Technical services order forms

TransRussia | SkladTech 2027 (16-18 March)

TECHNICAL MANAGER:
Natalia Glazkova
natalia.glazkova@ite.group
+7 968 945 3539

All prices do not include VAT

HOW TO FILL THE FORMS?

This document contains several Forms, each Form allows to order specific services.

For your convenience there is an Index on the next page.

For participants with an unequipped area, independently or through a third party stand builder building their stand, the last page of this document, FORM T, is mandatory for submitting, in addition to forms with services.
FORM T is a summary table of ordered services via forms. An invoice is issued based on this document.

For participants with the Standard Shell scheme Plus and Standard Premium, the last two pages of this document are mandatory for submitting, in addition to the forms with services: FORM T and a fascia inscription with a sketch of the stand, which must be signed.
FORM T is a summary table of ordered services via forms. An invoice is issued based on this document.
A sketch of the stand and a fascia inscription – a sketch of the stand is drawn by the participant by hand to better understand the desired arrangement of furniture and other elements on your stand. The desired text of the fascia inscription, the color of the inscription and the color of the carpet on the stand are also indicated here.

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Standard Shell Scheme PLUS

Send this form to ITE Group Technical Service Department:

NOT LATER THAN
15/01/27

☺ Natalia Glazkova
natalia.glazkova@ite.group
☎ +7 968 945 3539
3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

	Price, sqm EUR	*Stand size*	*Total, EUR*
STANDARD SHELL SCHEME PLUS	181		

The sketches show a sample stand 12 sq.m. (linear and corner)

STANDARD SHELL SCHEME PLUS KIT*

Height of walls and overall construction – 2,5 m

Carpet (colour – to choose) grey , colour of carpet by default - grey

Fascia panel (H=30 cm, laminated chipboard) with PVC plate (colour – white) with
fascia name from the open sides of the booth (colour of the fascia name – to choose) серый (071)
Colour of the fascia name by default – grey, 071
Pylons at booth's corners (are the same colour as Fascia panel)

	sq.m.	<11	12-23	24-35	36-47	48-59
Table (80x80 cm) (code 310)	**Pc.**	1	1	2	3	4
Chair (code 300)	**Pc.**	1	2	4	6	8
Waste basket	**Pc.**	1	1	2	3	4

*** Electricity is not included in the standard package.**
Please order electricity via **Form T2.1**, if necessary.
Additional furniture, stand equipment, plug-sockets, lights can be ordered from Forms **T4.1-T4.3.**

Premium Shell Scheme VERONA

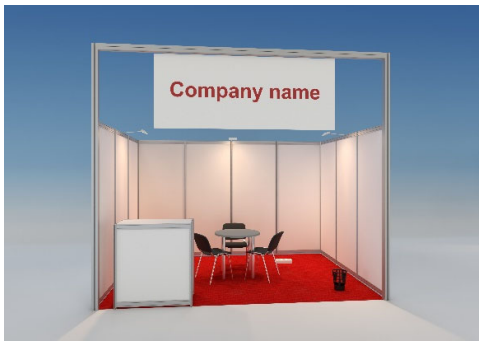
Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

	Price, sqm EUR	*Stand size*	*Total, EUR*
PREMIUM SHELL SCHEME VERONA	**265**		
UPGRADING FROM STANDARD PLUS TO VERONA	84		



The sketches show a sample stand 12 sq.m. (linear and corner)

PREMIUM SHELL SCHEME VERONA KIT*

Height of front construction 3.5 m (MERO R8+ or MAXIMA), Height of walls 2.5 m. (MERO R8 or OCTANORM)

Carpet (colour – to choose) grey , Colour of a carpet by default – grey

Fascia panel 1.0 m. height on open sides of stand

(colour of the fascia name – to choose) серый (071) (by default – grey)

Attention! Premium stands can be ordered at least 12 sq.m. Design shown above suits 12 sq.m (inline and corner position)

sq.m.		**12**	**13-17**	**18-24**	**25-48**	**49-60**
Round table D 80 cm (Code 314)	**Pc.**	1	1	2	2	3
Conference chair (Code 303)	**Pc.**	3	4	6	8	12
Bar counter (Code 318)	**Pc.**	1	1	1	2	2
Waste basket	**Pc.**	1	1	1	2	2
Plug socket, 1kW *	**Pc.**	1	1	1	2	2
Halogen Light 120 W (long arm) *	**Pc.**	3	5	6	7	8

*** To be provided when ordering electricity supply via Form T2.1.**

Additional furniture, stand equipment, plug-sockets, and lights can be ordered from **Forms T4.1-T4.3.**

Premium Shell Scheme FERRARA

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

	Price, sqm EUR	*Stand size*	*Total, EUR*
PREMIUM SHELL SCHEME FERRARA	**288**		
UPGRADING FROM STANDARD PLUS TO FERRARA	107		

The sketches show a sample stand 12 sq.m. (linear and corner)

PREMIUM SHELL SCHEME FERRARA KIT*

Height of front construction 3.5 m (MERO R8+ or MAXIMA), Height of walls 2.5 m. (MERO R8+ or MAXIMA)

