

# SERVICE MANUAL

International Trade Fair  
for Packaging, Printing and Filling Technologies



**UPAKEXPO**  
**21-24 JAN**  
**2025**  
**Moscow, Russia**

[upakexpo.ru](http://upakexpo.ru)

Venue:



Organizer:





**UPAKEXPO**  
**21-24 JAN**  
**2025**  
Moscow, Russia



## Dear Exhibitor!

We are happy to welcome you to the UPAKEXPO 2025 trade fairs and we will try to do our best to make your participation efficient.

These guidelines contain necessary technical specifications as well as order forms on various services.

Having great experience in organizing international trade fairs we offer you stand construction on a turnkey basis.

According to the terms and conditions for participation «exhibition space with stand construction» is offered and calculated individually.

By request we also offer a wide range of additional services on stand construction and stand design. You will find the complete list of services in the order forms #5 – #12 enclosed. In order to make a calculation of services please submit your stand layout and fill in the forms within the stated period.

In order to plan your participation well we would recommend assigning one person within your company, who will be responsible for coordination of all activities with the organizers of the trade fair.

We wish you a successful preparation time.

We are at your service at any time you will need our help.



**EXPOCENTRE Fairgrounds**  
Krasnopresnenskaya nab., 14  
Moscow/ Russia 123100  
Pavilion 8



### Exhibition organizer:

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### Technical Department:

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Tel. +7 (495) 955 91 99 # 656  
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Artem Novikov  
Tel. +7 (495) 955 91 99 # 652  
e-mail: NovikovA@expo-fusion.ru



## 1. Setting Up and Dismantling

### 1.1. Setting up and delivery

Works on setting up the trade fair stands can start on the first day allocated for setting up and must be finished by 16:00 on the last day for setting up, at the latest. Any goods that have not been unpacked by 16:00 on the last day for setting up are to be removed/put into storage at the cost of the exhibitor and may only be delivered again after 18:00 on the first day of the fair, at the earliest.

### 1.2. Technical data on the halls

Pavilion	Max. hall height	Max. constr. height*	Max. floor loading
Pavilion 8	7,90 m	6,00 m	3 000 kg/sqm
	3,50 m	3,00 m	

\* – max. constr. height incl. suspended structures

### 1.3. Electricity, water and compressed air

#### a) Electricity

Electricity for lighting: 220 Volt

Electricity for power: 3-phase AC 380 V with limited load mid-point conductor.

All electrical installations and equipment must confirm with Russian VDE regulations. The supply cabling and the main electrical connection from the hall distributor to the stand may only be made by the organizers for reasons of safety in operation. Orders are to be placed using the appropriate form.

Electrical installations within the stands are done by the organizers on the basis of the orders placed. Electrical installations within the stands can be done by the electricians of the exhibitor or by concessionaire electrical companies working with special permission in compliance with the regulations and to the state-of-the-art technology, as well as appropriately qualified for electrical safety. All electrical installations may only be done in compliance with the valid Electrical Safety Code Rules (ESCR), Safety Regulations (SR), Electrical Installations Code (EIC), and Fire Safety Regulations of the RF (FSR) as well as Construction Codes & Regulations (SNiP). Specific requirements applied to exhibitions are to be met. All electric units and equipment must comply with the regulations stated above applied in the RF. Existing electrical installations within the stands may only be put into operation during the period of the event itself once they have been officially accepted and approved by the organizers. Test certificates are to be kept in readiness when the stand is officially accepted.

#### b) Water

The necessary installation work may only be carried out by the organizers for the reasons of safety in operation. Orders are to be placed using the appropriate form.

#### c) Compressed air

Supply of the exhibition stands with compressed air (max. 6 bar) must be done from the units of the organizers. It is expected that the exhibitor will provide his own fine filter of suitable type. It is not permitted to set up and use your own compressors. Exceptions can be made on request. It is not permitted to exceed a noise level of 75 dB (A) at the boundary of the stand.

