

**RAAPA**

**EXPO**

**-2024**

**MOSCOW, EXPOCENTRE,**

**PAVILION 7, hall 1, 2**

RAAPA website: <https://raapa.ru/>

Electronic catalogue of the exhibition: <https://raapa-expo.ru/>

Telegram: <https://t.me/raapaexpo>

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# Exhibition floor plan

For up-to-date information about the exhibition floor plan and the availability of free booths: [PRESS HERE](https://raapa.ru/en/exhibitions/the-43d-international-exhibition-amusement-rides-and-entertainment-equipment-raapa-expo-2024/#list)

Terms of participation:

|  |  |  |
| --- | --- | --- |
|  | Shell scheme booth in the exhibition hall | от 6 м2 |
|  | Exhibition space only in the exhibition hall | от 10 м2 |
|  | Exhibition space only for inflatables construction area in the exhibition hall | от 30 м2 |
|  | Participation of one co-exhibitor company, exhibiting at exhibitor’s booth | от 6 м2 |
|  | Indirect participation (placement of promotional materials of a company at the Indirect participation booth and entry of Exhibitor’s profile in the Exhibitor’s Catalogue, including contact details). | |

You can calculate the cost of participation by sending a request by email [raapa6@raapa.ru](mailto:raapa6@raapa.ru) or [raapa5@raapa.ru](mailto:raapa5@raapa.ru)

Exhibition registration fee is 528 Euro and is mandatary for all exhibition companies

Minimum booth size is 6 m2 – at perimeter location of the exhibition floor and, 9 m2 in the center.

Surcharge is to be paid for:

|  |  |  |
| --- | --- | --- |
| Corner booth | 2 sides open | +5% to basic cost |
| Semi-island | 3 sides open | +7% to basic cost |
| Island | 4 sides open | +10% to basic cost |

*If Exhibitor chooses the location and area of the booth that violates the overall composition of the exhibition booths, the Organizer has the right to apply extra charges for the booth selected by the Exhibitor in the amount from 5% to 15% of the cost of the booth.*

# Location

Address of the venue: Moscow, Krasnopresnenskaya nab. 14., Metro Station Vystavochnaya or Delovoy Center, pavilion 7, hall 1.2

**DETAILED SCHEME of EXPOCENTRE FAIRGROUNDS:** [**https://www.expocentr.ru/upload/map\_ru.pdf**](https://www.expocentr.ru/upload/map_ru.pdf)

**Directions:**

***By public transport:*** go by metroto the metro station Vystavochnaya (exit No. 4) or Delovoy Center.

- Walk through the Western entrance or the entrance to the Expocentre Fairgrounds from the side of the Temple of St. Seraphim of Sarovsky on Krasnopresnenskaya embankment.

- from the Vystavochnaya metro station (take the last car from the center, exit through the Bagration Bridge). Access to the territory next to checkpoint No. 1A (gate next to the barrier - see the scheme of Expocentre Fairgrounds

**By car:** Krasnopresnenskaya emb. 14 bld. 18, landmark - Temple of St. Seraphim of Sarov on Krasnopresnenskaya embankment.

# Calendar of events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday,**  **March 25** | **Tuesday,**  **March 26** | **Wednesday,**  **March 27** | **Thursday,**  **March 28** | **Friday,**  **March 29** |
| 08:00-20:00 | **08:00-20:00** | **08:00 – 10:00** | **10:00-18:00** | **10:00-15:00** |
| **Exhibition mounting.**  **Booth building. No entrance for transport on this day.** No **exhibits move-in**. | Exhibition mounting Exhibits move-in. Preparation for the exhibition. | Completion of exhibition mounting on request. | Exhibition working hours. | Exhibition working hours |
| **10:00 – 18:00** | **15:00-20:00** |
| Exhibition working hours. | Exhibition dismantling. Exhibits move-out. |

# Deadlines

**Booth layout.**

**February 19**

- conform booth layout or in the event of self-mounting undergo accreditation process;

- order additional equipment (optional)

- In the unlikely event the booth layout is not handed to Organizer, the Organizer reserves the right to set up the booth at Organizers discretion.

**Full payment.**

**March 4**

100% payment for participation in the exhibition. Companies having debts are not allowed to participate.

**E-catalogue.** Submit the company information for electronic catalogue. After the deadline prompt publishing of the company information is not guaranteed.

**Badges**. Exhibitor should fill out and submit the organizers by email [raapa5@raapa.ru](mailto:raapa5@raapa.ru) or [raapa6@raapa.ru](mailto:raapa6@raapa.ru)

**March 01**

**Forms 7 and 8** – lists for obtaining passes and id certificates (badges). We recommend that you submit these forms as early as possible. If any changes occur, you can submit the revised forms until 12.00 on March 21.

