

Dear exhibition participants,

There is little time left before **MIMS Automechanika Moscow 2019** starts. We hope that your preparations are proceeding according to plan. Below you can find information that will help you in your final preparation stages. Please read it carefully and **forward this information to your stand builder**.

1. EXHIBITION SCHEDULE

FRIDAY 23 August	8.00 – 19.30	<u>Freight</u> vehicle access to IEC Expocentre and its adjoining territories ¹
	15.00 – 19.30	<u>Passenger</u> vehicle access to IEC Expocentre and its adjoining territories ²
	8.00 – 19.45	Stand installation in all pavilions (open unequipped space) ^{3,4}
SATURDAY 24 August	8.00 – 19.30	<u>Freight</u> vehicle access to IEC Expocentre and its adjoining territories ¹
	15.00 – 19.30	<u>Passenger</u> vehicle access to IEC Expocentre and its adjoining territories ²
	8.00 – 19.45	Stand installation in all pavilions (open unequipped space) ^{3,4}
SUNDAY 25 August	8.00 – 19.30	<u>Freight</u> vehicle access to IEC Expocentre and its adjoining territories ¹
	15.00 – 19.30	<u>Passenger</u> vehicle access to IEC Expocentre and its adjoining territories ²
	8.00 – 19.45	Stand installation (including equipped space)
	12.00	Deadline for participants to man their stands
	16.00	All freights (exhibits) have to be delivered and unpacked
	17.00	All stands have to be cleaned and ready (including equipped space)
MONDAY 26 August	8.00 – 20.00	Pavilion opening hours ⁵
	11.30	Official exhibition opening ceremony (stand AGORA G191, pavilion 8.3)
	10.00 – 18.00	Exhibition is open to visitors ⁶
TUESDAY 27 August	8.00 – 20.00	Pavilion opening hours
	10.00 – 18.00	Exhibition is open to visitors ⁶
WEDNESDAY 28 August	8.00 – 20.00	Pavilion opening hours
	10.00 – 18.00	Exhibition is open to visitors ⁶
THURSDAY 29 August	8.00 – 20.00	Pavilion opening hours
	10.00 – 16.00	Exhibition is open to visitors⁶
	18.00 – 19.30	Exhibitor access for removing exhibits
	18.00 – 19.30	Stand builder access for removing exhibits
	19.45	Equipped stands have to be cleared of all contents ⁷
FRIDAY 30 August	08.00 – 17.30	Freight vehicle access to IEC Expocentre and its adjoining territories ¹
	15.00 – 17.30	Passenger vehicle access to IEC Expocentre and its adjoining territories ²
	8.00 – 18.00	Dismantling Pavilion opening hours
	18.00	Pavilions have to be cleared of all contents ⁸

¹ **ATTENTION!** Access from 8.00 using previously issued permits and letters for equipment delivery/removal

² From 8.00 to 15.00 passenger vehicle access to the territory is restricted to streamline loading and unloading operations. After 15.00 free passenger vehicle access with loads from 40 kg

³ You can find information about the possibility and cost of extending the installation / dismantling period from the ITEMF EXPO Maintenance Service Department.

⁴ Periods for installing large-size and heavy equipment and exhibits have to be agreed on AHEAD OF TIME with the ITEMF EXPO Maintenance Service Department.

⁵ Pavilion access only for exhibitors in possession of exhibition participant passes / badges Installation work at the stands is not permitted, installation permits are no longer valid. From 8.00 to 20.00 exhibition participants are responsible for safe-keeping exhibits at the stands.

⁶ **ATTENTION!** On entry into the IEC Expocentre, visitors are subjected to an inspection through walk-through metal detectors. This procedure takes time, so please inform your visitors about this.

⁷ All the exhibits and equipment have to be removed, alternatively exhibition participants are held responsible for their safe-keeping (or disposal of single-use constructions).

⁸ **All the building materials, constructions and oversized garbage have to be removed from the exhibition centre territory at the expense of exhibitors or their builders.** If required, builders / exhibitors have to arrange garbage disposal into trash receptacles AHEAD OF TIME. If this rule is broken, exhibitors or their builders will be fined.