#### WARNING (a+b+c)

We wish to explicitly point out that it is not possible to provide an optimum layout in all cases when planning the layout at the trade fair or exhibition due to obstacles and structures such as pillars, columns, electrical connecting boxes, compressed air supply lines, water supply and drainage lines, fire alarms, etc. It is necessary to take into account that there will be visible cables and pipes.

The management of the trade fair concerned are to be informed immediately in the event of any problems with the supply of energy or power. The organizer of the trade fair shall not be liable for losses and damages in the event of inconsistent supply of energy or power.

### 1.4. Transportation, exhibition and dismantling of exhibition goods

The transport of exhibition goods to the stand and back, the storage of empty containers and packaging, the use of lifting and conveying equipment, the use of personnel for packing and unpacking, setting up the exhibition goods and dismantling them, repacking them and other associated work is exclusively a matter for the exhibitor.

The official hall shipper is exclusively responsible for handling shipping-related matters within the premises of the exhibition grounds.

Expo Fusion LLC has no liability whatsoever for such matters.

### 1.5. Customs formalities

The exhibitor himself must be aware of and comply with all the necessary customs formalities concerning items for exhibition, stand design materials and goods. Any further details that are necessary for all transport processing, including the handling of goods for representation and printed materials, are to be informed to the exhibitors by special transport-related circular letters from the hall shipper.



## 2. Stand Setup and Equipping

### 2.1. Stand setup, design, labelling and personnel

For exhibitors who have their trade fair stands set up separately:

View diagram of your stand as well as fire protection certification for all combustible materials and wiring diagram, including specification of the power connection and illumination data must be approved by OOO «EXPOCONSTA». (p.: (499) 795-39-03) and the Fire Department №160 (p.: (499) 256-74-70).

Equipping and designing the stands, if they exceed the scope covered in the terms and conditions of Expo Fusion LLC, is a matter for each individual exhibitor. However, the construction regulations and guidelines of Expo Fusion LLC shall apply for the type of design for the location of the event. According to the fire security requirements all materials that are used for stand decoration must be certified with fire protection certification. The exhibitor is required to agree beforehand with the organizer of the trade fair concerning his design. A stand design that does not comply with the regulations or guidelines can be removed or modified by the organizer of the trade fair at the cost of the exhibitor concerned.

All equipment and materials ordered are only rented from the organizer of the trade fair.

The stands can be produced with your own material. The rear of the stands must be designed in a neutral way by the person to whom the stand belongs so that the interests of the neighbouring stand are not adversely affected.

The use of the standard frame as material for the rear is undesirable. In this case all visible construction parts must be covered with not transparent material of white colour.

Walls that are adjacent to the visitor gangways must be decorated with materials documenting the exhibitory nature of the stand and the entire event.

Constructions of all types and exhibits may not protrude into adjacent areas and the visitor gangway.

Stand construction materials that were rented from Expo Fusion LLC may not be damaged by drilling, stapling, cutouts or remnants of strong adhesives and the like. The exhibitor will be billed for any damage caused.

The use of other stand back walls is forbidden. Each exhibitor/ stand constructor is responsible to provide an adequate number of walls of his own. Each rented stand is to be given a carpet floor covering.

Dismantling of the stands can be done only after the end of the trade fair. The exhibitors must have their stands cleared by 18:00 of the last day of dismantling. and handed back the space to the organizer in the same condition as when it was accepted. Any damage to walls, floors, ceilings, fittings, etc., will be made good at the cost of the exhibitor concerned. The stand is to be provided with an adequate number of information personnel during the opening times of the trade fair.

### 2.2. Construction height

Max. heights for all stand (floor to underside ceiling) lies by no more than 2.50 m. Extending the wall heights is only possible with the approval of the organizers.

### 2.3. Roofing

The stands may only be given enclosed roofing using sparingly inflammable construction materials in the area of the cabins.