**In the event the forms 7 and 8 are not submitted by March 1, passes WILL NOT BE ISSUED**. Without pre-issued personalized passes, you will face difficulties accessing the territory of the Expo Center Fairgrounds. Claims in this case will not be accepted! Please note: THE EXPOCENTER issues ONE permanent pass for EVERY FULL 3 square meters. The cost of each additional pass is 20 EURO.

# When arriving at the exhibition, bring with you

□ Form 6 and 10. Power of Attorney in 2 copies.

□ Fire safety certificates for the materials and banners (if there are banners and/or equipment at the booth)

□ Original Agreement in 2 copies, signed by the authorized person and certified by the seal of the exhibiting company.

□ Forms 7 and 8. List of employees working at the exhibition, mounting/dismantling the company’s booth in 2 copies, certified by the signature of the manager and the seal of the exhibiting company;

# Booth description

[**Form 2**](https://raapa.ru/other/Form%202.docx)**.** Submit: **by February 19.**

If the Exhibitor fails to provide a booth layout plan within the deadline period, the Organizer reserves the right to construct the booth at their own discretion and equip in accordance with the standard booth equipment for the given booth area.

# Standard shell scheme exhibition area

Detailed description and standard booth configuration can be seen [HERE](https://www.expoconsta.com/en/stands/shell-scheme-construction/)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Standard booth equipment | | | | | | |
| Designation | | Unit | Booth size m 2 | | | | |
| 4-5 | 6-11 | 12-17 | 18-24 | 25-32 |
| Counter Н-1,1 m | | Pc. | 1 | 1 | 1 | 1 | 1 |
| Square table 0,7х0,m | | Pc. | 1 | 1 | 1 | 2 | 2 |
| Conference Chair | | Pc. | 2 | 3 | 4 | 6 | 6 |
| Lighting of the booth. | | Pc. | 2 | One 70Wt spot lamp for 3 sq.m | | | |
| 3 plug sockets in a block 600 Wt | | Pc. | 1 | 1 | 1 | 1 | 2 |
| Wall hanger (Clothes rack) | | Pc. | 1 | 1 | 1 | 1 | 1 |
| Waste basket | | Pc. | 1 | 1 | 1 | 1 | 2 |
| Storage room with door | | m2 | - | - | 1х1m | 1х1m | 1х1m |
| Fascia board Н 300 mm. | | Pc. | length of the booth on the side of the passageway | | | | |
| Carpet | | m2 | on the whole area of the booth | | | | |

Check your booth equipment according to this list [(Form №2](https://raapa.ru/other/Form%202.docx))

□ Availability of all furniture, including the contents of the “Standard Stand” and additional equipment

□ Fascia board sign;

□ Company logo (if ordered);

□ Spot;

□ Location of the socket 220V 700Wt;

□ Walls and open sides in accordance with the location of your booth on the exhibition floor plan;

□ Wall hanger (Clothes rack) you can decline it as there is the cloak room.

**Please note**: booth equipment included in the standard booth, but not indicated by the exhibitor on the booth layout plan (Form No. 2), will not be provided.

Oral requests for any changes will not be considered. Applications are accepted only in writing.

If the Exhibitor makes changes to the booth layout plan during mounting (March 25-26, 2024), these changes will be considered as an order of additional equipment and paid with a 100% surcharge.

Mounting of your own exhibition equipment and other structures within a standard booth is considered as independent self-mounting (see below)

# Space only exhibition area

Exhibition area with carpet. WITHOUT connection to electricity (can be ordered separately).

# Space only exhibition area for inflatable constructions

Marked exhibition area WITHOUT carpeting and WITHOUT connection to power supply (can be ordered separately).

# Space only exhibition area for self-mounting

The exhibitor orders a space only area and equips the booth independently or with the involvement of a third-party organization. In this case, it is necessary to be accredited by the General Contractor. For more information about the terms of accreditation, please e-mail: [**raapa5@raapa.ru**](mailto:raapa5@raapa.ru)**,** [**raapa6@raapa.ru**](mailto:raapa6@raapa.ru)

# Additional equipment and services

Order [form for additional equipment 2.1.](https://raapa.ru/other/Form%202.1.docx)

When ordering additional equipment and installation work after **19.02.2024,** the cost increases by 50%.

When ordering additional equipment and installation work during the exhibition mounting on **04.03.2023**, the cost increases by 100%.