Carpet (colour – to choose) grey , Colour of a carpet by default – grey

Colour banners of net fabric, (colour – to choose) серый (071) with company name in white on open sides of the stand

Attention! Premium stands can be ordered at least 12 sq.m. Design shown above suits 12 sq.m (inline and corner position)

sq.m.		**12**	**13-17**	**18-24**	**25-48**	**49-60**
Round table D 80 cm. (code 314)	**Pc.**	1	1	2	2	3
Conference chair (code 303)	**Pc.**	3	4	6	8	12
Bar counter (Code 318) with ORACAL film (colour – to choose) красный (031)	**Pc.**	1	1	1	2	2
Waste basket	**Pc.**	1	1	1	2	2
Plug socket, 1kW *	**Pc.**	1	1	1	2	2
Halogen Light 120 W (long arm) *	**Pc.**	3	5	6	7	8

*** To be provided when ordering electricity supply via Form T2.1.**

Additional furniture, stand equipment, plug-sockets, and lights can be ordered from **Forms T4.1-T4.3.**

Premium Shell Scheme RAVENNA

Send this form to ITE Group Technical Service Department:

☺ Natalia Glazkova
natalia.glazkova@ite.group
☎ +7 968 945 3539
✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

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	Price, sqm EUR	*Stand size*	*Total, EUR*
PREMIUM SHELL SCHEME RAVENNA	**265**		
UPGRADING FROM STANDARD PLUS TO RAVENNA	84		

The sketches show a sample stand 12 sq.m. (linear and corner)

PREMIUM SHELL SCHEME RAVENNA KIT*

Height of front construction 3 m. (MERO R8+ or MAXIMA), Height of walls 2.5 m. (MERO R8 or OCTANORM)
Carpet (colour – to choose) grey , Colour of a carpet by default – grey
Fascia panel 0.3 m height with fascia name on open sides of stand серый (071)
Fascia panel 0.5 m height with colour logotype on open sides of stand (colour of the fascia panel – to choose) красный (031)

Attention! Premium stands can be ordered at least 12 sq.m. Design shown above suits 12 sq.m (inline and corner position)

sq.m.		**12**	**13-17**	**18-24**	**25-48**	**49-60**
Round table D 80 cm (code 314)	**Pc.**	1	1	2	2	3
Conference chair (Code 303)	**Pc.**	3	4	6	8	12
Bar counter (Code 318)	**Pc.**	1	1	1	2	2
Waste basket	**Pc.**	1	1	1	2	2
Plug socket, 1 Kw *	**Pc.**	1	1	1	2	2
Halogen Light 120 W (long arm)*	**Pc.**	3	5	6	7	8

*** To be provided when ordering electricity supply via Form T2.1.**
Additional furniture, stand equipment, plug-sockets, and lights can be ordered from **Forms T4.1-T4.3.**

Premium Shell Scheme KREMONA

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

	Price, sqm EUR	*Stand size*	*Total, EUR*
PREMIUM SHELL SCHEME KREMONA	339		
UPGRADING FROM STANDARD PLUS TO KREMONA	158		

The sketches show a sample stand 12 sq.m. (linear and corner)

PREMIUM SHELL SCHEME KREMONA KIT*

Height of front construction 4 m., Height of the walls 2.5 m

Carpet (colour – to choose) grey

Colour of a carpet by default – grey

Fascia panel on all open sides of stand with dark wood effect and company name in white

Attention! Premium stands can be ordered at least 12 sq.m. Design shown above suits 12 sq.m (inline and corner position)

	sq.m.	**12**	**13-17**	**18-24**	**25-48**	**49-60**
Round table D 80 cm. (code 314)	**Pc.**	1	1	2	2	3
Conference chair (code 303)	**Pc.**	3	4	6	8	12
Bar counter (Code 318)	**Pc.**	1	1	1	2	2
Waste basket	**Pc.**	1	1	1	2	2
Plug socket, 1kW *	**Pc.**	1	1	1	2	2
Halogen Light 120 W (long arm) *	**Pc.**	3	5	6	7	8

*** To be provided when ordering electricity supply via Form T2.1.**

Additional furniture, stand equipment, plug-sockets, and lights can be ordered from **Forms T4.1-T4.3.**

Premium Shell Scheme FABRIANO

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

	Price, sqm EUR	*Stand size*	*Total, EUR*
PREMIUM SHELL SCHEME FABRIANO	312		
UPGRADING FROM STANDARD PLUS TO FABRIANO	131		

The sketches show a sample stand 12 sq.m. (linear and corner)

PREMIUM SHELL SCHEME FABRIANO KIT*

Stand construction height H=5 m. (MERO R8+ or MAXIMA) with a colored banner net H=2.2 m. on the open sides of the stand
The layout for the banner grid is provided by the participant. The requirements to the files, sizes and terms of submission should be clarified with the technical manager. In case of failure to provide the layout - the company name on a white background will be placed.
Height of the walls 2.5 m
Plug-in fascia panel 0.34 m height with fascia name on open sides of stand
Carpet (colour – to choose) grey Colour of a carpet by default – grey
Storage room 1x1m with folding door H=2,5m

