

EXHIBITOR MANUAL TECHNICAL SERVICES



Connecting your business
to the world

ITE Group plc A leading organiser of trade exhibitions and conferences



PREMIER EXPO



CONTENTS

CONTENTS	2
THE VENUE / TECHNICAL CHARACTERISTICS	3
Address	3
Ceiling heights	3
Floor loading	3
First Aid	3
Driving directions	3
THE VENUE / TECHNICAL CHARACTERISTICS	4
Car parks, Entry gates	4
FIRE AND LABOUR SAFETY REGULATIONS	5
Fire and LABOUR safety regulations	5
Works and actions prohibited on the territory of the exhibition centre	5
EQUIPPED STANDS	6
General information	6
Stand equipment	6
Electricity for equipped, shell scheme	6
SPACE ONLY SITES	6
General information	6
Double-decker stands	7
Custom design & custom build stands	7
Builder's badges	7
Electricity for space only sites	7
OUTDOOR SPACE	7
General information	7
Electricity for space only sites	7
YOUR STAND - GENERAL INFORMATION	8
Accreditation	8
Additional equipment order	8
Banners, flags, balloons, ceiling suspensions	8
Cleaning and refuse	8
Cars, oversized equipment	8
Noise levels	8
Storage facilities	8
Security	8
Permission to bring goods out	9
Utility networks	9
Wi-Fi	9
FREIGHT, HANDLING, CUSTOMS	10
Freight forwarding & handling on-Site	10
Shipping deadlines	10
Customs clearance	10
BTG EXPO OFFICE IN YOUR COUNTRY	11
LOAD LIFTING CRANES REGULATIONS	12
About safe operation of load lifting cranes in the territory of the International Exhibition Centre	12

THE VENUE / TECHNICAL CHARACTERISTICS

ADDRESS

International Exhibition Centre
 Brovarskiy prospect 15
 Kiev, Ukraine

CEILING HEIGHTS

Pavilion 1: Max. 12,7 m Min. 7,5 m	Pavilion 2: Max. 24 m Min. 16,5 m	Pavilion 3: Max. 20 m Min. 7,5 m
--	---	--

If you will build the stand higher then 2.5 m, please contact Premier Expo Technical Division.

FLOOR LOADING

Pavilion 1: The maximum permitted load is 1000 kg/m ²	Pavilion 2: The maximum permitted load is 3000 kg/m ²	Pavilion 3: The maximum permitted load is 3000 kg/m ²
--	--	--

*Point loading is not allowed; stress must always be distributed.
 If the load of your stand exceeds the maximum permitted load, please contact Premier Expo Technical Division.*