Applications will be executed subject to the following conditions:

* availability of equipment;
* after fulfillment of pre-arrived requests;
* payment for the ordered equipment to the Organizer

# Technical characteristics of the pavilion

* Permissible construction height in pavilions: up to 4 meters
* Permissible floor load:
* Self-leveling floor - 500 kg / 1sq. m.
* Tiles - 200 kg / 1 sq. m
* Simultaneous electricity consumption 350 kW;
* Height of installation gate 4.4 m
* For suspended work, loads on ceiling beams/trusses are allowed up to 300 kg

# Electricity

1. Electric power supply of the booths is provided **for the duration of the exhibition.** During the mounting and dismantling periods, the exhibitors (or their contractors) should use battery powered instruments or rent the extension cord for temporary connection directly at the pavilion’s administration.

The general power supply at the booth after the exhibition **is turned off at 18:05**.

1. Maximum electric power of electrical equipment connected to the sockets at the booth (standard block of three sockets at shell scheme booth) is up to 0.6 kW.
2. If it is necessary to increase the power of electrical equipment connected to the power supply sockets of the booth, exceeding 0.6 kW, Exhibitor should indicate the excess values ​​on the wiring diagram of the booth layout to take into account the required power at the mounting stage of the booth.
3. Lamps SPOT 70 W and socket blocks are installed only along the perimeter of the fascia frame of the booth. In all other cases the location of lamps and sockets and their installation will be considered as additional work and will be calculated in accordance with the prices specified in the Price List for additional services (work) and equipment.

**Forbidden:**

- to connect electrical lighting equipment to the standard electrical networks of the exhibition (plug in your own sockets and lamp-spots) not indicated in the wiring diagram.

- to operate electric heaters (tiles, boilers) within the electrical networks of the exhibition. All equipment connected to the electrical networks of the exhibition must be equipped with double insulated wires and must have, in addition to the neutral wire, a ground wire. Leakage current should not exceed 0.03A.

To protect the equipment, exhibitors are recommended to use voltage stabilizers and uninterruptible power supplies. The general contractor is not responsible for the technical condition of the Exhibitor's electrical equipment.

The Exhibitor is responsible for the good order and efficiency of his electrical equipment used at the exhibition.

If necessary, the contractor can provide for Exhibitor’s needs (in accordance with the price list) an individual switchboard with appropriate protective devices. To do this, the Exhibitor must provide information about the technical characteristics stated in the wiring diagram of electrical connections to this switchboard at the stage of Application submitting, for this information to be included in the electrical project of the exhibition and the booth.

If connection of 380V electrical equipment is required, the technical parameters of the electrical equipment indicated by the Exhibitor on the wiring diagram include: power consumption in kW, starting current in A, voltage, installation location and type (mark) of the connector

**NOTE!** While ordering the electrical connections for the industrial equipment and exhibits, consider the magnitude of starting current.

While connecting computers and other devices sensitive to power interruption and power surge, we strongly recommend you to use the uninterruptible power supply units (UPS). In case of power outage Exhibitor is to inform the exhibition Organizer immediately. The Organizer is not liable for damage and loss incurred by electric power outage

*FOR REFERENCE: the maximum power consumption of electricity, provided by the wiring diagram, when connected to a single socket block 220V is not more than 1kW regardless the number of sockets on this socket block. Typical load on electric socket:*

*Computer/printer/ video player/TV/refrigerator: 500W, 2A*

*Vacuum cleaner: 1000W, 4,2A*

# Water supply and Compressed air

1. **Water supply.** Water inlet/outlet (cold). The equipment installed at the booth must be equipped with stop valves. Plumbing equipment with failures of valves and water drainage system is not connected. Water tanks should be equipped with drain devices. Connection to plumbing networks includes water supply with one pipeline (½ inch Ø) and drainage with one pipeline (diameter 40-50mm) without direct connection of Exhibitor’s equipment.
2. **Compressed air** supplied by reinforced hoses (½ inch Ø) from the compressed air line is arranged by EXPOCENTRE specialists, the Exhibitor connects the equipment at the booth. Connection may be declined due to the lack of technical capability.

# Internet

You can order an Internet connection and audio/video devices to equip your booth with by submitting [Form №2.1.](https://raapa.ru/other/Form%202.1.docx)

**Suspensions of structures**

IMPORTANT! When organizing the suspension, only the equipment of the General Developer of EXPOCENTER JSC – EXPOCONSTA is used. The application must be submitted by **16.02.2024**.

The exhibitor submits for approval a design of the booth and suspension structure, as well as an information letter with a brief description of the design;

When reviewing the submitted documentation, the Organizer has the right to demand changes to the suspended structure and calculation of suspension points;

The suspended structure must not extend beyond the provided exhibition area;

Work on hanging and removing structures is carried out only during the official mounting/dismantling of the exhibition.