Attention! Premium stands can be ordered at least 12 sq.m. Design shown above suits 12 sq.m (inline and corner position)

	sq.m.	**12**	**13-17**	**18-24**	**25-48**	**49-60**
Bar counter (Code 318) with logo1000x1000 mm	**Pc.**	1	1	1	2	2
Table (to choose: round/ square (Code 310/314)) square (310)	**Pc.**	1	1	2	2	3
Conference chair (Code 303)	**Pc.**	3	4	6	8	12
Bar stool (Code 306)	**Pc.**	1	1	1	2	2
Clothes rack, hanging	**Pc.**	1	1	1	1	1
Waste basket	**Pc.**	1	2	2	3	3
Plug socket, 1kW *	**Pc.**	1	2	3	4	5
Metallo-Halogen Projector 150 W *	**Pc.**	3	4	5	6	8

*** To be provided when ordering electricity supply via Form T2.1.**
Additional furniture, stand equipment, plug-sockets, and lights can be ordered from **Forms T4.1-T4.3.**

Premium Shell Scheme LIVORNO

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

	Price, sqm EUR	*Stand size*	*Total, EUR*
PREMIUM SHELL SCHEME LIVORNO	**423**		
UPGRADING FROM STANDARD PLUS TO LIVORNO	242		

The sketches show a sample stand 12 sq.m. (peninsular and corner)

PREMIUM SHELL SCHEME LIVORNO KIT*

Height of the stand H=3,6 m

Print and installation vinyl banner on the open walls on the perimeter of the booth. H-3.6m

Carpet (colour – to choose) grey Colour of a carpet by default – grey

Storage room 1x1m with hinged door H=3,6m

Attention! Premium stands can be ordered at least 12 sq.m. Design shown above suits 12 sq.m (peninsular and corner position)

	sq.m.	**12**	**13-17**	**18-24**	**25-48**	**49-60**
Light-Box (illuminated column) 670* R-500mm, H-3.6m with milk plexi-glass surface including single colour logo 1000x400mm	**Pc.**	2	2	2	4	4
Bar counter round with colour logo 1000 x 1000 mm	**Pc.**	1	1	1	2	2
Table (to choose: round/ square (Code 310/314)) square (310)	**Pc.**	1	1	2	2	3
Conference chair (Code 303)	**Pc.**	3	4	6	8	12
Bar stool (Code 306)	**Pc.**	1	1	1	2	2
Clothes rack, hanging	**Pc.**	1	1	1	1	1
Waste basket	**Pc.**	1	2	2	3	3
Plug socket, 1kW *	**Pc.**	1	2	3	4	5
Metallo-Halogen Light 150 W (long arm) *	**Pc.**	3	5	6	7	8

*** To be provided when ordering electricity supply via Form T2.1.**

Additional furniture, stand equipment, plug-sockets, and lights can be ordered from **Forms T4.1-T4.3.**

CUSTOM BUILD STANDS

Dear exhibitors,

Event Organizer - ITE GROUP - offers you a special service:

Custom build stand.

If you want your stand to fully reflect your corporate identity, using original and interesting design solutions to demonstrate your products and services as effectively as possible, we can help you.

Ordering a custom build stand will allow you to: save time, optimize your budget, and receive a full range of quality stand services from your personal manager.

The professionalism and experience of the Organiser will help you avoid complications associated with building a custom stand and guarantee a successful participation in the exhibition.

A whole range of additional services are included:

- Developing an original stand design
- Planning the stand in 3D
- Designing and approving the necessary documentation (strength calculation, electrical plan, fire safety acts, insulation resistance measurement acts, etc.)
- Selecting decorative elements, individual furniture and flower arrangements
- Controlling and supervising stand construction
- Ordering technical connections and services - power, water, compressed air, daily cleaning and stand security etc
- Ordering of presentation equipment, plasma screens, video walls and LED screens

If you are interested in this service, please fill out this form and send it to the Organizer via fax or email:

☺ **Stanislav Astashevskiy** ☎ +7(909) **994 8882**
🖫 Stanislav.Astashevskiy@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Exhibitor:
Contact person:
Phone number:
e-mail:
Event: TransRussia | SkladTech 2027 (16-18 March) pavilion, hall
Stand position: ☐ inline ☐ corner ☐ peninsular ☐ island
Stand size and area: **m** (width) **X** **m** (depth) **=** **sq.m.**
Stand height: **m**
Number of levels: level(s)

COFFEE BREAKS, COCKTAIL RECEPTIONS, LUNCH BOXES

Dear exhibitors,

Event Organizer - ITE GROUP - offers you a special service:

CATERING

A whole range of additional services are included:

- Developing a menu
- Calculating the optimal number of dishes and drinks
- Selecting serving and decorative elements of banquet and buffet tables
- Selection of personnel
- Controlling and supervising the banquet service

If you are interested in this service, please fill out this form and send it to the Organizer via email.