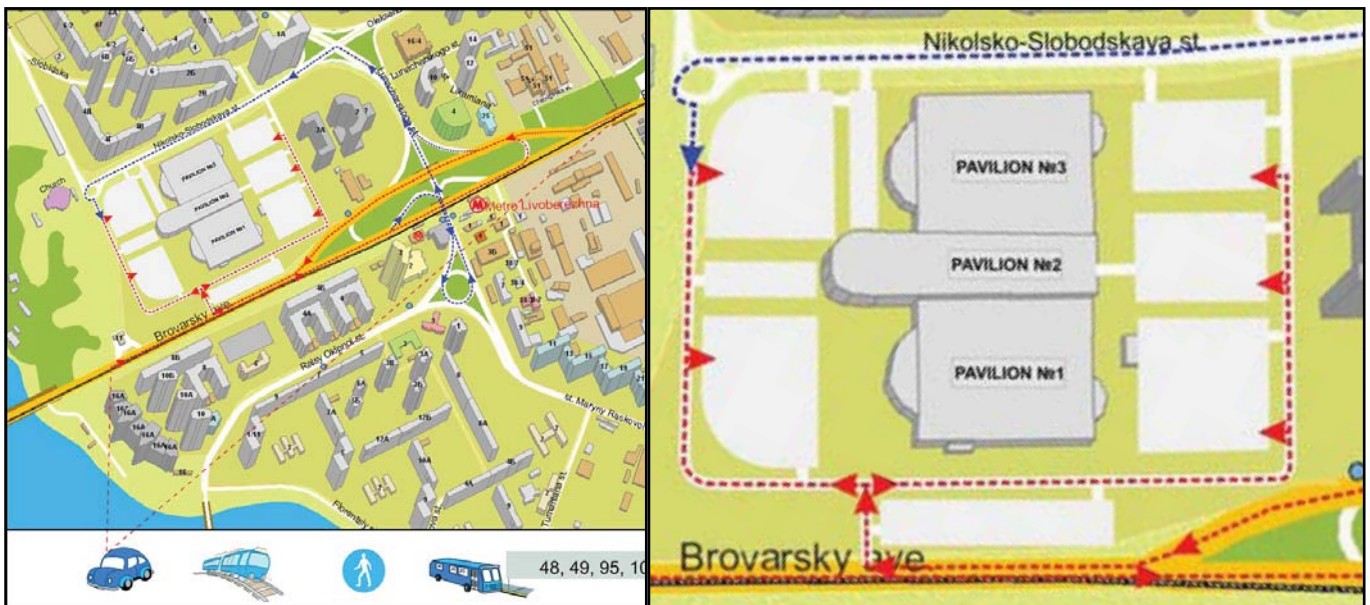
FIRST AID

You can make use of the medical room's services. It is located in the room №103 near the entrance from the metro Levoberezhnaya side, in the International Exhibition Centre pavilion 1 room 103, phone +38(044) 201-11-41.

In case of a medical emergency, dial:

Ambulance: 103;
 Boris: +38(044) 238-00-00;
 Medicom: +38(044) 432-88-88

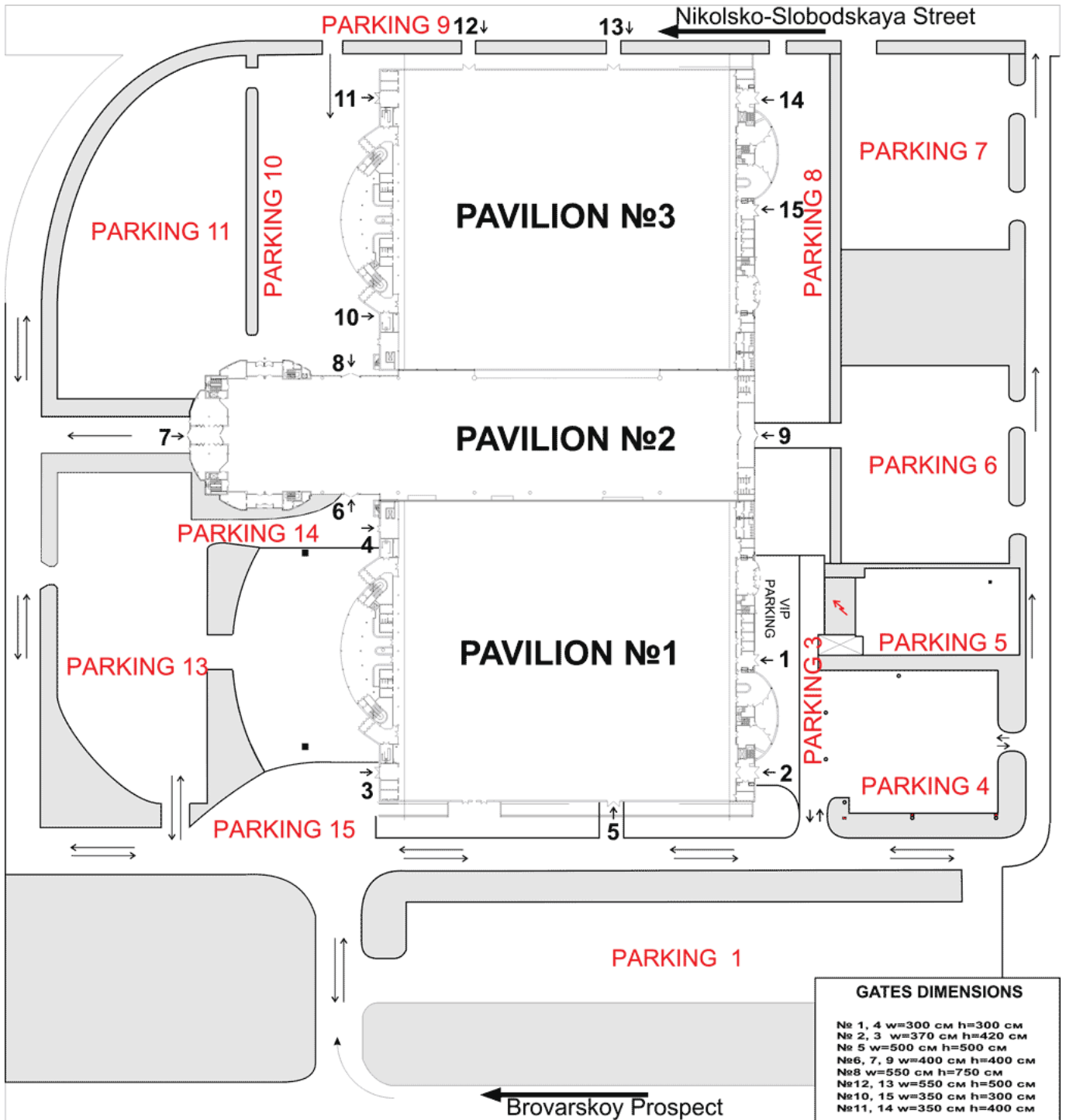
DRIVING DIRECTIONS



Car:	Metro:	Bus:	Footpath:
The entrance is on Bravarskoy pr-t or Nikolsko-Slobodskaya st.	Levoberezhnaya station (exit to the "Tourist" hotel side)	№48, 49, 108, 95, 46	7–9 minutes' walk from the Levoberezhnaya station (see the layout)

THE VENUE / TECHNICAL CHARACTERISTICS

CAR PARKS, ENTRY GATES



FIRE AND LABOUR SAFETY REGULATIONS

FIRE AND LABOUR SAFETY REGULATIONS

- Exhibitors are required to comply with all fire safety and labour safety requirements and regulations of the exhibition centre
- All workers and exhibitors' staff carrying out construction and installation work are required to wear hard hats
- Exhibitors and Contractors shall be liable in the event of causing damage to other exhibitors' and visitors' health / safety
- All materials used in construction and decoration of the stand must have fire certificates from its manufacturers
- All exhibitors who have flammable substances and materials on their stands are required to have fire extinguishers or other fire extinguishing means
- Aisles between stands must remain free on a minimum width of not less than 2 meters, fire and service exists – not less than 3 meters