# Booth equipment, design, advertisement

1. Mounting and equipment of booths that goes beyond the scope of services of the Exhibition Organizer is carried out by the exhibitor. However, the booth design is determined by the requirements in force on the territory of the EXPOCENTER Fairgrounds. Exhibitor is obliged to coordinate the design of his booth with the exhibition organizer in advance. A booth design that does not meet these requirements may not be accepted or may be changed by the exhibition organizer at the expense of the exhibitor
2. Structures of all kinds and exhibits should not overlap neighboring booths or reach beyond the bounds of the rented booth.
3. Using the back of the wall panels of other booths is prohibited. Each exhibitor/booth mounter is obliged to mount the required number of its own wall panels.
4. Installation of advertising boards and pillars is possible only within the boundaries of the booth. Advertising events of any kind outside the booth are possible only after obtaining permission from the Exhibition Organizer.
5. The placement of advertisements for third-party exhibitions, as well as advertising and promotional materials of organizations, institutions, firms and companies not participating in the exhibition directly, is strictly prohibited throughout all the exhibition area.

# Technical requirements for the production of advertising media

Standard booths are equipped with fascia boards with the name of the Exhibitor’s company. Each booth is equipped with a fascia board sign (no more than 10 characters, h = 10 cm., blue color). Corner booths are equipped with two fascia boards with the name for free. In case of ordering a semi-island or island booth, the third and fourth fascia board sign is charged extra.

For each additional character on the fascia board exceeding 10 characters the Exhibitor is charged extra, according to [the price list.](https://raapa.ru/other/Form%202.1.docx)

**All banners and full-color printing ordered by the exhibitor from the organizer are accepted in natural size, according to graphics requirements:**

|  |  |
| --- | --- |
| natural size (1:1);  TIFF;  150 dpi (up to 2,5 m2)  70-100dpi (from 2,5 m2 to 15m2),  50-70dpi (from 15m2 to 30m2); | CMYK;  no compression;  no alpha-channels  no layers;  Profile EuroScale Coated v.2 |
| All logos and texts are accepted in curves (Corel DRAW) in natural size with signed colors on ORACAL | |

# Fire safety

Prior to the mounting, it is obligatory to appoint a person responsible for fire safety at the exhibition booth. In accordance with the Law of the Russian Federation No. 69-FZ dated December 21, 1994, if an official responsible for compliance with fire safety requirements at the rented stand booth area is not appointed, the head of the company participating in the exhibition bears personal responsibility. Compliance with fire safety rules is monitored by EXPOCENTER JSC

The exhibitor/exhibition constructor must, no later than two weeks prior the start of mounting works, provide EXPOCENTER JSC with information about all radioactive, fire- and explosive materials and exhibits in order to take appropriate agreed safety measures. The move in of the specified materials and exhibits without the permission of EXPOCENTER JSC is not permitted.

For finishing the premises of booths, offices, podiums, ceilings and fences, fireproof and fire-resistant materials must be used. All combustible materials must be treated with a fire retardant compound. The use of drapery materials made of combustible plastics that cannot be treated with a fire retardant compound is not permitted.

It is prohibited to carry out welding work in the pavilion, as well as painting work using flammable dyes.

**Note!** If the shipment, in addition to exhibits, contains structural elements of the booth (wall panels, carpet, decorative structures and elements, etc.), it is necessary to undergo move-in approval at JSC Expoconsta and at the Regional Public Fire Service Institution “Moscow Volunteer Fire Team Signal-01.

**Tel. JSC Expoconsta: (499) 795-39-03,**

**Tel. Regional Public Fire Service Institution "Moscow Volunteer Fire TeamSignal-01", +7 (495) 642-20-46**

# Air balloons (aerostats), quadcopters

Air balloons containing combustible gases are not permitted for use in the pavilion and outside area. The use of air balloons containing noncombustible gases should be authorized by the Organizer.

It is forbidden to use quadcopters on the territory EXPOCENTER JSC without prior approval!

# Loading - unloading works, container storage

Vehicles with manipulators for unloading/loading exhibits are prohibited for entering the territory of the Expocentre Fairgrounds! Transport, loading and unloading and installation and dismantling work carried out using lifting mechanisms are carried out only by specialists and equipment of Expowestrans LLC and must be ordered separately. Tel.: +7 (495) 605-03-27, 605-74-21, fax: +7 (495) 605-79-35, e-mail: exhib@ewt.ru. The work is carried out at the expense of the exhibition participant and is determined according to the prices of Expowestrans LLC (Expocentre Fairgrounds, pavilion No. 2, tower No. 5).

# Empty containers storage

Empty boxes, cartons, pallets and packaging material should not be placed at the booth. During the exhibition they must be removed by the Exhibitor. Any packaging materials found at the exhibition grounds will be disposed as trash. Services for storing large containers are provided by Expowestrans LLC and can be ordered separately. Tel.: +7 (495) 605-03-27, 605-74-21, fax: +7 (495) 605-79-35, e-mail: exhib@ewt.ru.