The installation of a sprinkler unit is required if an area of more than 30 sqm is enclosed.

### 2.4. Labelling and Advertising

Signs and placards may only be installed up to the boundary of the stand. Advertising actions of any type outside the exhibition stand require approval and the payment of fees.

### 2.5. Fire and Safety Regulations

#### a) Smoke and Fire alarms

The operator of the Exhibition Centre requires smoke and fire alarms for two-storey trade fair stand. These will be provided and installed by the operator of the Exhibition Centre. The number of alarms to be installed will be determined by the structural conditions and evaluation by the fire brigade.

#### b) Balloons

It is forbidden to use balloons filled with an inflammable gas within the halls and in the open areas outside. The use of balloons filled with a safe gas within the halls and in the open areas outside requires the prior approval of the organizer of the trade fair.

#### c) Rubbish, recycling and remnants bins

No bins or containers used to hold rubbish, materials for recycling or remnants involving inflammable materials are to be set up at the stands. The bins and containers at the stands are to be emptied regularly at the corresponding points, and at the latest every evening after the trade fair has closed.

#### d) Spray guns, nitro-based paints

It is forbidden to use spray guns or nitro-based paints in any of the halls.

#### e) Cutting and grinding work and all work with naked flames

Welding, flame-cutting, soldering, thawing, cutting and grinding work must be publicized before the start of the work and a written application made beforehand to the organizer of the trade fair. The area is to be suitably blocked off beforehand to avoid any dangers to others. Fire extinguishers must be available ready for use in the immediate vicinity.



#### **f) Stand safety**

The trade fair and exhibition stands with their fittings and exhibits and holders for advertising signs are to be set up in a secure and stable manner so that they do not endanger the general public or cause a nuisance. The exhibitor is responsible for ensuring structural stability and must provide certification and proof of this if required to do so.

#### **2.6. Other**

##### **a) Cranes, fork lift trucks**

It is not permitted to operate your own cranes and fork lift trucks on the premises of the exhibition grounds. It is allowed to use only the equipment of the official forwarding company Expovestrans LLC (tel.: (495) 605-03-27).

##### **b) Empty containers and packaging**

It is forbidden to store empty containers (e.g. packaging and packing materials) at the stands. All empty containers and packaging materials are to be taken immediately to the designated storage point for empty containers and packaging materials operated by the approved shippers.

##### **c) Glass**

Only laminated safety glass may be used. The edges of glass panes must be machined or protected in such a way that there is no possible risk of injury. Objects made completely of glass must be marked at eye level.

##### **d) Protective equipment**

Machines, robots and apparatus may only be put into operation once all the protective devices are functional and operating. The management of the trade fair or exhibition is authorized to prohibit at any time the operation of exhibits if in their view continued operation of same would entail a risk of injury or damage for people.

##### **e) Hall floors**

Carpets must be laid so as to avoid accidents and may not protrude out beyond the edge of the rented area. Only adhesive tape that leaves no traces or residues may be used for fixing. All the materials used must be capable of being removed without leaving any traces or residues. Substances such as oils, greases, paints and similar substances must be removed at once from the hall floor. Neither paint nor adhesive may be applied to the hall floor. Footings, anchor holes (drilling of holes) as well as cables under the floor are not permitted.

##### **f) Security patrols**

The exhibitor must organize for himself any security monitoring of his possessions.

### **3. During the trade fair or exhibition**

#### **3.1. Machine noise, audio-visual presentations, etc.**

Presentations of all types should be restricted as much as possible in the interests of other exhibitors and the visitors. It is not permitted to exceed a noise level of 75 dB(A) at the boundary of the stand.

#### **3.2. Photography and filming**

Photography is not permitted on the premises of the trade fair or exhibition grounds and within the halls, especially with regard to exhibition objects and items. Expo Fusion LLC reserves the right to make use of photographs and film of all types for its own and for general publications.