Send this Form to ITE GROUP:

☺ **Angelina Timofeeva** **+7 (909)994-2302**
✉ **Angelina.Timofeeva@ite.group** **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Exhibitor:

Contact person:

Phone number:

e-mail:

Event: TransRussia | SkladTech 2027 (16-18 March) pavilion, hall

Catering type: ☐ delivery of lunch boxes ☐ cocktail reception ☐ coffee break

Catering date:

Catering time:

Number of persons (per day): **prs**

T1: TEMPORARY STAFF, CLEANING

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Service	*Price, EUR*	*QTY*	*Total, EUR*
1. TEMPORARY STAFF			
1.1 INTERPRETERS	*Price per 1 day*	*QTY*	*Total, EUR*
Type 1 **Interpreter Russian-European languages,** per day	286		
Type 2 **Interpreter Russian-Oriental languages,** per day	331		

Not all languages are available. Only consecutive translation available. Please contact your technical manager for more information before ordering an interpreter. In the event of a late cancellation (up to 3 weeks before the start of the exhibition), the company must pay a cancellation penalty of three times the daily cost of the service ordered.

1.2 STAND ATTENDANT, basic English knowledge, per day	331		
1.3 SECURITY	*Cost per 1 shift*	*QTY*	*Total, EUR*
1.3.1 Security guard, day-time (10:00 – 18:00)	413		
1.3.2 Security guard, night-time (18:00 – 10:00)	618		

Large stands may require more than one security guard. During the set-up and dismantling of the exhibition, the pavilions may not close at 20:00. Order of security guard service during set-up / dismantling is possible 1 day before and if service is available.

2. DAILY STAND CLEANING (FLOOR COVERING ONLY) *	*Price per 1 sq.m. for exhibition period*	*Sq.ms*	*Total, EUR*
2.1 Stand's floor covering cleaning, Vacuum, per sqm	20		
2.2 Stand's floor covering cleaning, Wet wiping, per sqm	20		
Discounts for cleaning: 100 sq.m. – 5%, 200 sq.m – 10%, 300 sq.m. – 15%, 400 sq.m. – 20%	*% discount*	0	Total amount (including discount)

ATTENTION! All cleaning works at the Exhibition Center is carried out exclusively by Crocus Expo, the exception is cleaning, wiping, and polishing of exhibits. Involvement of third-party companies for cleaning the space on the territory of the Exhibition Center is not allowed. Self-dependent works with the use of technical means for cleaning the space on the territory of the Exhibition Center is prohibited

* Must be ordered to all space of your booth

Total for Form T1:

T2.1: ELECTRICITY, WATER AND COMPRESSED AIR

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Service	*Price, EUR*	*QTY*	*Total, EUR*
1. ELECTRICITY			
1.1 ELECTRICITY FOR SPACE ONLY SITES*			
1.1.1 Electricity 5 kW	**1 217**		
1.1.2 Electricity 10 kW	**1 769**		
1.1.3 Electricity 20 kW	**2 775**		
1.1.4 Electricity 40 kW	**4 299**		
1.1.5 Electricity 60 kW	**5 571**		

* Connection of electric supply to stands should be done by exhibitors themselves (or their stand builders) in observation of the Requirements for electrical and technical work and for those carrying it out.
Stands must be equipped with a fuse box, and a cable corresponding to the section load (at least 30 m. in length) must be supplied from the stand to the power source. Direct connection of exhibits to power sources in the pavilion (machine tools, industrial items) is allowed if the requirements above are followed. In this case, power supply should be ordered for each exhibit separately.
- Power supply points in the halls are equipped with 16A, 32A, 63A and 125A type ABB electric sockets.
- Connecting exhibitors' electrical equipment to power supply point's takes place after the insulating resistance of the connected electric circuit has been measured.

⚠ For fire safety reasons at the end of your day please turn off lights at your booth.
General builder at Crocus Expo exhibition Centre reserves the right to disconnect the main power supply to the booth from the mains of the exhibition complex in case, if the lighting has not been turned off by the participant.

1.2 ELECTRICITY FOR STANDARS SHELL SCHEME PLUS AND PREMIUM STANDS			
1.2.1 Electricity 2 kW *	**844**		
1.2.2 Electricity 5 kW *	**1 330**		
1.2.3 Electricity 10 kW *	**1 898**		
1.2.4 Electricity 20 kW *	**2 799**		
1.2.5 Electricity 40 kW *	**4 420**		
1.2.6 Electricity 60 kW *	**5 715**		

*** Order of electricity for equipped stands includes supply, consumption and one socket (220V-1kW) for Standard Plus Shell Scheme (for Premium Shell Schemes, see description).**
To make full use of the power supply - additional sockets, lights, etc. can be ordered with **Form T4.3**

ATTENTION!
When connecting a power consumer with a capacity above 10kW on an equipped stand, or setting up an internal power supply network, you must comply with the conditions for connecting an electricity supply for space only sites (see above).
The set-up of exhibition equipment and the connection of electrical equipment (except for exhibits) within the Standard plus and Premium stands is considered as self-building and is subject to paid accreditation.
These requirements apply, among other things, to mobile stands with electric lighting equipment, and to showcases.
The use of household extension cords ("network filters") to connect lighting equipment and household appliances is prohibited. For approval of the lighting equipment used on mobile stands and in shop windows, you need to contact the technical department of BuildExpo LLC.