Any boxes (pallets) left in aisles will be removed for an additional charge.

# Security

MEMO TO THE EXHIBITOR ABOUT THE SAFETY OF EXHIBITS AND PERSONAL ITEMS

**Dear exhibitors, do not leave valuables at the booth unattended during the move in of exhibits and during the exhibition days!!!**

**Dear Exhibitor!**

At Expocentre Fairgrounds during exhibitions the following rules apply to ensure the safety of exhibits and personal belongings at exhibition booths:

1. During exhibition working hours, the exhibitor himself is responsible for the safety of exhibits and his personal belongings at the exhibition booth.

2. On March 27 from 8.00, March 28-29 from 9.00, from the moment the pavilion is removed from the security alarm, until 20.00 (until the alarm is turned on in the pavilion), it is not recommended to leave the stand unattended. It is recommended that one or more employees remain at the stand at all times.

3. The exhibitor can, for an additional fee, order booth security services from the Expocentre Fairgrounds Service Bureau on March 27 from 8.00, March 28-29 from 9.00 to 18.00. In this case, security officers will be on duty at the booth during the specified period of time.

4. In the evening and at night from 20.00 on March 27 until 8.00 (March 28-29 - until 9.00) all stands are placed under general security, and the pavilion alarm is turned on.

5. In the event of loss of exhibits or personal belongings, the exhibitor can contact the duty service of the Security Department of Expocentre JSC, which is located on the ground floor of the Congress Center. The duty service staff will assist you and help you to contact the police.

6. Please familiarize all employees working at the booth with this memo.

Emergency phone number with the duty service of the Security Department of Expocentre JSC: **+7 (499) 795-25-24**, police: **+7 (499) 256-73-87**

Please note: if you need personal security for your b in the morning on March 27 from 8.00 to 10.00 and on March 28-29 from 9.00 to 10.00 or in the evening from 18.00 to 20.00, we ask you to place the appropriate order in a timely manner, or provide for the presence of employees at the stand at that time. Phone numbers for placing an order for security: (499)124 48 10, (499)124 08 09

# Exhibition cleaning

**During the exhibition working hours:**

- Passage cleaning between the booths (aisles) is performed before exhibition opening hours;

- Exhibitor himself is in charge of his booth cleaning. Booth cleaning can be done on Exhibitor’s request if done in advance. The service is paid.

**During mounting/dismantling periods:**

**The fire protection department of the complex categorically objects to any type of storage (containers, packaging, boxes, building materials) at the booth and fines it if detected.**

Packing materials and bulk garbage from the booth should be removed into the waste container or put in storage with the official freight forwarder of the exhibition Expowestrans LLC

Expenses for cleaning up of waste left behind, including ordering a container for removing bulky waste, are borne by the exhibitor.

# Sound, Audio and Video at the booth

During the exhibition working hours, the sound level at your booth should not interfere with the work of other exhibitors. Sound level more than 70 dB at the border of the booth is not allowed. If there are complaints from other exhibitors to a high level of sound at your booth, the Organizer has the right to demand to reduce the sound level to an acceptable value. If you ignore the above requirements, the Organizer reserves the right to turn off the source of the sound signal and fine the Exhibitor.

# Photography and filming

Photographing and filming of exhibition exhibits in pavilions and open areas is permitted only by agreement with the Exhibition Organizer.

# Visa support, interpreting services

Foreign exhibitors need a visa to enter the territory of the Russian Federation, which can be obtained independently by applying to the embassy or consular office of the country of permanent residence or through existing visa centers in the country of permanent residence.

To obtain a Russian visa, you must provide an invitation from a Russian citizen or company to the Russian embassy or consulate. Upon request from Exhibition Participants, the Organizer can provide a personal invitation.

You can order translation services from the Organizer.

# Freight forwarding services and cargo handling

|  |
| --- |
| LLC "Expowestrans"  1st Krasnogvardeisky Prospect, 14,  tel.: (495) 605-03-27, 605-74-21;  fax: (495) 605-79-35).  Loading, moving to the warehouse and storage of such property are carried out at the expense of the exhibition participant and are determined according to the prices of Expowestrans LLC. |

**ATTENTION! THE ORGANIZING COMMITTEE DOES NOT PROVIDE CARRIER SERVICES. PLEASE CONTACT THE OFFICIAL TRANSPORT AGENTS OF THE EXHIBITION.**

# Procedure for entry/exit of exhibitors to Expocentre fairgrounds territory

|  |  |  |
| --- | --- | --- |
|  | **ENTRY** | **EXIT** |
| To pavilion №7 (hall 1,2) | Checkpoint-1А, 5 | Checkpoint-5 |

**IMPORTANT!** During mounting/dismantling of the exhibition for the period of loading and unloading operations, parking of passenger vehicles is allowed only in specially designated areas.