2. EXHIBITION ORGANISER'S OFFICE

Exhibition Organiser's office will be open for your convenience in stand L105, pavilion 2.5 (lower level of the gallery between pavilions 2 and 8) on all the installation, exhibition and dismantling days of the exhibition.

Please contact us if you have any questions about your participation in the exhibition.

Also, in the Exhibition Organiser's office you can discuss your participation in MIMS Automechanika Moscow 2020.

Exhibitor lounge will be open in the exhibition organiser's office, where you have access to the following services:

- Tea, coffee
- Negotiation room reservation
- Free access to Wi-Fi

Tel.: +7 (926) 116 2312



(available only from 23 to 29 August 2019)

On exhibition days free access to Wi-Fi will be available. In order to connect to the internet:

- Choose the MIMS AMM network once Wi-Fi access is detected
- Enter your mobile number on the authorization page and press "RECEIVE ACCESS CODE"
- An SMS message with the access code will be sent to your mobile number.
- Use the access code in any of your gadgets (irrespective of whether they have a SIM card or not) and connect to the Internet

You stay connected to the internet for 20 minutes. In order to extend this time, you will need to receive another authorization code.

At the cafe and recreation zones the Wi-Fi network IEC Expocentre is also available.

ATTENTION! Wi-Fi access is only available if you have a Russian SIM card. Foreigners may purchase a SIM card from mobile stores or their dealers as long as they can present a passport with a valid travel visa at the time of purchase.

3. ACCESS TO IEC EXPOCENTRE AND ITS ADJOINING TERRITORIES

Participants can access the exhibition centre **for the first time** using **single/first entry passes**, which can be obtained from the visitors pass desks, located at the Southern and Northern entrances to the IEC Expocentre, on presentation of a passport and a letter issued for equipment delivery / removal or a power of attorney from your company (see points 5 and 6 below). In order to bring in hand luggage, a letter for equipment delivery / removal is also required.

Also please prepare signed **First entrance letter** (attached to this mail) for each person of your company.

Participants can access the exhibition on **subsequent days** using their exhibition participant badges (see below).

ATTENTION! Due to heightened security measures, a detailed inspection is conducted at the entrances into the IEC Expocentre. We recommend that participants arrive before 9.00 on the days of the exhibition in order to avoid delays at the entrance.

4. EXHIBITION PARTICIPANT BADGES

Exhibition participant badges (permanent passes with full names for entry into the IEC Expocentre) will be handed out at the stand L105, pavilion 2.5, in the exhibition organiser's office (lower level of the gallery between pavilions 2 and 8) from **9.00 on 23 August**. Participant badges are valid on installation, exhibition and dismantling days.

ATTENTION! Participant badges include full names and company names that you enter in your personal exhibition participant online account ahead of time (1 badge is issued per 4 m² of each stand in a pavilion, plus any other additional badges you request and pay for).

If you do not enter the full name of your colleague in your personal online account ahead of time, **you will have to obtain the participant badge yourself**. In order to do this, please obtain a **power of attorney in the office of the organiser** (stand L105, pavilion 2.5) and have participant badges issued at the service desk during installation period or the first day of the exhibition.

On installation days **the service desk** will be located on the upper level of the gallery between pavilions 2 and 8, its working hours are:

23 August	15.00 – 18.00	24 - 25 August	8.00 – 20.00	26 August	8.00 – 14.00
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You can pay for the **additional badges** at the organiser's office and collect them from the service desk. The cost of a single participant badge at the exhibition is **54 EUR including VAT**.

You can **change the full name on a participant badge** at the service desk on installation and exhibition days (free of charge, without a power of attorney from the organiser).

5. INSTALLATION PERMITS

If you need installation permits for your **colleagues** (a member of your organization or hired help), **involved only in installation work** (cleaning your stand, setting up exhibits, etc.), please write two copies of a letter on stationery with your company letterhead, stamp and signature by the head of your organization (see below for **Sample letter for issuing installation permits**).

