageways, corridors and lobbies must always be kept free of any objects that hinder the movement of people. It shall be prohibited to use flammable materials in the construction of booths. Offices and services must not be located in stairwells and under stairs.

9. The use of electrical and gas appliances to make tea and coffee shall only be permitted in premises that are specifically designated and equipped for this purpose in coordination with the fire protection service.

10. Electric heaters, refrigerators and air conditioners must be connected to a standalone power supply with a protective trigger device.

11. If the permissible current in low-power electrical devices (electric motors, transformers, etc.) installed in an electrified booth is lower than the rated current of the power supply circuit breaker, additional electrical protection must be provided. All electrical installations must be grounded.

12. Smoking is prohibited in the pavilions.

13. All other matters not covered in these rules that arise during the assembly, operation and disassembly of the exhibit shall be resolved on site by fire protection specialists.

14. Actions to take in the event of fire, ignition or smoke.

Upon discovering fire, ignition or smoke, you must**:**

* immediately inform the fire protection service using the citywide phone number 01 and the local fire protection service at the number: +7 (4967) 545610; also provide the exact address of the facility, explain what is burning, give your last name, and indicate the phone from which you are calling;
* take measures to put out the fire using the available fire extinguishing equipment along with evacuating people through emergency exits and stairwells not engulfed in smoke as well as in the direction of the fire services;
* strictly follow safety rules when extinguishing fires and ignition;
	+ not permit the extinguishing of an electrical device or unit receiving input power with water or foam extinguisher;
	+ not grasp the socket of a carbon dioxide extinguisher with unprotected hands.

15. At the end of each working day, all the pavilions, administrative offices, other rooms, lounges, lobbies, etc. must be cleared of all combustible trash and materials. All electrical appliances must be unplugged except for refrigerators and equipment used in continuous processes. Trash shall be removed to special containers.

16. All Salon participants must know and comply with the fire safety measures, know how to act in the event of a fire, and know how to use emergency fire-fighting equipment. Salon participants shall face penalties in the prescribed manner from the State Fire Oversight authorities for the violation of fire safety rules in accordance with the laws of the Russian Federation.

**ELECTRICAL WORK**

**Requirements for electrical work and persons performing such work:**

1. Only companies and organisations having licences to perform electrical work shall be hired to carry out such activities at the booths of the Salon participants.

2. Only persons who meet the requirements for electrical engineering personnel and have the appropriate electrical safety qualifications (no lower than the third group under Russian standards) shall be permitted to perform electrical installation work at the booths of the Salon participants.

3. All electrical installation work must be performed in compliance with the applicable Regulations for the Operation of Consumer Electrical Installations (PEEP), Accident Prevention Regulations (PTB), Electrical Installation Regulations (PUE), Fire Safety Regulations in the Russian Federation as well as Construction Standards and Regulations (SNiP).

4. Electrical installation work shall be conducted in accordance with the layout plan of the exhibition booth provided by the Salon participant.

5. All electrical installation work on live parts shall only be performed after switching off input power.

6. Cables must be covered with a special ramp in open areas and places frequented by people.

7. Unobstructed access must be provided to electrical distribution input devices.

8. Upon completion of the electrical installation work, a representative of the Experimental Ring of Russian Railway Research Institute shall inspect the quality of the work and handle the connection to power supply sources in accordance with the layout schematics.

9. The responsible personnel of the Experimental Ring of Russian Railway Research Institute shall monitor the condition of the electrical equipment of the exhibition booths and expositions during the Salon.

10. The electrical personnel of the Experimental Ring of Russian Railway Research Institute shall disconnect the input device from the power supply at the conclusion of the Salon based on a request by a representative of the participant company or the person responsible for the disassembly of the electrical equipment.

11. The Experimental Ring shall have the right to perform the emergency shutdown of the power supply in order to prevent accidents caused by gross violations of the PEEP and PTB.

**FREIGHT, DELIVERY, CUSTOMS**

**Delivery of freight to the Salon and transportation/loading in the pavilion.**

Panalpina is the Salon’s Official Agent for onsite freight handling.