CONTINUE THE FORM ON THE NEXT PAGE

T2.1: ELECTRICITY, WATER AND COMPRESSED AIR

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Service	*Price, EUR*	*QTY*	*Total, EUR*
2. WATER			
2.1 Cold water supply *	**1 356**		
2.2 Hot water supply * (available only together with cold water connection)	**613**		
2.3 Single fill/removal into a container for 1 м³	**406**		
2.4 Additional charge for water supply to the second floor of the stand	**189**		

* In case more than one unit of technological equipment is connected to the water supply and/or sewage source, or water is poured/drained into several tanks, each such connection shall be ordered separately.
Water connection to the second floor of a 2-storey booth is subject to an additional charge for each connection (hot or cold water).
Outside the pavilion, water connection is not provided, only one-time pouring/draining of water into a container (pool, bathtub, etc.) is possible upon separate request.
Sanitary equipment with faulty shut-off valves and water drainage system is not connected.
Supply is by ½" hoses (internal diameter 12.5 mm), drainage by 32 mm hoses.
Sinks are not included but can be ordered on Form T4.3 (only for equipped stands).
We recommend ordering hot and cold-water connections to connect the sink to the equipped area, as the sinks are not equipped with a boiler.

3. COMPRESSED AIR			
3.1 Compressed air connection, up to 30m3/hour (6kg/sq.sm)	**1 240**		
3.2 Compressed air connection, over 30m3/hour (6kg/sq.cm)	**1 752**		

Pipes have an inner diameter of 12,5 mm. If you need another diameter you need to bring your own adapter. Compressed air is not available on the second floor of Pavilion 2. If you have more than 1 item to be connected, please order the according number of connections.

⚠ **Compressed air is connected on the last day of set-up. Compressor operating hours during the exhibition from 10:00 to 18:00 (on the last day of the exhibition until 16:00).**

Total for Form T2.1:	

T2.2: INTERNET, WI-FI, TV RENTAL

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Service	*Price, EUR*	*QTY*	*Total, EUR*
1. INTERNET CONNECTION			
1.1 Internet connection, cable, 5 Mbit/sec.*	**819**		
1.2 Internet connection, cable, 10 Mbit/sec.*	**1 121**		
1.3 Internet connection, cable, 20 Mbit/sec.*	**1 940**		
1.4 Internet connection, cable, 50 Mbit/sec.*	**2 452**		
1.5 Internet connection, cable, 100 Mbit/sec.*	**3 401**		
1.6 Internet connection WI-FI 5 Mbit/sec.**	**1 497**		
1.7 Internet connection WI-FI 10 Mbit/sec.**	**1 799**		
1.8 Internet connection WI-FI 20 Mbit/sec.**	**2 618**		
1.9 Internet connection WI-FI 50 Mbit/sec.**	**3 130**		
1.10 Internet connection WI-FI 100 Mbit/sec.**	**4 079**		
1.11 Additional Wi-Fi hotspot ** (available only with internet connection, cable)	**678**		

* Your computer must have network board 100 Mb/sec.

* Access to the Internet is provided through an Ethernet interface – RJ-45.

ATTENTION! In accordance with clause 26.1 of the Rules for the Provision of Data Communication Services (approved by the Russian Federation Government Resolution No. 32 dated January 23, 2006), the exhibitor is obliged to provide the Organizer with personal data of persons using user (terminal) communication equipment. ITE Group undertakes to process the provided data, observing its confidentiality and security in accordance with the current legislation. In case of failure to provide information, the telecom operator has the right to suspend the provision of services. The list must contain name, address, and ID attributes.

** One Wi-Fi access point supports a maximum of 20 connected devices. If you need to connect more devices, you must order additional Wi-Fi access points. Each additional Wi-Fi access point allows you to connect 20 more devices.

** When ordering Wi-Fi Internet connection or Wi-Fi access point, the cable is not brought to the stand (Wi-Fi access point is placed above the stand, under the ceiling of the pavilion).

**** The service is provided in the 5 GHz band only**

2. TV RENTAL			
2.1 LED TV 42"	**667**		
2.2 LED TV 50"	**844**		
2.3 LED TV 55"	**1 014**		
2.4 LED TV 65"	**1 841**		
2.5 LED TV 84"	**2 413**		
2.6 Wall element for LED TV panel (laminated chipboard 98 cm. x 60 cm.)	**135**		

The TV rental price includes the cost of TV wall bracket or floor stand, as well as necessary accompanying cables such as HDMI, DVI-D or VGA (D-Sub). All TVs are equipped with USB 2.0 ports for USB media connection.

Ordering a wall element for LED TV panel is possible only for Standard Plus and Premium stands. If the participant uses his own TV, you also need his own metal bracket for self-mounting the TV to the Chipboard panel with self-tapping screws. If you require a wall mount for an equipped stand, please order the Chipboard panel element for mounting the TV (code 239) using this form.

Please inform us what configuration you have chosen and what equipment you intend to connect to the TV.

The equipment is installed on the stand on the last day of set-up ONLY in the presence of a responsible representative of the exhibitor. Please notify the ITE GROUP office at the exhibition when the equipment is ready for acceptance. The equipment will be installed usually within 2 hours of notification.

If the exhibitor does not arrive at the booth on the last day of installation, it may take longer to install the equipment on the first day of the show.

The exhibitor is financially liable for loss or damage to the rental equipment and must return the equipment to the exhibitor.