WORKS AND ACTIONS PROHIBITED ON THE TERRITORY OF THE EXHIBITION CENTRE

№	Violation	Penalty (€)
1	To delegate the authorization to build a stand to another stand constructor without issuing the required corresponding documents and approval of an IEC representative	500
2	To store equipment and construction elements for a long time (over 1.5 hours) on other stands' areas or in the aisles	150
3	To smoke in the venue	50
4	To use open fire in the venue or its outdoor exhibition space (with blowtorches, gas burners, nozzles, dry ethanol or any other fuel), including demonstration of exhibits with the use of an open fire	250
5	To carry out carpentry, sawing, polishing work in the exhibition hall without the approval of an IEC representative.	125
6	To damage the aesthetic appearance of the exhibition building and floor with paint, cement, grease or oil-based products (flammable lubricants), and leftover sticky tape or duct tape	250 + loss amount
7	To use non-certified equipment and devices (including power tools)	50
8	To use non-certified and flammable materials (paper, cloth, straw, wood, carpet, etc.), without presenting corresponding fire certificates and without having undergone according treatment with a fire proofing compound	250
9	To damage the exhibition areas incl. floor of the venue	150
10	To untimely remove rubbish and large construction waste after the dismantling is over	100
11	To create emergency situations caused by the stand constructor	100
12	To start or create favourable conditions for a fire in the exhibition space (delivery and storing of containers, packaging material and waste, building waste and debris, pouring flammable liquids etc.)	250
13	To carry out hazardous works without the approval of an IEC representative	100
14	To keep a stand constructor's truck at the cargo gates of the venue for loading/unloading work for more than 1 hour	50
15	To store empty package material (cardboard boxes, wooden crates, plastic boxes, etc.) and other objects in spaces between stands or along walls around the perimeter of the exhibition hall	150
16	To improperly use the provided exhibition space	50
17	Absence of the stand constructor's responsible person on the stand (exposition) during the set-up	50
18	To bring in and to use equipment and materials harmful for the environment and health (radioactive, fire explosive, with high noise levels, etc.)	250
19	To violate loading or unloading work regulations	50
20	To increase exhibition space by its elements (brackets, consoles, lamps, banners, other stand equipment) protruding out of the stand boundaries	125
21	To leave any protective foil on a stand floor after 22:00 hrs on the last day of set-up	75
22	To perform mounting works without protective helmets	75
24	Execution of electrical and high-altitude work (1.3 m above the floor or ground) by the non-certified staff	150

YOUR STAND

EQUIPPED STANDS

Built by Premier Expo

GENERAL INFORMATION

Stands will be built using Octanorm or other systems using of aluminium poles and beams and plastic panels. The standard size of the wall panels is ~ 100 x 250 cm with a face size of ~ 95 x 238 cm. If you require exact information about the panels used on your stand, please contact Premier Expo Technical Division.

No additional stand fittings or displays may be attached to the stand shell structure. Wall panels and other stand material must be returned after the exhibition without any damage caused by nailing, drilling, wallpapering, inappropriate self-adhesive tape, glue etc., so please ensure that you have enough chain, hooks, etc., to hang posters and other displays. The cost of repair or replacement of damaged equipment will be charged to the exhibitor.

In order to stabilise the structure, it might be necessary to include additional supporting poles and beams or wall panels, which are not necessarily shown on our stand layouts.

Should you need to remove these supports temporarily due to the delivery of large exhibits to your stand, you must have the permission of the stand constructor and must make sure that all possible safety measures are taken.

Please pay attention that your stand has common walls with other companies and thus its partition order may be different from one indicated in the stand layout.

STAND EQUIPMENT

Please refer to your space application form to see which equipment is already included in your package. No financial credit can be given for items included in these packages but not utilised. Additional equipment can be ordered on the exhibition web site in section "Exhibit/Technical service and equipment".

ELECTRICITY FOR EQUIPPED, SHELL SCHEME

Electrical supply and consumption are included in equipped space. You may order additional electrical plug sockets if required (see "Stand equipment").

SPACE ONLY SITES

GENERAL INFORMATION

You must send the name of your stand builder including contact details to Premier Expo as soon as you receive this information.

A floor covering (e.g., carpet) and rear and side walls of a minimum height of 2.5 m must be provided by the exhibitor or his stand builder. Construction may exceed a height of 2.5 m, but only with permission in writing from Premier Expo, prior to the exhibition. The reverse side of your walls must be of neat appearance if it overlaps the height of those on neighbouring stands (2.5 m shell scheme). It is not permitted to display any company logos and/or lettering on or near the borders of the stand and face neighbouring stands. The outer surface (wall panels over 2.5 m height) must be decorated if visible from the aisles. The sides of your stand which are open in accordance with the general plan of the exhibition cannot be built up with solid walls without prior approval from Premier Expo's Technical Department. No part of the stand structure may extend beyond the boundaries of the site allocated. In the event of failure to comply with these conditions, Premier Expo reserves the right to suspend the construction of your stand.

Technical stand layouts indicating all measurements including heights must be presented to Premier Expo for approval at least one month before build-up unless another date is advised. The position of entry points for ordered electricity, water, telephone connections, etc., must also be clearly marked on the stand layouts. Please also follow the information about ceiling heights under The Venue page 3.