Stand-building companies write letters for their personnel who are to work at Expoconsta themselves.

From the first day of the exhibition, access using installation permits is **NOT PERMITTED**. Please inform your contractors about this.

You need to have your letter authorized at **the IEC Expocentre directorate on a daily basis from 10.00 to 17.00, and on Friday from 10.00 to 15.00**.

Lunch break from 12.00 to 12.45.

Valeria Vladimirovna Dombrovskaya, Project Coordinator	tel.: +7 (499) 795 37 84	room 108
Valeriy Viktorovich Samsuyev, Project Coordinator	tel.: +7 (499) 795 41 65	room 114
Pirogova Maria Alexandrovna, Deputy Exhibition Director	tel.: +7 (499) 795 38 05	room 109
Elena Yurievna Kiryukhina, Exhibition Director	tel.: +7 (499) 795 25 57	room 111

Before installation: IEC Expocentre administrative building, access from the embankment:

On installation and exhibition days: the directorate office of the IEC Expocentre is on the upper level of the gallery between pavilions 2 and 8 (on the first installation day after 15.00)

You can obtain badges from the service desk on presenting a **power of attorney** issued by a company participant (no earlier than 5 days prior to installation, from 9.00 to 18.00) (see below for **Sample of power of attorney D.01A**).

Badges are valid on the days of installation and dismantling at the IEC Expocentre on presenting a document confirming your identity. Personnel need to have these badges with them at all times.

Sample form D.01A Power of attorney document for receiving INSTALLATION AND VEHICLE permits

ON STATIONERY WITH COMPANY LETTERHEAD

in 4 copies

Power of attorney

Date of issue: _____ 2019

Power of attorney valid until _____ 2019

(name of organization)

Authority to sign financial documents; place orders; receive permits for stand installation and dismantling; obtain vehicle permits on installation, exhibition and dismantling days; participant identity documents; work completion and use of exhibition space invoices (acts); and other documents on following work and fire safety regulations, and other rules in line with the current legislation (including receiving instructions, suggestions, protocols and administrative offences documentation (acts) from state monitoring and inspection bodies) is granted to the representative of the organization:

(Full name, job title)

Passport series _____ No. _____ issued by _____ on _____ authority ID _____

Sample signature _____

Director _____ / _____ /
(signature) (Full name)

LS

*According to the Russian Federation law No. 69-FZ of 21.12.1994, if a person responsible for following fire safety regulations at rented exhibition space at a stand is not appointed, the head of the organization / enterprise participating in the exhibition will be held personally responsible.

Sample letter for installation permits

*If installation permits are required **for employees of the exhibitor company for the purposes of decoration, cleaning, setting up exhibits etc.**, then prior arrangements with EXPOCONSTA, LLC and the Fire Departments' venue 160, **as a rule**, are not required. If this is the case, the letter requesting an installation permit **has to include the phrase**: "*the following employees are hired for the work that is not connected with installing and building stands*".

ON STATIONERY WITH COMPANY LETTERHEAD

in 2 copies

To Expocentre, JSC

Director of the exhibition MIMS Automechanika Moscow 2019,

E. Yu. Kiryuhina.

Please provide the following number of badges for entry into the IEC Expocentre to our employees and personnel from installation companies: _____, responsible for building the _____ stand (No. of the stand, company name),

in order to take part in the MIMS Automechanika Moscow 2019 exhibition.

N o.	Full name	Passport data (date and place of birth, passport series and number, date and place of issue, and registration address)	Training on work and fire safety for electric installation conducted	
			Date	Signature

Individuals responsible for work:

1. Individual responsible for work safety measures:

Job title Full Name telephone signature

2. Individual responsible for fire safety measures:

Job title Full Name telephone signature

No. identity document date of issue For Russian stand building companies, please attach copy of certificate on passing basic fire safety training.*

Enterprise / organization guarantees that if work is to be performed by foreigners, these nationals have to possess the right to work in Moscow and will be permitted to work in accordance with the immigration legislation of the Russian Federation.