**UPAKEXPO**  
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Moscow, Russia

## OPENING HOURS OF THE HALLS



### STAND CONSTRUCTION

#### Hall 8

18-20.01.2025 с 08:00 до 20:00

20.01 by 16:00 you must clear all the aisles for carpet flooring!

### OPENING HOURS OF THE EXHIBITION:

Opening time for visitors during the exhibition

21-24.01.2025 21-23.01.2025 10:00 – 18:00

24.01.2025 10:00 – 16:00

### STAND DISMANTLING:

24.01.2025 17:00 – 20:00

25.01.2025 08:00 – 20:00

Opening time for exhibitors during the exhibition,  
construction and dismantling is strictly restricted: **08:00-20:00**



FORM	SUBJECT
2a	Standbuilding Package
2b	PREMIUM package stand
5	Layout of machinery, exhibits and cubicles
6	Electrical installations
6a	Electric equipment
7	Water / Compressed Air / Suspension
8	Standcleaning / Car passes
9	Furniture and stand equipment for hire
10	Audio-visual equipment
11	Signboards / Sign lettering
12	Additional working hours in the pavilion



**UPAKEXPO**  
**21-24 JAN**  
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 Moscow, Russia

# Basic equipment for standard shell scheme booth



The application deadline ends on December 1st, 2024!

Stand-No. \_\_\_\_\_

Please fill in and send:

**Organizer:**

EXPO FUSION LLC  
 119021, Moscow, Ul. Timura Frunse, 3, build.1

**Contact:**

+7 495 955 91 99  
 Kopylov Dmitry # 658 KopylovD@expo-fusion.ru  
 Ivan Tokarev # 654 Tokarevl@expo-fusion.ru  
 Artem ZhbanoV # 656 ZhbanoVA@expo-fusion.ru  
 Artem Novikov # 652 NovikovA@expo-fusion.ru

Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Services included in the package price:**

- Covering the entire floor area of the booth with carpet (of grey colour);
- Stand partition walls, 250 cm high, Octanorm system, white;
- One fascia – laminated particle board, 300 mm high;
- Lettering (full company name in Cyrillic or Latin letters);
- 1 table (square or round);
- 4 chairs;
- 1 sideboard;
- 1 waste paper basket;
- 1 wall coat rack;
- 1 spot light 150 W per 6 sqm of the booth area.



**\* A SOCKET INCLUDING ELECTRIC MAIN SUPPLY IS PAID ADDITIONALLY (FORM №6)**

Stand designs <i>!!only the basic building</i>	Unit price in EUR	Piece	Total in EUR
Wall panel 100xH250 cm	65,00		
Wall panel 50xH250 cm	50,00		
Sliding door	135,00		
Swing door	135,00		

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_

EXPO FUSION LLC  
 119021, Moscow,  
 Timur Frunze str., 3, b.1  
 tel. +7 495 955 91 99 ;  
 info@expo-fusion.ru







**UPAKEXPO**  
**21-24 JAN**  
**2025**  
 Moscow, Russia

**PREMIUM**  
 package stand

**2b**

The application deadline ends on December 1st, 2024!

Stand-No. \_\_\_\_\_

Please fill in and send:

**Organizer:**

EXPO FUSION LLC  
 119021, Moscow, Ul. Timura Frunse, 3, build.1

**Contact:**

+7 495 955 91 99

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 Artem Zhbanov # 656 ZhbanovA@expo-fusion.ru  
 Artem Novikov # 652 NovikovA@expo-fusion.ru

Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

When ordering the equipped space you can also order the Premium package as an additional option (min 18 sqm!):

- covering the entire floor area of the booth with carpet (of grey colour);
- stand partition walls, 250 cm high, MDF, white;
- lockable cabin 1 x 2 m with a swing door;
- MAXIMA system, 3,50 m high;
- fascia with lettering,
- 1 table 70x70 cm (square, white);
- 4 chairs (white);
- 1 sideboard;
- 1 coat rack;
- 1 waste paper basket;
- 1 HQI spot per 4 sqm stand area, incl. power consumption and electric supply;
- 1 socket 2 kW;



we hereby request the Premium Package:

Space / quantity, sqm	EUR / sqm	Total EUR
	65,00	

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_

EXPO FUSION LLC  
 119021, Moscow,  
 Timur Frunze str., 3, b.1  
 tel. +7 495 955 91 99 ;  
 info@expo-fusion.ru







The application deadline ends on December 1st, 2024!