Immediately after unloading/loading exhibits and equipment, vehicles must leave the exhibition complex.

PARKING OF PASSENGER VEHICLES ON THE EXPOCENTRE TERRITORY AT NIGHT IS PROHIBITED

**note!** Due to the current restriction on the movement of heavy vehicles (with a carrying capacity of more than 1000 kg) within the Third Transport Ring of Moscow (from 6:00 to 22:00 on weekdays and from 6:00 to 24:00 on Fridays, weekends and holidays) EXPOCENTER JSC provides free placement of heavy vehicles on its territory in the **SPECIAL PARKING ZONE** (see diagram below).



**ENTRY FEATURES**

**to the territory of the Expocentre Fairgrounds for heavy vehicles that do not have permission to move a vehicle within the Third Transport Ring**

**on weekdays from 22:00 to 6:00;**

**on Friday, on weekends and holidays from 00:00 to 6:00:**

Please note that Expocentre Fairgrounds is located in an area with limited freight traffic inside the Third Ring Road. In this regard, to enter its borders, it is necessary to obtain a pass for freight vehicles of the “TTK” type. You will find all the detailed information by following the link

<https://www.mos.ru/otvet-transport/kak-oformit-propusk-dlya-gruzovogo-transporta/>

Entry of heavy vehicles is allowed only through **checkpoint No. 2 (**from the 1st Krasnogvardeisky passage) with a letter for move in/move out (Appendix 1) and a power of attorney for obtaining vehicle passes (Appendix 2).

A heavy vehicle is required to leave the territory of the Central Exhibition Complex after the opening of traffic within the Third Transport Ring in accordance with the time period indicated above.

**ENTRY PROCEDURE WHEN YOU HAVE A SINGLE PASS:**

**Step 1**. Present the issued one-time pass to the security officer at the checkpoint post (all fields of the pass must be filled out, there must be a barcode on the pass).

**Step 2.** At the instructions of the security officer, proceed to the site for security inspections. Provide the vehicle and moved-in cargo to the canine team for inspection.

Compliance with the canine team dog handler's requirements is mandatory!

**Step 3**. After carrying out inspection activities, at the instructions of the security officer, proceed:

**At night (entry is permitted only for heavy vehicles)** - to the SPECIAL PARKING ZONE (see diagram);

during the day - if there is free space, proceed to the pavilion. If there is no free space for loading and unloading operations, proceed to the **SPECIAL PARKING AREA** (see diagram on page 11). Security staff will inform you additionally about the possibility of bringing vehicles to the pavilion.

When following the route and positioning the vehicle for loading and unloading operations, compliance with the requirements of the security officers performing traffic control duties is mandatory!

**ENTRY PROCEDURE AT NIGHT**

**with NO PREVIOUSLY OBTAINED SINGLE PASS FOR VEHICLES WITH A LOAD CAPACITY OVER 1 TON**

**Step 1**. The driver presents to the security officer at checkpoint No. 2 a power of attorney in the form of Appendix 2 for the forwarding driver and 1 copy of a letter for move in/move out of exhibits (Appendix 1)

**Step 2.** At the introductions of the security officer, proceed to the site for security inspections. Provide the vehicle and moved-in cargo to the canine team for inspection.

Compliance with the canine team dog handler's requirements is mandatory!

**Step 3.** After carrying out inspection activities, at the instructions of the security officer, proceed to the **SPECIAL PARKING AREA** (see diagram page 11).

**Step 4**. **From 8.00** obtain a one-time VEHICLE ENTRY pass at the pavilion administration at the location of your exposition.

**Step 5.** If there is free space, proceed to the pavilion. If there is no free space for loading and unloading operations, stay in the SPECIAL PARKING AREA (see diagram page 11). Security staff will inform you additionally about the possibility of bringing vehicles to the pavilion.

When following the route and positioning the vehicle for loading and unloading operations, compliance with the requirements of the security officers performing traffic control duties is mandatory!

**ENTRY PROCEDURE**

**IN THE DAYTIME from 8.00 to 19.30 with no PREVIOUSLY obtained SINGLE PASS FOR VEHICLES**

**Step 1.** The exhibitor's representative obtains a one-time pass from the Pass Office, presenting a letter for the import/export of exhibits (Appendix 1) and a passport of the exhibition participant's representative, and proceed to pavilion No. 7.

