ORDER OF SUSPENSION WORKS EXECUTION

Manager: Dmitry Shishanov
Email: Dmitry.Shishanov@ite.group **Phone:** +7 969 192 75 03

1. The customer (exhibitor or stand builder) submits to the Technical Service Department of ITE GROUP Expo a sketch design of the structure, a floorplan with stand location, hanging structures application form (form T5.2) and a Letter of guarantee (Form T5.3).
2. The rates for suspension and removal of structures inside the pavilion are indicated in the T5.1 form.
3. While reviewing the documentation submitted by the customer, ITE GROUP Expo reserves the right to demand amendments in the design of suspension.
4. The suspended construction should not go beyond the dimensions of the exhibitor's rented exhibition space, and the suspension ropes must not come into direct contact with any venue facility such as fire alarm, speakers, etc.
5. For the precise orientation of the structure above the stand, as well as to fulfill the requirement of point 4, guying might be used and are to be paid by the CUSTOMER in accordance with the price list of ITE GROUP Expo.
6. CUSTOMER is responsible for the assembly and strength of the structure, as well as for the organization of the connection points on the structure.
7. Suspension of the construction is carried out only after inspection of the mounted structure at the stand, in case of its inconsistency with the declared technical parameters and if the strength and quality of assembly of this structure cause doubt, ITE Group has the right to refuse in the execution of suspension services.
8. The suspension with the use of Tritex, Joker, Octanorm, Maxima, Imlight T28, T40 IS PROHIBITED!
9. Suspended works by the services of the exhibition site are carried out only after the inspection of the structure and the signing of the "Act of conformity" (form T5.4)
10. The orders as well as the works for hanging and removing structures are not executed during the exhibition open time.
11. It is forbidden to connect to any rigging points by the contractors, and this can only be done by the official rigging team.
12. The lighting equipment must be additionally attached to the structure by a metal cable or chain. In addition, each light should have safety fix to the structure by metal cable or chain. Placing track lighting inside truss is best practice, instead of securing these to the outside
13. All 3rd party (done by contractors and not official rigging contractor) structures/objects must be attached to the suspension by a minimum of three points.
14. All Rigging / Suspension equipment must have evidence of Safe Working Load (SWL). Each element must have a safety rating of 3 times the weight / strength of the suspended object. All equipment must have documentation or markings.
15. All individual points must have a calculation as to how much load they are taking and means need to be found to make sure these are followed during construction. All points must take their part of the calculated load (no loose connections)
16. ONLY bolts with washers, and eyebolts with appropriate ratings should be used to suspend any load. Jubilee clips, cable ties and screws are NOT suitable for securing any structural fixings for rigging/suspension.
17. When ordering “safety” points, the presence of a metal frame or a metal insert in the “secured parts” of the stand is mandatory.
18. All carabiners used onsite must have screw gate closures and a SWL rating.
19. In truss systems bracing should never take any load.
20. Any self-developed structure should relate to certified elements only.
21. Timber construction that is hung, must have metal components connecting it to the truss.
22. Removing the electrical control connections for the motorized rigs after these being raised is not included in the base price. Customer needs to order “Suspension point build-up and loading hoist up to 10 kilograms or 10 to 50 kilograms (depending on combined weight) service.
23. All Suspended elements that is attached to an aluminum truss needs to be connected using rated steel cables, wires or chains. The tension needs the be the same in all connection points (no loose connections). Cable ties should not be used for any purpose, apart from securing cables. Cable ties can be used to position items but should NEVER take any load!
24. Onsite inspections apply.
25. The price of the order includes the hanging and removal of the structure.
26. All suspended structures need to be identical to the submitted final drawings. Changes are not permitted unless approved by the ITE GROUP Expo suspensions manager.
27. Damaged truss is not allowed to be used on any ITE GROUP Expo event.