Total for Form T2.2:		

T3: STAND DECORATING, GRAPHIC WORKS

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova ☎ +7 968 945 3539
natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Service	*Price, EUR*	*QTY*	*Total, EUR*

1. FASCIA PANEL TEXT

The desired lettering on the fascia panel is indicated on the "STAND DESIGN" page of these forms

1.1 Fascia panel text			**free of charge**
1.2 Additional fascia panel text	**117**		

The price of Standard Schell Scheme Plus stand includes text in one language.
Standard plus stands: grey text (Oracal 071), height of letters 100mm, font Arial.

Premium Stands: colour of text for Ferrara, Kremona – white, 010; for Verona, Ravenna and Fabriano - your choice.
The color of fascia panel for Standard plus stands you may see on the page “Standard Shell Scheme PLUS”
For **Premium Stands**, the colour of the fascia panel is presented in the design project of your stand

2. GRAPHIC WORKS

2.1 Logo on fascia panel, monochrome	**116**		
2.2 Logo on fascia panel, multiple colors	**198**		

If size of the logo exceeds 1m in length, then the size is rounded up to the nearest m. Cost is calculated accordingly.

2.3 Logo on wall panel, monochrome	**157**		
2.4 Logo on wall panel, multiple colors	**315**		
2.5 Color laminating with ORACAL film, per sq.m.	**69**		

Please select colour and the code of the film via https://www.orafol.com/ru/europe/produkty/oracal-641-economy-cal, and specify which items should be covered with full colour film.
ORACAL film is calculated with rounding up to 0.5 square meters.

2.6 Laminating with digital photo print, per sq.m.	**157**		

Exhibitors are not allowed to apply self-adhesive graphics to stand elements by themselves.
Technical requirements for graphic will be sent upon request.
Laminating is calculated with rounding up to 0.5 square meters.

2.7 Banner (producing and mounting), per sq.m.	**208**		

The minimum area for ordering is 5 sq.m.
Technical requirements for graphic will be sent upon request.
Banner is calculated with rounding up to 0.5 square meters.

2.8 Application of Exhibitors own Graphics, per sqm	**75**		

Laminating with your own graphic materials.
Please contact the manager of the ITE Group Technical Services Department to clarify the dimensions of the elements of the stand to be pasting, and date of your materials to be delivered by.
Exhibitors are not allowed to apply self-adhesive graphics to stand elements by themselves.

Total for Form T3:		

T4.1: STAND CONSTRUCTION ELEMENTS

Send this form to ITE Group Technical Service Department:

NOT LATER THAN 15/01/27

☺ Natalia Glazkova
natalia.glazkova@ite.group
☎ +7 968 945 3539
✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Service	*Code*	*Price, EUR*	*QTY*	*Total, EUR*
1. Floor covering				
1.1 Carpet, per sqm		**46**		
1.2 Floor podium (without a carpet) height 10 cm. (per 1 sq.m.)	137	**116**		
2. WALL PANELS FOR STANDARD PLUS AND PREMIUM VERONA, RAVENNA, FABRIANO				
2.1 Wall panel, white 100 x 250 cm.	220	**174**		
2.2 Wall panel, white 50 x 250 cm.	221	**127**		
2.3 Wall panel, white diagonal ~ 67 x 250 cm.	224	**174**		
2.4 Wall panel, white curved R=100 cm.	222	**241**		
2.5 Wall panel, white curved R=50 cm.	223	**180**		
2.6 Wall panel, white (Plexiglas h=126 cm.) 100 x 250 cm	401	**259**		
2.7 Wall panel, white (Plexiglas h=126 cm.) 50 x 250 cm	402	**231**		
2.8 Wall panel, white 100 x 50 cm.		**123**		
2.9 Wall panel, white 100 x 110 cm.		**152**		
2.9.1. Reinforced wall panel, white 100 x 250 cm.	228	**277**		
WALL PANELS FOR PREMIUM FERRARA, KREMONA, LIVORNO				
2.10 Wall panel, white 100 x 250 cm.	220m	**253**		
2.11 Wall panel, white 50 x 250 cm.	221m	**181**		
2.12 Wall panel, white (Plexiglas h=126 cm.) 100 x 250 cm	401m	**266**		
3. OTHER ITEMS				
3.1 Venetian Blinds	404	**116**		
3.2 Ceiling lattice with ceiling panel, gridded 100 x 100 cm	260	**135**		
4. DOORS AND CURTAIN FOR STANDARD PLUS AND PREMIUM STANDS VERONA, RAVENNA, FABRIANO				
4.1 Curtain, 100 x 250 cm.	242	**226**		
4.2 Folding door, lockable 100 x 250 cm.	240	**376**		
4.3 Hinged door, lockable 100 x 250 cm.	241	**479**		
DOORS AND CURTAIN PANELS FOR PREMIUM FERRARA, KREMONA, LIVORNO				
4.4 Curtain for a PREMIUM stand, 100x250 cm	242m	**275**		
4.5 Folding door for a PREMIUM stand, 100x250 cm (* except FERRARA)	240m	**475**		
4.6 Hinged door for a PREMIUM stand, 100x250 cm	241m	**568**		
		Total for Form T4.1:		