Stand-No. \_\_\_\_\_

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 119021, Moscow, Ul. Timura Frunse, 3, build.1

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Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Cables for all electrical connection of machinery exhibits shall be provided by the exhibitor himself.**

Each booth must be equipped with power panels with RCD (residual current device) as well as with proper design load overcurrent and overload protection devices separately for the lighting network and for the power of technology equipment.

Motors with more than 20 kW must be provided with current-limiting starters.

The exhibitor's works (not incl. electrical machine systems) are allowed only to the extent of the booth. **Power cables shall be provided by the exhibitor himself.**

**Electric main supply for light, household appliances and machinery (including power consumption, excluding machine connection)**

Type	Power demand (kW)	Unit price in EUR	Total in EUR
220V	2 kW (including a socket, only for equipped stand)	110,00	
220V <input type="checkbox"/> / 380V <input type="checkbox"/>	3 kW	400.00	
220V <input type="checkbox"/> / 380V <input type="checkbox"/>	5 kW	555.00	
220V <input type="checkbox"/> / 380V <input type="checkbox"/>	10 kW	800.00	
220V <input type="checkbox"/> / 380V <input type="checkbox"/>	20 kW	1435.00	
220V <input type="checkbox"/> / 380V <input type="checkbox"/>	30 kW	2020.00	
220V <input type="checkbox"/> / 380V <input type="checkbox"/>	50 kW	3080.00	
220V <input type="checkbox"/> / 380V <input type="checkbox"/>	75 kW	4290.00	

For safety reasons, the electrical supply will be shut off one hour after closing.

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_



**UPAKEXPO**  
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**Electric  
 equipment**

**6a**

The application deadline ends on December 1st, 2024!

Stand-No. \_\_\_\_\_

Please fill in and send:

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EXPO FUSION LLC  
 119021, Moscow, Ul. Timura Frunse, 3, build.1

**Contact:**

+7 495 955 91 99  
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 Ivan Tokarev # 654 Tokarevl@expo-fusion.ru  
 Artem Zhanov # 656 ZhanovA@expo-fusion.ru  
 Artem Novikov # 652 NovikovA@expo-fusion.ru

Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

In acknowledgement of the applicable conditions for participation and technical guidelines for the following services, we undertake to rent the services below.

		Rental rate EUR / Piece	No. required / Piece	Total EUR
Spot on conductor rail	150 W/220 V	55.00		
HQI spot	150 W	113.00		
Luminescent lamp		52.00		
Outlet	2 kW / 220 V	43.00		
Outlet	24 h / 220 V	49.00		
CEE Outlet	16 A / 32 A	140.00		

All materials for lighting, power circuits and supply cables are provided only on a hire basis and remain the property of Expo Fusion LLC.

Prices include fitting and dismantling.

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_

EXPO FUSION LLC  
 119021, Moscow,  
 Timur Frunze str., 3, b.1  
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Stand-No. \_\_\_\_\_

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Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

We hereby request that the following installation work will be carried out (an installation plan is appended):

WATER MAX. PRESSURE: 1.5-2.5 BAR, PIPE: FEED - 1/2", DRAIN - 1 1/4"	Single rate EUR	Piece(s)	Total in EUR
Water supply, incl. water pipe/ drain	605.00		
Water connection on the 2 floor of the stand	665.00		
Used water will be disposed off under pressure		<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMPRESSED AIR	Single rate EUR	Total in EUR
Supply up to 30 m³/h	830.00	
Supply over to 30 m³/h	1150.00	