All prices do not include VAT

T5.1: CEILING SUSPENSION

Manager: Dmitry Shishanov
Email: Dmitry.Shishanov@ite.group **Phone:** +7 969 192 75 03

Exhibitor / Payer **Contact Person**

Phone **Email**

Order deadline – 10 February 2027

Service	*Price*	*Q-ty*	*Total*
1. CEILING SUSPENSION			
1.1 Suspension Point up to 10 kg	€901		
1.2 Suspension Point up to 50 kg	€1277		
1.3 Suspension Point up to 100 kg	€1488		
1.4 Hanging of hoist (not including hoist)	€1052		
1.5 Roping without lifting	€1052		
1.6 Going down to the structure	€901		
1.7 Laying of cable, for 10m.	€451		
1.8 Guying (for more detailed orientation)	€1051		
1.9 Additional regulate of structure height	€451		

Costs apply to the suspension of light and/or power structures (technical suspension). Placement of banners/advertising on technical suspensions must be agreed separately.

ATTENTION! Orders for suspension of structures are only accepted together with a fully completed Hanging Structures Application Form (see attached page) and after the approval of the technical details of the structures to be suspended from the ITE GROUP Expo.

2. LATE ORDER SURCHARGE

2.1 50% Surcharge (Order received from 11.02.27 to 04.03.27)	
2.2 100% Surcharge (Order received after 04.03.27)	

Total for Form T5:	
VAT 22%:	
TOTAL incl. VAT:	

SIGNATURE: _____

DATE: _____

All prices do not include VAT

T5.2: APPLICATION FORM FOR HANGING STRUCTURE

Manager: Dmitry Shishanov
Email: Dmitry.Shishanov@ite.group **Phone:** +7 969 192 75 03

Exhibitor / Payer | **Contact Person**

Phone | **Email**

Order deadline – 10 February 2027

Company name (Customer):

Pavilion № Hall № Stand №

Structure dimensions:

Materials:

Weight of unequipped structure:

List and Overall Weight of Equipment Placed on Hanging Structure:
(lighting, ads, decoration facing)

Overall weight of equipped structure:

Estimated number of hanging points:

Estimated load per each hanging point:

Estimated height of the top of hanging structure from the floor level:

Person responsible for design:

NAME: Phone:

ATTENTION!
The customer is responsible for assembling and structure quality.
Presence of responsible person during the period of mounting suspension is necessary.

Enclosures:
1. Sketch design.
2. Sketch of equipment to be hung with indication of connection points to the structure.
3. Drawing of connecting elements, attached equipment to the main structure.
4. Characteristics of fasteners (metal carbines, cables, chains)
5. Sketch of specifying the safe working load and exact materials used for this connection and the angles of every eye-nut.
5. When ordering safety points, the scheme for arranging the points of attachment of climbing equipment to the stand construction.
6. Floor plain with indication of the location of the stand.
7. The top-view of the stand, indicating the location of the suspended structure

М.П.

SIGNATURE: **DATE:**

All prices do not include VAT

T5.3: LETTER OF GUARANTEE

Manager: Dmitry Shishanov
Email: Dmitry.Shishanov@ite.group **Phone:** +7 969 192 75 03

To ITE GROUP Expo Technical Service Department

LETTER OF GUARANTEE

Firm _____ guarantees the reliability of suspended structures and their full compliance with the provided technical documentation at the exhibition «_____»,stand No. _____, assumes full responsibility and guarantees compensation for the damage caused in case of destruction of the structure or separation of any suspension elements during installation, exhibition and dismantling.

General director _____ signature

Full name

М.П.

All prices do not include VAT

T5.4: SUSPENDED STRUCTURE COMPLIANCE ACT

Compliance Act
suspended structure.

The representative of the Technical Service Department of ITE GROUP Expo and Responsible for installation and safety during the installation and dismantling of the Company_____ confirm the full compliance of the suspended structure provided by the technical documentation at the exhibition _____,
stand N _____

Responsible for installation and safety during installation and dismantling:

_____signature
FULL NAME.

Representative of the Technical Service Department of ITE GROUP Expo:

Shishanov D.M._____ signature
FULL NAME.

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