Head of enterprise / organization

_____ 2019

Full name signature date

LS

ATTENTION! Permits and badges are issued at the service desk no earlier than 5 days before the start of installation work

In order to receive a permit / badge, one needs to:

1. Draw up a power of attorney for one of exhibitors' employees who will be responsible for receiving permits / badges for employees of installation organizations (see above **sample form D.01A**).
2. This letter will be authorized by the exhibition directorate

6. EQUIPMENT DELIVERY AND REMOVAL

DELIVERY of equipment, materials and exhibits to the IEC Expocentre is FREE of charge if you follow the procedure outlined below. You need to have the following ready:

1. **Letter for equipment delivery / removal** on stationery with your company letterhead, stamp and head of organization signature in 3 copies (or 1 original and 2 copies) see **Sample form D.03** and **WITHOUT FAIL** send it to the e-mail address, dispatcher@expocentr.ru to be included in the database
 2. **Power of attorney** to receive vehicle and installation permits needs to be drawn up on stationery with your company letterhead, stamp and head of organization signature in 4 copies (or 1 original and 3 copies) see above **Sample form D.01A**
- You need to keep one copy of the authorized letter for equipment delivery / removal and power of attorney in order to remove equipment after the exhibition ends.

In order to receive a vehicle permit, you need to have the following documents authorized:

- a) **AHEAD OF TIME**, from 19 to 22 August, by the service desk (Southern entrance from the embankment) and by your pavilion administrator. If you do this, your freight vehicle will be able to enter the IEC Expocentre and its adjoining territories on installation days from **8.00**. When having a permit issued, you have to state your vehicle plate number
- b) **ON THE DAY OF ENTRY** by your pavilion administrator. For outside exhibition space, permits are issued by the nearest pavilion administration.

During installation and dismantling periods **passenger vehicles** are permitted into the IEC Expocentre and its adjoining territories **ONLY with loads from 40 kg and ONLY after 15.00**. You can also purchase a parking permit for passenger vehicles during the installation and dismantling periods.

ATTENTION! PRIOR ARRANGEMENTS with the directorate of the IEC Expocentre HAVE TO be made about the following:



- Large-size and heavy (weighing more than 5 tons) exhibits
- Construction materials, decoration elements and constructions for equipping and decorating the stand.
- Any other equipment, materials and exhibits that may be potentially hazardous to exhibition participants and visitors

If your inventory list includes the following items, we insist that you have your letter for equipment delivery / removal authorized **ahead of time** at the **IEC Expocentre directorate, daily from 10.00 to 17.00, and on Fridays from 10.00 to 15.00**.

Valeria Vladimirovna Dombrovskaya, Project Coordinator	tel.: +7 (499) 795 37 84	room 108
Valeriy Viktorovich Samsuyev, Project Coordinator	tel.: +7 (499) 795 41 65	room 114
Pirogova Maria Alexandrovna, Deputy Exhibition Director	tel.: +7 (499) 795 38 05	room 109
Elena Yurievna Kiryukhina, Exhibition Director	tel.: +7 (499) 795 25 57	room 111

Before installation: IEC Expocentre administrative building, access from the embankment

During installation: Directorate office of the IEC Expocentre on the upper level of the gallery between pavilions 2 and 8 (on the first installation day after 15.00)

Sample form D.03 Letter for equipment delivery and removal

ON STATIONERY WITH COMPANY LETTERHEAD

3 copies

To Expocentre, JSC
Director of the exhibition MIMS Automechanika Moscow 2019,
E. Yu. Kiryuhina.