T4.2: FURNITURE AND EQUIPMENT

Send this form to ITE Group Technical Service Department:

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☺ Natalia Glazkova
natalia.glazkova@ite.group
☎ +7 968 945 3539
3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

Service	*Code*	*Price, EUR*	*QTY*	*Total, EUR*
1. TABLES				
1.1 Table, square 80 x 80 cm	310	**138**		
1.2 Table, rectangular 80 x 120 cm	315	**156**		
1.3 Table, round, diameter 80 cm	314	**156**		
1.4 Table replacement from **310** to **314**		**18**		
1.5 Bar table, diameter 60 cm., height 120 cm.	316a	**159**		
1.6. Table, round, glass, diameter 80 cm.	314a	**160**		
2. CHAIRS				
2.1 Chair	300	**75**		
2.2 Conference chair, soft	303	**92**		
2.3 Chair, white	300c	**105**		
2.3 Bar stool, black	306	**114**		
3. INFORMATION AND BAR COUNTERS				
3.1 Bar counter 50 x 100 x 110 cm.	318	**349**		
3.2 Bar counter 50 x 50 x 110 cm.	318a	**186**		
3.3 Bar counter, curved 50×50x110 см, R=500	318r	**223**		
3.4 Bar counter, curved R=100 cm	709	**524**		
3.5 Info counter 50 x 100 x 110 cm	319	**349**		
4. CUPBOARDS, RACKS, SHELVES				
4.1 Cupboard, short 50 x 100 x 80 cm	320	**266**		
4.2 Cupboard, tall 50 x 100 x 110 cm	321	**349**		
4.3 Cupboard, tall 50 x 100 x 110 cm**.** (with open top shelve)	317	**306**		
4.4 5 shelf's unit 30 x 104 x 207 cm.	340	**218**		
4.5 5 shelf's unit 50 x 100 x 235 cm. (wall's in-built)	701	**327**		
4.6 Straight shelf on wall ~ 30 x 100 cm (specify height)	380	**60**		
4.7 Sloping shelf (for literature) ~ 30 x 100 cm (specify height)	381	**83**		
4.8 Literature holder, standing	324	**97**		
4.9 Wall grid, 1500×800 cm., cell 0,5 × 0,5 см., without hooks	375	**178**		

ATTENTION!

1. Please do not re-order equipment that is already included in your stand.
2. All items are provided on a rental basis.
3. Door keys and display locks can be obtained by paying a deposit.
4. Ordering equipment during the installation period is subject to a 100% surcharge

CONTINUE THE FORM ON THE NEXT PAGE

T4.2: FURNITURE AND EQUIPMENT

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Service	*Code*	*Price, EUR*	*QTY*	*Total, EUR*
5. SHOWCASES				
5.1 Showcase, short, height 110 cm, 50 x 100 cm.	394	**417**		
5.2 Showcase, short, height 110 cm, 50 x 50 cm.	394a	**303**		
5.3 Showcase, curved, height 110 cm, R=50 cm.	394ar	**389**		
5.4 Showcase, curved, height 110 cm, R=100 cm.	394r	**464**		
5.5 Showcase, medium, height 200 cm, 50 x 100 cm	396	**605**		
5.6 Showcase, tall, height 250 cm, 50 x 50 cm (with lighting)	398a	**417**		
5.7 Showcase, tall, height 250 cm, 50 x 100 cm (with lighting and doors)	398	**659**		
5.8 Additional glass shelf (for showcases)	111a	**46**		
5.9 Showcase curved, height 250 cm, R=100 cm	399	**873**		
5.10 Showcase tall, curved, height 250 cm, R=50 см	398ar	**548**		
6. PODIUMS				
6.1 Podium, small, height 80 cm, 50 x 100 cm	382	**218**		
6.2 Podium, small, height 80 cm, 50 x 50 cm	382a	**160**		
6.3 Podium, small, height 50 cm, 50 x 100 cm	383	**186**		
6.4 Podium, small, height 50 cm, 50 x 50 cm	383a	**140**		
6.5 Podium, large, height 80 cm, 100 x 100 cm	384	**277**		
6.6 Podium, large, height 50 cm, 100 x 100 cm	385	**241**		
7. OTHER FURNITURE				
7.1 Clothes rack, hanging	331	**64**		
7.2 Clothes rack, standing	332	**138**		
7.3 Wall Mirror	330	**86**		
8. KITCHEN EQUIPMENT				
8.1 Refrigerator, 200L (incl. 24 hr. plug socket)	350	**395**		
8.2 Refrigerator, 280L (incl. 24 hr. plug socket)	351	**605**		
8.3 Sink, 55 x 90 x 85 cm (order cold and hot water connection on Form T2.1)	600	**545**		
8.4 Cooler with hot and cold water (500W)*	338	**364**		
8.5 Water bottle (19L)**	338a	**92**		

* One water bottle is included in the price for renting a cooler.
** Water bottles cannot be ordered without renting a cooler.
Exhibitor must leave a deposit upon receiving cooler. If equipment is missing or broken after the show, deposit will not be returned.