SUSPENSION Information about suspension constructs inside the hall (refer to annex) High-altitude work in pav. 1, 2 and the Forum is limited!	Single rate EUR	Total in EUR
Vertical suspension from supporting structures of the hall, 0 to 10 kg	410.00	
Vertical suspension from supporting structures of the hall, 10 to 50 kg	610.00	
Vertical suspension from supporting structures of the hall, 50 to 100 kg	865.00	
Vertical suspension from supporting structures of the hall with winch	910.00	
Security fixing point for stand construction elements	450.00	

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_





1. The Exhibitor must submit to the Technical Department of the Organizer the projects of the stand and suspended structure, a short truss description, an information letter and a guarantee letter.
2. All connections and fasteners should be reflected in the projects of suspended structure.
3. In case of lifting using electric winch, the Exhibitor is obliged to provide a suspension scheme tied to the pavilion's ceiling (the scheme is sent out on request).
4. After having checked the submitted documents the Organizer is entitled to require the structure alterations, where necessary.
5. All the metal frame structures must be suspended using only the trusses approved for suspension.
6. The lighting equipment must be attached to the structure by a metal cable or chain.
7. Three adjustments on height are included in the price of the winch.
8. Lifting the winches' power cable is paid according to the first point of the price list of the Organizer.
9. The size of the suspended structure should not exceed the perimeter of the ordered stand area.
10. For the precise orientation of the structure above the stand, as well as to fulfill the requirement of p.9, guying might be used and are to be paid by the Exhibitor in accordance with the price list of the Organizer.
11. The Exhibitor is in charge for the assembly and safety of the structure, and also for the preparing of fixation points on the structure.
12. During the examination of the structure prepared by the Exhibitor on the exhibition stand, if it does not conform to indicated technical settings, and also if the safety and quality of collecting of the structure are doubtful, the Organizer have the right to refuse the Customer in providing the suspension service.
13. The use of Tritex, Joker, Octanorm, Maxima, Mero, and Imlight T-series for suspension is PROHIBITED.
14. During the exhibitions days the orders as well as the works for hanging and removing structures are not executed.
15. Customer must not make hanging of additional equipment (lights, advertising modules and etc.) on the structure, which is already hanged up.
16. The use of already suspended structure for organizing security points other exposition elements below is FORBIDDEN!
17. Suspensions works cannot be provided at pavilion 4, 5, 6, 7 (halls 1 and 2), and lower levels of Pavilion 2 and 8.
18. The price of hanging up includes the taking of the structure down.
19. The cost of order for suspensions, received by the Organizer within the mounting period, is increased on 50%.
20. Payment for the order should be made by the Customer in accordance with the invoice, by 100% advanced payment.
21. If there is a need to work at night (from 20:00 to 08:00), the price of such works increases by 100%.



**A LETTER OF GUARANTEE**

Company \_\_\_\_\_

guarantees stability and safety of the suspended structures and a full compliance with the provided  
documentation at the UPAKEXPO 2025 exhibition,

stand # \_\_\_\_\_,

takes on responsibilities and guarantees the reparation of damages in case  
of construction's collapse or tearing-off of the construction elements during the mounting,  
exhibition and dismantling periods.