**Note!** A representative of an exhibition participant can also enter the exhibition complex by presenting to security a completed letter for a one-time entry for one person (sent ONLY upon request after February 25) along with the representative’s passport.

**Step 2**. Go to the information desk of the Exhibition Directorate (Pavilion No. 7 of the Expocentre Fairgrounds, Hall 2) and receive permanent exhibition participant IDs and passes for the installation/dismantling period for those participant representatives for whom they were ordered in advance.

**Step 3.** Go to the Administration of Pavilion No. 7, and provide two copies of the power of attorney in the form of Appendix 2 and three copies of a letter of permission for the import/export of equipment and exhibits in the form of Appendix 1, and receive a SINGLE ENTRY PASS FOR VEHICLES.

**Step 4**. Return to the car and give the driver a vehicle pass, and for those who remain outside the Expo Center, hand over permanent exhibition participant IDs and passes for the installation/dismantling period.

**Step 5.** Present the issued SINGLE PASS to the checkpoint security officer.

​**Step 6.** At the instructions of the security officer, proceed to the site for security inspections. Provide the vehicle and moved in cargo to the canine team for inspection.

Compliance with the canine team dog handler's requirements is mandatory!

**Step 7.** After carrying out the inspection, at the instructions of the security officer, proceed to the pavilion.

**NOTE!** When following the route and positioning the vehicle for loading and unloading operations, compliance with the requirements of the security officers performing traffic control duties is mandatory!

Immediately after unloading/loading exhibits and equipment, vehicles must leave the exhibition complex.

# Regulations for loading and unloading operations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time for loading/unloading** | **30 мин.** | **1hour** | **2 hours** | **3 hours** | **3,5 hours** |
| **Load capacity** | **Passenger car** | **1–3,5 ton** | **4–9 ton** | **10–15 ton** | **20 ton** |

**If possible have CARTS for loading with you**

**PROCEDURE FOR REGISTRATION OF DOCUMENTS**

**WHEN MOVING out EXHIBITS ON DISMANTLING DAYS.**

SINGLE VEHICLE PASSES for dismantling will be sent to you by the Expocentre Fairgrounds dispatcher by email at the same time with the vehicle passes for mounting.

If it is not possible to receive them by email, SINGLE VEHICLE PASSES are obtained at the Administration of Pavilion No. 7. To obtain them, you must present the remaining copies of the letter for move in/move out (Appendix 1) and power of attorney (Appendix 2)

**Exhibits move out is allowed: March 29 from 15.00 to 20.00**

**Dismantling: March 29 from 15.00 to 20.00**

In case of failure to comply with the established rules and untimely move out of exhibits, Expocentre JSC has the right to send the remaining exhibits to the warehouse of Expowestrans LLC (1st Krasnogvardeisky Prospect, 14, tel.: (495) 605-03-27, 605-74- 21). Loading, moving to the warehouse and storage of such property are carried out at the expense of the exhibition participant according to the prices of Expowestrans LLC.

**ATTENTION!**

**In the event of emergency, detection of suspicious objects or illegal actions, notify the Security Department of EXPOCENTER JSC by phone:**

**8 (499) 795-25-24.**

**– Open Areas Operation Service, tel.: 8 (499) 795-38-61**

**– Service Bureau, tel.: 8 (499) 795-37-79**

# Additional move in

Additional move in of exhibits and products during the exhibition days (including the opening day) is allowed only in the morning on March 25 from 8:00 to 09:30, on March 26-27 from 9:00 to 09:30 or in the evening from 18:30 to 19:30.

Additional move in/move out of exhibits is carried out using one-time vehicle pass, which can be obtained daily from the Administrator of Pavilion No. 7 on the basis of a letter of move in/move out exhibits ([*FormD.03*](https://raapa.ru/other/Form%20D.03.docx)) and a power of attorney ([*Form D.01*)](https://raapa.ru/other/Form%20D.01.docx).

# Hotel Booking

To book a room, according to special conditions for exhibitors, you must call +7 (499) 553-06-38 and say the code word: "RAAPA EXPO" or contact the company in another way indicated below.