Before erecting your stand or positioning your outdoor exhibits, the Premier Expo on-site office must be contacted to ensure that the correct space is being occupied. The final plan of the show will be available from the Management office on site. If a stand is built in the wrong space and Premier Expo has not been contacted beforehand, you will be forced to dismantle your stand at your own expense and build it again in the correct space.

Premier Expo does not provide fascia panels for space only sites. The exhibitors and/or their stand constructors must ensure that the stand prominently displays the name of the exhibitor as well as the stand number.

Please take into consideration:

- No part of the stand structure may extend beyond the boundaries of the site allocated
- The reverse side of your walls must be of neat, plain white, appearance if it overlaps the height of those on neighbouring stands
- It is not permitted to display any company logos and/or lettering on or near the borders of the stand and face neighbouring stands

YOUR STAND

- Exhibitors or their stand builders have to completely remove from the floor any double-sided sticky tape that has been used for the carpeting
- The exhibitors and/or their stand constructors must ensure that the stand prominently displays the name of the exhibitor as well as the stand number

DOUBLE-DECKER STANDS

There is a surcharge on the space occupied by double-decker stand constructions. If this has not been booked already through the space application form, it must be paid in full before the start of the exhibition.

Double-decker stands must be fitted with a sprinkler system and with fire extinguishers. In addition, they must display the static certificate of the construction, which the exhibitor or his stand builder must also present to the local exhibition management at least one month before the exhibition.

CUSTOM DESIGN & CUSTOM BUILD STANDS

If you are interested in a stand built according to your individual specifications, please provide us with detailed drawings of your design. We will then send you our proposal for your consideration. Please contact:

Contact person:

Evgeniy Sharmakov, +38(044) 496-86-45 (ext. 224), e-mail: E.Sharmakov@pe.com.ua

BUILDER'S BADGES

For construction companies in order to work on site it is necessary to have own builder's badges. Furthermore accreditation must be obtained to work in the venue (please refer to the ACCREDITATION chapter).

For exhibitors who performs a stand construction on their own (self-constructors) it is necessary to get self-constructor badges which can be collected during the show set-up in the venue's registration area near the entrance. To collect such badges exhibitor must obtain accreditation in the venue (please refer ACCREDITATION chapter)

ELECTRICITY FOR SPACE ONLY SITES

Electrical supply and consumption are not included in space only sites. You may order an electrical main supply connection with a help of space application form or on the exhibition web site in section "Exhibit/Technical service and equipment". Please choose the correct consumption you need on this form.

OUTDOOR SPACE

GENERAL INFORMATION

You must send the name of your stand builder including contact details to Premier Expo as soon as you receive this information.

Technical stand layouts indicating all measurements including heights must be presented to Premier Expo for approval at least one month before build-up unless another date is advised. The position of entry points for ordered electricity, water, telephone connections, etc., must also be clearly marked on the stand layouts. Please also follow the information about ceiling heights under The Venue page 3.

Before erecting your stand or positioning your outdoor exhibits, the Premier Expo on-site office must be contacted to ensure that the correct space is being occupied. The final plan of the show will be available from the Management office on site.

Please take into consideration:

- No part of the stand structure may extend beyond the boundaries of the site allocated
- It is not permitted to display any company logos and/or lettering on or near the borders of the stand and face neighbouring stands.
- It is not permitted to use open fire in the venue or its outdoor exhibition space (with blowtorches, gas burners, nozzles, dry ethanol or any other), including demonstration of exhibits with the use of an open fire

ELECTRICITY FOR SPACE ONLY SITES

Electrical supply and consumption are not included in outdoor space. You may order an electrical main supply connection with a help of space application form or on the exhibition web site in section "Exhibit/Technical service and equipment". Please choose the correct consumption you need on this form.