Managing Director

\_\_\_\_\_

date

\_\_\_\_\_

first name, last name

\_\_\_\_\_

signature

Company Stamp



Company name (client) \_\_\_\_\_

Pavilion-No. \_\_\_\_\_ Hall-No. \_\_\_\_\_ Stand-No. \_\_\_\_\_

Size of the structure \_\_\_\_\_ Weight \_\_\_\_\_

Материалы \_\_\_\_\_

List and the total weight of the equipment suspended  
(Lighting, advertising structures, decoration)

\_\_\_\_\_  
\_\_\_\_\_

Total equipped  
construction weight \_\_\_\_\_

Estimated amount  
of suspension points \_\_\_\_\_

Estimated load per each  
suspension point \_\_\_\_\_

Estimated height of suspension  
from the floor \_\_\_\_\_  
The highest point of the construction

Person in charge for layout \_\_\_\_\_  
*Name, position, phone*

\_\_\_\_\_  
*Name, position, phone*

Person in charge  
for assembly and safety \_\_\_\_\_  
*Name, position, phone*

\_\_\_\_\_  
*Name, position, phone*

Layout of the suspended construction is enclosed.





**UPAKEXPO**  
**21-24 JAN**  
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 Moscow, Russia

**Stand cleaning,  
 car passes,  
 staff**



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Stand-No. \_\_\_\_\_

Please fill in and send:

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 Artem Novikov # 652 NovikovA@expo-fusion.ru

Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

STAND CLEANING	Date	Price EUR	Stand area, m2	Total in EUR
- consists of a single, daily cleaning of the stand surface - waste removal for the duration of the exhibition	21-24.01.2025	9.00		

CAR PASSES	Date	Price EUR	Piece(s)	Total in EUR
construction/ dismantling period (only as long as available)	18-20.01.2025 25.01.2025	150.00		
for the duration of the exhibition (only as long as available)	21-24.01.2025	340.00		

STAFF	Date	Price EUR	Piece(s)	Total in EUR
Banner / graphics fixing (per 1 sqm)		30.00 / 1sqm		
Security, (1 day, 1 person) 18:00-20:00 + 08:00-10:00		150.00 / 4h		

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_

EXPO FUSION LLC  
 119021, Moscow,  
 Timur Frunze str., 3, b.1  
 tel. +7 495 955 91 99 ;  
 info@expo-fusion.ru





The application deadline ends on December 1st, 2024!

Stand-No. \_\_\_\_\_

Please fill in and send:

**Organizer:**

EXPO FUSION LLC  
 119021, Moscow, Ul. Timura Frunse, 3, build.1

**Contact:**

+7 495 955 91 99  
 Kopylov Dmitry # 658 KopylovD@expo-fusion.ru  
 Ivan Tokarev # 654 Tokarevl@expo-fusion.ru  
 Artem Zhanov # 656 ZhanovA@expo-fusion.ru  
 Artem Novikov # 652 NovikovA@expo-fusion.ru

Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Kindly request to supply us with the following additional items on rental basis:  
 (refer to pictures of the items in a separate annex)

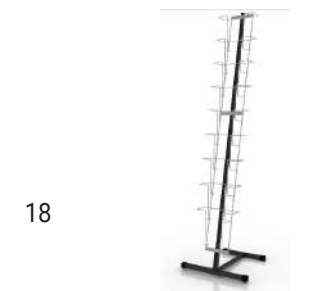
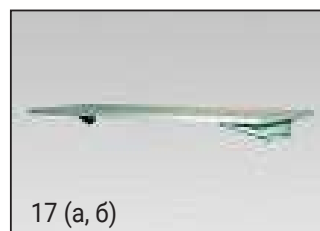
	Description	Price EUR	Piece(s)	Total in EUR		Description	Price EUR	Piece(s)	Total in EUR
1	Table , 70x70x75 cm	46.00			12	Kitchen sink and boiler, 5 L, 60x60x80 cm	280.00		
2	Table, 120x70x75 cm	55.00			13	Refrigerator, 150 L	177.00		
3	Round table, ø 80 cm	46.00			14	Podium, 100x50x80 cm	142.00		
4	Waste paper basket	10.00			15	Glass showcase, 100x80cm (showcase – 95x45x23cm)	187.00		
5	Info desk, 100x50x110 cm	175.00			16	Tall glass showcase, 100x50x250 cm, incl. lighting (showcase – 95x45x120 cm)	336.00		
6	Radial info desk	215.00			17a	Shelf, 100x30 cm	30.00		
7	Chair, standard	36.00			17b	Shelf, sloped, 100x30 cm	30.00		
8	Barstool	45.00			18	Folder stand (A4)	73.00		
9	Sideboard, 85x37x75 cm	100.00			19	Water dispenser with 1 water bottle 19 L	170.00		
10	Wall coat rack	27.00							
11	Storage rack, 85x37x150 cm	114.00							