Total for Form T4.2:	

T4.3: ELECTRICAL EQUIPMENT AND LIGHTING DEVICES

Send this form to ITE Group Technical Service Department:

NOT LATER THAN
15/01/27

☺ Natalia Glazkova
natalia.glazkova@ite.group
☎ +7 968 945 3539
3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow

Service	*Code*	*Price, EUR*	*QTY*	*Total, EUR*
1. PLUG SOCKETS				
1.1 Plug socket additional, tee 220 V, 1kW	505a	**106**		
1.2 Plug Socket, High-current, tee 220 V up to 2.5 kW	505b	**174**		
1.3 Plug socket 220 V, high current 32A, up to 5 kW	504c	**178**		
1.4 Plug Socket, High-current 380 V up to 10 kW	506a	**218**		
1.5 Plug Socket, High-current 380 V up to 20 kW	506b	**428**		
1.6 Plug socket, 24-hour, tee 220 V, 1 kW	509a	**141**		
2. LIGHTING EQUIPMENT				
2.1 Spotlight, single 75 W (or LED analog)	510	**86**		
2.2 Metallo-Halogen Spotlight, 70W	511	**181**		
2.3 Metallo-Halogen Projector 150 W	514	**253**		
2.4 Fluorescent Light 40 W	520	**110**		
2.5 Metallo-Halogen Projector 150 W (long arm)	518	**253**		

ATTENTION!
1. If you order High-current plug socket please be sure your equipment have correct plugs.
2. Please do not order equipment already included in your package.
3. All items are available on a rental basis only.
4. Orders on-site are subject to a 100% surcharge!

Total for Form T4.3:	

PHOTOS OF FURNITURE AND EQUIPMENT

300 Chair	303 Conference chair	300c Chair white	306 Bar stool	310 Table square
315 Table rectangular	314 Table round	319 Info-counter	318 Bar counter	709 Counter curved
320 Cupboard short	321 Cupboard tall	394 Showcase short	396 Showcase medium	398 Showcase tall
701 5-shelf unit inbuild	380 Straight shelf	381 Slopping shelf	384 Podium large	382 Podium small
Water cooler	350 Refrigerator	220 Wall panel	241 Hinged door	240 Folding door
324 Literature holder	331 Clothes rack wall-mounted	332 Clothes rack standing	600 Sink	375 Wall grid
510 Spotlight	Fluorescent Light 40 W	511 Metallo-halogen Spotlight	518 Metallo-halogen Light long arm	514 Metallo-halogen projector

STAND SKETCH

We ask that exhibitors who have ordered an equipped space sketch their stand on this page, on the basis of the plan you have received of your stand, specifying the positions of all the stand elements – walls, furniture, plug sockets, lights etc. (including those order separately).

FASCIA PANEL TEXT:
Text color: серый (071)
ADDITIONAL FASCIA PANEL TEXT:
Text color: красный (031)

Carpet color: grey

ORDER FORM FOR TECHNICAL SERVICES

FORM T

NOT LATER THAN 15/01/27

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☺ Natalia Glazkova ☎ +7 968 945 3539

natalia.glazkova@ite.group ✉ **3, bldg. 2, Verkhnyaya Krasnoselskaya, Moscow**

Exhibitor / Payer

Contact Person

Phone

Email

Be noted!

(1) Order from forms T3 and T4 are accepted till 15/01/27

(2) Order can be accepted only for forms T1 and T2 (if service is still available).

(3) After 06/03/27 additional service order can be made only during set-up (if service is still available and with 100% surcharge for late order).

Form ID	Form name	Total (EUR)
	Standard plus Shell Scheme	
	Premium Shell Scheme Verona	
	Premium Shell Scheme Ferrara	
	Premium Shell Scheme Ravenna	
	Premium Shell Scheme Kremona	
	Premium Shell Scheme Fabriano	
	Premium Shell Scheme Livorno	
T1	Temporary staff, Stand Cleaning	
T2.1	Electricity, Water, Compressed Air	
T2.2	Internet, Wi-Fi, TV rental	
T3	Stand decorating, graphic works (1)	
T4.1	Stand construction elements (1)	
T4.2	Furniture and stand equipment (1)	
T4.3	Electrical equipment and lighting devices (1)	
	Late Order Surcharge	⊙
	Order made 16/01/27 to 29/01/27 (20%)	○
	Order made 30/01/27 to 26/02/27 (50%) (2)	○
	Order made 27/02/27 to 05/03/27 (100%) (2,3)	○
	Total before **V.A.T.**:	
	V.A.T. %:	
	TOTAL incl. V.A.T.	

Notice:

1. This form is a summarized order of all additional services that you choose from this Manual. **FORM T is the basis for invoice.**
2. Payment should be done in 14 days upon raise of invoice (except orders made after 15/01/27, which should be paid in 3 days).
3. Your sign on this form and sending it to ITE GROUP Technical Service Department means that orders will be fully paid by Exhibitor.
4. Order can't be cancelled in unilaterally way.
5. Any changes in previous order attract cancellation of the whole order and any new order can be done only with prices valid on the date of order.
6. Exhibitor read all the terms of participation in exhibition written in this manual carefully and agrees with them.
7. All bank transfer fees shall be payable by the Exhibitor.

SEAL.

SIGNATURE: _____

DATE: _____