YOUR STAND - GENERAL INFORMATION

ACCREDITATION

IMPORTANT: The IEC - International Exhibition Centre requires an accreditation procedure involving management and accreditation fees from every stand construction company or self-constructor. These fees will be debited by IEC to the stand construction companies or self-constructors irrespectively of the contract between ITE / Premier Expo and you.

We have no influence on this accreditation process and will not be able to assist you with the procedure or on-site if regulations have not been followed.

Exhibitors that h are having their stand built independently, must obtain accreditation 1 month before the setup in the International Exhibition Centre in order to receive permission to carry out the work. In the event that the exhibitor does not obtain permission, the Organiser is entitled to prohibit the construction of the stand.

For accreditation, please contact the International Exhibition Centre on +38 044 201-11-35

Contact person: Victoria Batcalay, e-mail: accred@iec-expo.com.ua

ADDITIONAL EQUIPMENT ORDER

You may order additional equipment and service on the exhibition web site in section "Exhibit/Technical service and equipment".

BANNERS, FLAGS, BALLOONS, CEILING SUSPENSIONS

No suspension may be made from the ceiling of the exhibition hall or to the walls or any other part of the building without the prior approval of the Premier Expo Management. Please refer to the Additional equipment order section.

Please note that suspension points in the order form are connections to the ceiling structure of the venue which amount may exceed the connection point amount to the structure to suspend.

CLEANING AND REFUSE

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided that they are placed in plastic bags or cartons in front of the stand in the evening.

To have individual daily cleaning for your stand, please refer to the Additional equipment order section.

CARS, OVERSIZED EQUIPMENT

Exhibitors presenting cars or machines working on a fuel in pavilions must have fire extinguishers on their site. The amount of fuel in the tank should not exceed 10 liters. Delivery and placement of machines and large equipment (2 meters) must be agreed with the Organizer.

NOISE LEVELS

If noise levels from exhibitors' promotional videos and displays exceed 75 decibels, please be advised that Premier Expo reserves the right to close down the noise source after a verbal warning.

STORAGE FACILITIES

Please note that Premier Expo does not provide any storage facilities for packing materials or exhibits. Each exhibitor is responsible for removing packaging materials or providing storage on their stand. If necessary, storage facilities could be provided by the International Exhibition Centre. If this is required, please contact IEC directly on: +38(044) 201-11-47.

SECURITY

Security in the venue is maintained by the Security guard.

During the setup and dismantling the pavilions will be locked at 22:00.

During the exhibits delivery stands and exhibits are taken under secure at 22:00

During the exhibition the pavilions will be locked at 18:00-18:30. Overnight security will be maintained by guards for the duration of the exhibition. The doors are unlocked at 9:00 each day and the guard leaves their post regardless of the company representatives on the stand.

The last exhibition day the guard leaves their post after the exhibition's end and provides security of exhibits no more.

We accept no claims for stolen or damaged goods for times when the exhibition is not supervised. It is the sole responsibility of the exhibitor to ensure that all exhibits and stand equipment is properly manned during exhibition hours and when the stands are not guarded.

YOUR STAND - GENERAL INFORMATION

PERMISSION TO BRING GOODS OUT

The removal of exhibits or equipment during the exhibition hours is only possible if the item list has been signed in writing by the Organisers. The approval forms to remove exhibits from the pavilion can be signed at the management office of the Organisers.

UTILITY NETWORKS

Columns, firepoints and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible, possibly across your stand.

WI-FI

We have no public Wi-Fi at the venue but you may work with our cabled Internet in the press centre near the Organizer's office if required. In the press centre there are laptops, a printer, a fax and the Internet. Or you can order personal wired Internet line to your stand. Please refer to the Additional equipment order section.

Installing any radio-emitting equipment: Wi-Fi routers, or using smartphones in hotspot mode is banned in order to eliminate interference in the radio frequency range.

All Internet connections ordered from the Organizer are provided as cabled lines (Ethernet cable with RJ-45 connector). We do not guaranty that your Wi-Fi equipment will work as it may be blocked by other radio-emitting devices as well as the use of Wi-Fi being prohibited.