You may use the services of another company to deliver freight to the Salon.

**Vladimir Bormatov**

Tel. +7 (985) 763 9362

adefa@bk.ru

**Panalpina office at the exhibition.**

A Panalpina representative will be available at the Salon.

Please visit the Organiser’s office in Pavilion No. 6 to contact the representative.

**Customs clearance.**

For matters concerning the customs clearance of your freight, please contact the Salon’s Official Transport Agency – Panalpina and follow its instructions.

**Loading and unloading work.**

To place an order for loading-unloading work, please contact Panalpina (preferably no less than 2 weeks in advance).

**IMPORTANT!!!** In order to avoid problems with freight handling, please notify the members of the Panalpina office closest to you or the company’s head office in Hamburg in advance about all the details of your shipment.

If some exhibits of foreign participants are not included in the list of items to be removed upon the conclusion of the Salon, the Salon participant shall be responsible for paying all duties and taxes charged by the customs service.

**LIABILITY OF SALON PARTICIPANTS**

Salon participants must return booth components and additional equipment in the same condition it was received. Salon participants shall be financially liable for all damage to structures or additional equipment.

Please contact us if you have any questions during preparations for, assembly and the operation of the Salon as well as the disassembly of exhibition booths.

The booth of the Salon Organiser, LLC Business Dialogue, will be located in Pavilion No. 6.

**We wish you successful work at the**

**IV International Rail Forum EXPO 1520!**

**EXPO 1520 Salon Director**

**Yekaterina Astakhova**

**Appendix 1.**

**Sample letter for exhibition participants (on your company letterhead) – 3 copies**

To: the Directorate of the IV International Rail Salon EXPO 1520

IV International Rail Salon EXPO 1520

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth number \_\_\_\_\_\_\_\_\_\_\_

Please permit the delivery and subsequent removal of exhibits, exhibition equipment and materials, a list of which is attached.

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| --- | --- | --- | --- |
| No. | Name | Quantity | Comment |
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Responsible person (full name, contact number)

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Car No. and make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, seal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2.**

**Sample letter to obtain passes for assemblers (on company letterhead) – 2 copies**

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|  To: the Directorate of the IV International Rail Salon EXPO 1520   (company name)  (address, telephone, email)For the assembly of exhibition booths  (number of booths and their area in square metres)Please grant the following personnel access to the IV International Rail Salon EXPO 1520:

|  |  |  |
| --- | --- | --- |
| No. | Surname, name, patronymic | Passport data |
|  |  |  |
|  |  |  |
|  |  |  |

Person responsible for work:  (full name, contact number)Manager / / (signature) (full name)Seal here |

**Sample letter for the delivery/removal of equipment (on company letterhead) – 3 copies**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To: the Directorate of the IV International Rail Salon EXPO 1520   (company name)  (address, telephone, email)For the assembly of exhibition booths  (number of booths and their area in square metres)Please permit the delivery of the following equipment and exhibits to the territory of the IV International Rail Salon EXPO 1520 (with subsequent removal):

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Equipment name | Quantity | Comment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Delivery/removal will be carried out using the vehicle: make, state number Person responsible for work:  (full name, contact number)Manager / / ( signature ) (full name)Seal here |

|  |  |
| --- | --- |
| **Appendix 3.****Sample list of employees with passport data (on company letterhead) – 2 copies**To: the Directorate of the IV International Rail Salon EXPO 1520   (company name)  (address, telephone, email)Please grant the following personnel access to the IV International Rail Salon EXPO 1520:**List of employees** |   |
| **No.** | **Surname** | **Name** | **Patronymic** | **Position** | **Company name** | **Passport No. and series** | **Date of birth** | **Place of birth** |
|   |  |  |  |  |  |  |  |  |
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|   |  |  |  |  |  |  |  |  |

Person responsible for work:

 (full name, contact number)

Manager: / /

 (signature) (full name)

Seal here