Contacts: Lunas company <https://lunas.group>

+7-800-775-14-62 – free call

+7 (977) 279-98-36 Whatsapp/Viber/Telegram

# Become a sponsor of the exhibition

***General Sponsor of the exhibition RAAPA EXPO***

Payment amount: 7000 EURO. Number of packages: 1

1. Placement of a personal advertising banner.
2. Personal badges for representatives of the General Sponsor.
3. Placement of the logo on the press-wall at the exhibition.
4. Placement of the logo on the exhibition Banner outside.
5. Placement of an advertising module of the General Sponsor in the magazine “Attractions and Entertainment” (on 2nd or 3rd cover page).
6. Placement of the logo on exhibition promotional materials (booklets, banners, posters, etc.)
7. Placement of the logo on exhibition badges
8. Inclusion of promotional materials in information packages for the press, participants of business forum and exhibitors (not more than 2 product names)
9. Participation of the General Sponsor's representative in the opening ceremony of the exhibition with the provision of the floor.
10. Placement of the General Sponsor's logo on the RAAPA website on the exhibition page with a link to the website.
11. Placement of the General Sponsor's logo in the exhibition e-catalogue
12. Mention of the General Sponsor of the exhibition in press releases, reports and publications in the Russian and foreign press and on the official website of the exhibition.
13. Information announcement about the General Sponsor on the website and social networks of RAAPA. (at least 6 announcements).
14. Providing invitation tickets to the RAAPA gala-dinner for guests of the General Sponsor (4 tickets).

***Official sponsor of the exhibition RAAPA EXPO***

Payment amount: 4000 EURO. Number of packages: 2

1. Placement of the logo on the press-wall at the exhibition.
2. Placement of the logo on the exhibition Banner outside.
3. Placement of an advertising module of the Official Sponsor in the magazine “Attractions and Entertainment” (2 pages)
4. Placement of the logo on exhibition promotional materials (booklets, banners, posters, etc.)
5. Placement of the logo on exhibition badges
6. Inclusion of promotional materials in information packages for the press, participants of business forum and exhibitors (not more than 1 product name)
7. Participation of the Official Sponsor's representative in the opening ceremony of the exhibition with the provision of the floor.
8. Placement of the Official Sponsor's logo on the RAAPA website on the exhibition page with a link to the website.
9. Placement of the Official Sponsor's logo in the exhibition e-catalogue
10. Mention of the Official Sponsor of the exhibition in press releases, reports and publications in the Russian and foreign press and on the official website of the exhibition.
11. Information announcement about the Official Sponsor on the website and social networks of RAAPA. (at least 4 announcements).
12. Providing invitation tickets to the RAAPA gala-dinner for guests of the Official General Sponsor (3 tickets).

***Sponsor of the exhibition RAAPA EXPO***

Payment amount: 3000 EURO. Number of packages: 5

1. Placement of the logo on the press-wall at the exhibition.
2. Placement of the logo on the exhibition Banner outside.
3. Placement of an advertising module of the Official Sponsor in the magazine “Attractions and Entertainment” (1 page)
4. Placement of the logo on exhibition promotional materials (booklets, banners, posters, etc.)
5. Mention of the Sponsor in the opening ceremony of the exhibition.
6. Placement of the Sponsor's logo on the RAAPA website on the exhibition page with a link to the website.
7. Placement of the Sponsor's logo in the exhibition e-catalogue
8. Mention of the Sponsor of the exhibition in press releases, reports and publications in the Russian and foreign press and on the official website of the exhibition and in social networks of RAAPA.
9. Information announcement about the General Sponsor on the website and social networks of RAAPA. (at least 2 announcements).
10. Providing invitation tickets to the RAAPA gala-dinner for guests of the General Sponsor (2 tickets).

# Forms and applications

Contract for participation [>>>](https://raapa.ru/other/Contract%20for%20participation%20in%20the%2043rd%20International%20exhibition.docx)

Contract indirect for participation [>>>](https://raapa.ru/other/Contract%20for%20indirect%20participation%20in%20the%2043rd%20International%20exhibition.docx)

Form №1. Application for participation in RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%201.docx)

Form №1.1. Application for indirect participation in RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%201.1.docx)

Form №2. Booth layout form for RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%202.docx)

Form №2.1. Application for additional equipment and services at RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%202.1.docx)

Form №3. Application for E-Catalogue company information in RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%203.docx)

Form №4. Application for advertisement at RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%204.docx)

Form №5. Application for additional ticket to Gala Dinner at RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%205.docx)

Form №. 6 Sample Power of attorney to receive closing documents for the exhibition RAPA EXPO-2024[>>>](https://raapa.ru/other/Form%206.docx)

Form №7. Applications for badges for participants of RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%207.docx)

Form №8 Application for mounting/dismantling badges for employees who work during the mounting and dismantling of the exhibition RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%208.docx)

Form №D.03 Application for move in/move out exhibits[>>>](https://raapa.ru/other/Form%20D.03.docx)

Form № D.01A Power of attorney for the forwarding driver or person accompanying the cargo[>>>](https://raapa.ru/other/Form%20D.01A.docx)

Form № D.01 Sample of power of attorney to receive closing documents for RAAPA EXPO-2024[>>>](https://raapa.ru/other/Form%20D.01.docx)

Download forms from website: <https://raapa.ru/en/pages/docs-for-exponents/>