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_





Additional furniture can be  
provided on request



**UPAKEXPO**  
**21-24 JAN**  
**2025**  
 Moscow, Russia

**Audiovisual  
 equipment**

**10**

The application deadline ends on December 1st, 2024!

Stand-No. \_\_\_\_\_

Please fill in and send:

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Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Please supply us with the following equipment:

Type of equipment:	Characteristics	Price EUR	Piece(s)	Total EUR
LCD-screen	50"	808.00		
INTERNET connection (RJ-45 cable)	5 Mbps	620.00		
	10 Mbps	710.00		
	20 Mbps	870.00		
	50 Mbps	1180.00		
Wi-Fi – router		160.00		

All rentals are for the entire duration of the exhibition and include transport, installation and dismantling

**Important:** After the exhibitor takes possession of the rented equipment he assumes liability until the equipment is returned to Expo Fusion LLC.

Installing your own Wi-Fi routers on the stand is not allowed!

When ordering an INTERNET connection, the exhibitor is obliged to provide the passport data of the users of the final equipment.

Additional audio-visual equipment (slide projectors, beepers, multi-vision viewing systems) is also available for rental. Quotations provided on request.

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_  
 Managing Director (First name, last name) \_\_\_\_\_

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 119021, Moscow,  
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The application deadline ends on December 1st, 2024!

Stand-No. \_\_\_\_\_

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Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Signboard: laminated chipboard, white, height: 300 mm  
 Typeface/Standard: Helvetica, black, VH: 100 mm

Signboards A Colour: Oracal \_\_\_\_\_

Signboards B Colour: Oracal \_\_\_\_\_

Signboards C Colour: Oracal \_\_\_\_\_

Signboards D Colour: Oracal \_\_\_\_\_

SIGNBOARD LOGO	Price in EUR per 1 piece	Piece(s)	Total in EUR
max. height – 300 mm	77,00		

NOTE! We accept ONLY files in one of the following formats (publish PDF, \*.ai, \*.cdr)!

FULL-COLOUR PROCESS PRINT	Price in EUR	Piece(s), sqm	Total in EUR
	77,00		

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_





**UPAKEXPO**  
**21-24 JAN**  
**2025**  
 Moscow, Russia

## Additional working hours in the pavilion



Stand-No. \_\_\_\_\_

Please fill in and send:

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 119021, Moscow, Ul. Timura Frunse, 3, build.1

**Contact:**

+7 495 955 91 99  
 Kopylov Dmitry # 658 KopylovD@expo-fusion.ru  
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Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

During the construction/ dismantling periods the working hours in the pavilion are set from 08:00 till 20:00.  
 You can order additional working hours within the territory of the Exhibition Centre in the evening and at night.

Working hours	Price in EUR per 1 sqm	Stand area, sqm	Total in EUR
from 20:00 till 22:00	9.00		
from 22:00 till 24:00	9.00		
from 00:00 till 08:00	11.00		
Total:			

Attention! An incomplete time period is paid as a full one.

Additional working hours in the pavilion \_\_\_\_\_, hall № \_\_\_\_\_, stand № \_\_\_\_\_

« \_\_\_\_\_ » \_\_\_\_\_ 2025 from \_\_\_\_\_: \_\_\_\_\_ till \_\_\_\_\_: \_\_\_\_\_

**Prices include 20% VAT!**

Date/Place \_\_\_\_\_ Company Stamp and signature \_\_\_\_\_

Managing Director (First name, last name) \_\_\_\_\_

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