OBLIGATORY, please send a copy to the dispatcher service desk of the Expocentre, JSC to the e-mail address
dispatcher@expocentr.ru

You can confirm the receipt of the letter by calling tel. +7 (499) 795 3861

FORM TO BE FILLED IN FOR EACH VEHICLE			
Name of organization			
Equipment will be delivered / removed		___ / ___ / 2019	___ / ___ / 2019
Transport		vehicle type	cargo capacity
Loading conditions		<input type="checkbox"/> top	<input type="checkbox"/> back <input type="checkbox"/> side
Number of planned trips, vehicles per day			
State registration number		vehicle	trailer
Information about driver		Full name	year of birth
		place of birth	mobile number

Please permit delivery (with subsequent removal) to the exhibition MIMS Automechanika Moscow 2019

_____ / _____ / _____
(pavilion number, hall and stand)

of the following equipment and exhibits:

No.	name of equipment	quantity	notes

Director _____ / _____ / _____
(signature) (Full name)

LS

7. ADDITIONAL DELIVERY ON EXHIBITION DAYS

ADDITIONAL DELIVERY of consumables on exhibition days (from 26 to 29 August) is possible only from 8.00 to 9.30 and from 18.00 to 18.30 after receiving from your administrator a vehicle permit by following the procedure described above (see point 6).

Equipment and exhibit REMOVAL On 29 August from 16.00 the exhibition will be closed to visitors, and packing up of and removal of exhibits will begin. **On the removal day** you need to have your copy of the letter for equipment delivery / removal **D.03** authorized by your pavilion administrator and use the power of attorney **D.01A** to receive a vehicle permit from your pavilion administrator.

Exhibit dismantling and equipment removal before 16.00 is not permitted.

8. LOADING and UNLOADING in the EXHIBITION TERRITORY

Expowestrans, LLC has an **exclusive right** to load, unload and handle freight during the exhibition. Services such as loading, freight and packaging safe-keeping, etc. are provided if an order is placed beforehand. Orders are accepted 24 hours before services are to be provided

Expowestrans, LLC

Pav. 2, Tower No. 5, Tel. +7 (495) 605 0327, 605 7421

9. NIGHT TIME PARKING FOR FREIGHT VEHICLES

The IEC Expocentre has a free night time **SPECIAL PARKING LOT** for freight vehicles on installation and dismantling days from 22.00 to 8.00 in parking lot No. 4. Access to the parking lot is from checkpoint #2 from the direction of Krasnogvardeysky proezd.

If you would like to take advantage of this service, YOU HAVE TO:

1. Draft a letter for equipment delivery and removal as in **sample form D.03** and power of attorney **D01.A** (see point 6 above) and send it to the e-mail address dispatcher@expocentr.ru to be included in the database;
2. On arrival to the IEC Expocentre, present the original letter for equipment delivery and removal **D.03** to a security guard and pass a vehicle inspection;
3. Follow security personnel's instructions

10. RULES FOR BUILDING AND DECORATING STANDS

Please read the ITEMF EXPO requirements for building and decorating stands, included in the guidelines for exhibition participants carefully. If these rules are broken, the organisers reserve the right to stop the building of your stand.

11. PARTICIPANTS, WHO BOOKED UNEQUIPPED SPACE

Participants, who have booked unequipped space, or their stand builders have to obtain a permit for conducting installation work that involves undergoing a paid procedure from **the department of monitoring and safety at EXPOCONSTA, LLC**

2 floor, 12 1st Krasnogvardeysky proezd, building 2
(opposite the Northern entrance to the IEC Expocentre)
Tel. +7(499) 795 3903, 795 2844

within the following timeframe (for Russian companies):

15 days before installation work for single-story stands

45 days before installation work for two-story stands

You can find the list of required documents if you follow the link <http://expoconsta.com/en/technical-control/documents-for-arrangement-and-approval-2019/> or in the guidelines for exhibition participants.

Please NOTE the **deadlines for stand completion** listed in the exhibition schedule. Please provide this information to your stand builders

12. PARTICIPANTS, WHO BOOKED EQUIPPED SPACE

Participants who have booked equipped space from the exhibition organisers, have to arrive at their stand no later than **12.00 on Sunday, 25 August**. If you have booked a stand with an office that locks, the keys will be in the lock.

Locks for cupboards and displays can be obtained from EXPOCONSTA, LLC located in pavilion 2.5 near the organiser's office.

Your stand has to be completely ready and cleaned by 17.00 on the last day of installation. Packaging and boxes for exhibits have to be disposed of by exhibition participants into trash receptacles located near the pavilion installation gates or transported from the territory of the centre.

13. ADDITIONAL ORDERS

Orders, made by exhibition participants on installation and exhibition days, will be accepted if it is possible to complete this work after scheduled projects and will cost **100% more**. If you cancel your pre-paid order for services, money is not refunded. Payments for services, made at the exhibition, have to be made immediately at the organiser's office at stand L105, pavilion 2.5 either in cash or by credit card **in accordance with the current Russian Federation legislation. You need to have your power of attorney and company invoice details.**

14. TECHNICAL SERVICES

ATTENTION! The organisers can only install standard sanitary equipment ordered for equipped stands. **Your company specialists or stand builders are responsible for connecting hoses to exhibitors' equipment and their maintenance.**

Electricity is supplied during working hours of the exhibition. During installation and dismantling participants and stand builders should use battery-powered tools, or have an appropriate extension cord that can be plugged into one of the electricity supply outlets in a pavilion. You need to ensure that the extension cord cable is protected from any mechanical damage. **Please ensure that you have ordered electrical supply of the required voltage.**


15. ADVERTISEMENT, BANNERS and INSTALLATIONS

Advertising material (banners, flags, etc.) cannot be placed on the floor, pavilion constructions, walls, other pavilions sections and open space without permission from organiser. For information about placing and distributing advertisements please contact our Marketing Manager

Galina Romantsova, e-mail: G.Romantsova@itemf.ru

For information about hanging banners and installations from pavilion ceiling, please contact our Maintenance Service Manager **Dmitry Shishanov, E-mail: Dmitry.Shishanov@ite-exhibitions.com**

16. DELIVERY AND REMOVAL OF AUDIO AND VIDEO EQUIPMENT

 We would like to highlight that from 2018, having 2.4 GHz routers and connecting to Wi-Fi networks using your own equipment (routers) at your stand in the IEC Expocentre is not permitted. For these purposes, you need to rent Wi-Fi routers from the organisers. Arranging delivery of LCD and plasma screens; projector setups; and audio, light and concert equipment to the IEC Expocentre and its adjoining territories is no longer necessary.

17. SECURITY

Cost of pavilion security is included in the cost of exhibition participation. You can order private security services for your stand via guidelines for exhibition participants. Pavilions, as a rule, open and close according to the exhibition schedule (see page 1 of this letter). Exhibition centre organisers and administrators are not responsible for any objects lost during the time pavilions are open. The following rules for safe-guarding exhibits and personal belongings at stands apply at the IEC Expocentre:

- It is recommended that one or several employees working at a stand, remain there from the moment the pavilion security system is switched off in the morning until the time when it is turned back on in the evening.
- If exhibits or personal belongings are lost, the exhibitor can contact the police. You will receive help in accordance with established norms.

18. DISPLAYING EXHIBITS

If displaying exhibits is accompanied by noise, strong smells or light effects that could result in complaints from other participants and / or visitors, you have to receive permission for such displays and arrange their schedule ahead of time with the organisers. All the equipment parts, including those that move during their display, have to fit within your rented exhibition space.

Exhibition participants are responsible for installing protective barriers, screens, etc. to ensure visitor and participant safety while displaying exhibits. If any waste matter is generated during the display, arrangements with the organisers have to be made about its disposal ahead of time. Please note that disposing of liquid waste in the exhibition centre territories is **PROHIBITED**.

If these rules above are not followed, the organisers have the right to prohibit the exhibit display.

19. FOOD PREPARATION AND ARRANGING FOOD TASTING EVENTS AT YOUR STAND

Food preparation and organizing food tasting events are possible only if prior arrangements with the organisers have been made and the requirements below are followed:

- only electric cookers, ovens, etc. can be used in food preparation at the exhibition
- the stand should be equipped with an air vent (kitchen hood) with filters for neutralizing odors
- open fires, smoke buildup and strong odors are not allowed
- participants have to follow fire safety regulations. Written permission from EMERCOM employees has to be obtained in order to deviate from any of the rules stated above.
- food tasting events have to be arranged in accordance with health and safety regulations Participants are responsible for garbage disposal, and cleaning stands and adjoining passageways
- if other participants start to complain, the organisers have the right to halt any food preparations and food tasting events

20. FIRE SAFETY RULES

Exhibition participants have to pay careful attention to the fire safety rules that are in effect at the exhibition centre and its adjoining territories. These rules need to guide you when designing and building your stand, as well as when decorating it with various materials (fabrics, panels, etc.) and arranging displays.

Smoking in pavilions is not permitted. There are smoking areas in the territory of the exhibition centre Open fires, pyrotechnics, smoke effects, as well as storage and use of flammable substances and combustible compressed gases is not permitted. If products mentioned previously (paint, oil, emulsions, etc.) are the goods to be displayed at the exhibition, they have to be exhibited in empty containers (as models only).

When decorating your stand and displaying your exhibits, you need to keep the following in mind:

- participants have to provide documents (certificates, reports, expert findings, etc.) on compliance of all the elements for stand decoration and samples / exhibits with the safety measure requirements of the Russian Federation.
- the use of materials more susceptible to fire than class **KM0** (NF non-flammable) for decorating walls and ceilings; and materials for painting floors more susceptible to fire than class **KM2** (Г1 (F1 - not easily flammable); B1 (R1 - flame-resistant), **Д1-Д2** (S1-S2 - with little or moderate capability to create smoke), **T1-T2** (T1-T2 - fairly non-toxic or moderately toxic), **П11-П12** (SP1-SP2 - resistant to or capable of weakly spreading surface flame)) is not permitted.

When displaying exhibits with fire safety characteristics that are not in line with the fire safety norms and regulations (wooden houses, gazebos, etc.), these items have to undergo fire-retardant treatment and be accompanied by the following documents on entry in the exhibition centre territory: copy of the EMERCOM-issued license from the organization responsible for the fire-retardant treatment; copy of the fire safety certificate for the fire retardant; and invoices (acts) for fire-retardant treatment of the exhibit. Written permission from EMERCOM employees has to be obtained in order to deviate from any of the rules stated above.

Contact person **Dmitry Yurievich Denisov** tel.: +7 (499) 259 1312 E-mail: fd160@mail.ru

21. NOISE LEVEL

When staging a show and arranging audio/video presentations, noise level exceeding 75 Decibels is not permitted

If other participants complain about noise at your stand, the organisers have the right to turn off the noisy equipment and if this is not possible, then the electricity supply to your stand, in accordance with the act, drawn up in two copies, that is signed by the party responsible from the organiser's side, and handed to the exhibition participant.

If a violation is repeated, electric supply to the stand is turned off without prior warning!

We urge you to treat other participants and their guests with due respect

22. ELECTRONIC TICKETS FOR VISITORS

Visitor entry to the exhibition is not free, the ticket cost is 500 rubles Tickets can be purchased at the cash desks of the exhibition centre on exhibition days

For visiting the exhibition for free and saving your valuable time, you can receive an electronic ticket **online** on the exhibition website. On filling in the registration form correctly, your information is processed and an **electronic ticket** appears on your screen. This **ticket with a bar-code should be printed out and taken to the exhibition.**

We urge you to inform your potential guests (buyers, partners) about the **free online pre-registration** on the website https://online.itemf.ru/eng/?EXHIBITION_ID=346733 in order to receive **an electronic ticket and free entry to the exhibition.** Without an electronic ticket, the entry to the exhibition is not free!

23. ACCOUNTING DOCUMENTS

Closing accounting documents (IDN - Integrated Delivery Note, original contract, etc.) can be obtained at the organiser's office starting at **10.00 on 23 August** at stand L105, pavilion 2.5 (lower level of the gallery between pavilions 2 and 8).



We wish you every success at the exhibition!

Organisers of MIMS Automechanika Moscow 2019 exhibition