FREIGHT, HANDLING, CUSTOMS

FREIGHT FORWARDING & HANDLING ON-SITE

The official on-site freight forwarding and handling contractor is BTG Expo. Exhibitors are advised that BTG Expo has sole rights to on-site handling, regardless of the exhibitor's transport agent.

Please contact their office nearest to you for further details about their tariffs, shipping deadlines and customs regulations. If your country is not listed overleaf, please contact the BTG Expo head office in Germany.

SHIPPING DEADLINES

- BTG Expo Messen requires 4 working days for all services connected with pick up at the airport, customs clearance and delivery to the stand. In order to avoid unnecessary storage please arrange the airfreight consignment arrival in accordance with the above information.
- For customs clearance of truck shipments BTG Expo requires 1 working day.
- Ocean freight consignments should arrive in Hamburg at the latest 16 days prior to delivery to the stand. Please do not ship any consignments to Hamburg without confirmation from BTG Expo and get the consignee instruction for ocean freight from BTG Expo by contacting them directly.
- For information about consolidation truck from terminal Germany, please contact BTG Expo.
- BTG Expo does not handle railway shipments.
- Please send copies (drafts) of the pro-forma invoices by e-mail to BTG Expo at the latest one week before despatch for checking and (if necessary) a translation into Ukrainian/Russian language.

CUSTOMS CLEARANCE

Please follow the instructions of the official freight forwarder/customs clearance agent, BTG Expo.

Every exhibition centre has official forwarder and official custom agent. Any client sending goods with any agent other than BTG Expo or its appointed agents must have their goods cleared by official custom agent. If you ship exhibition goods directly, please get the address and sender's instructions from BTG Expo. If a shipment is addressed incorrectly, the exhibitor risks not to receive their goods due to impossibility of customs clearance.

Do not send any goods by Courier

In order to avoid problems or delays in delivery, all shipments have to be advised to the BTG Expo office in your country or directly to the BTG Expo head office in Germany as early as possible in advance.

If, at the end of the exhibition, items are not accounted for either by return transport or appropriate import customs clearance, the exhibitor is responsible for any duties, VAT and luxury taxes that may be imposed by customs authorities.

In order to avoid this, we urge all exhibitors not to hand over sold goods to the buyer directly. Arrange storage with BTG Expo to be sure customs clearance has been arranged by the buyer. BTG Expo will hand over the goods to the buyer you name only upon presentation of the definitive customs declaration.

You have to take into account that storage must be effected no later than the last day of the dismantling period. Please inform the BTG Expo on-site office which is responsible for the storage charges (buyer or seller).

MAIN CO-ORDINATING OFFICE in GERMANY	
BTG Expo GmbH Carl-Benz-Strasse 21 D-60386 Frankfurt am Main www.btg.com	Phone: +49 (69) 408987-105 Fax: +49 (69) 408987-222 Contact: Ms. Angela Lobosko e-mail: angela.lobosko@btg-expo.com

BTG EXPO OFFICE IN YOUR COUNTRY

MAIN CO-ORDINATING OFFICE IN GERMANY

BTG Expo GmbH

Carl-Benz-Strasse 21 D-60386 Frankfurt am Main
 Fax: +49 (69) 408987-222
 Contact: Mrs. Angela Lobosco
 Phone: +49 (69) 408987-105
 e-mail: angela.lobosco@btg-expo.com
 Contact: Mr. Ewa Seitz
 Phone: +49 (69) 408987-108
 e-mail: ewa.seitz@btg-expo.com

ARGENTINA: BTG Expotrans S.A.

Azopardo 1337, 1° Piso, AR-C1107ADW Buenos Aires
 Phone: +54-(0) 11-43 62 50 30
 Fax: +54-(0) 11-43 62 50 80
 Mrs. Laura Anchava
 e-mail: Laura@btg-expotrans.com.ar

BELGIUM / NETHERLANDS / LUXEMBURG

Van der Helm - Hudig Rotterdam BV
 Debussysstraat 2, NL-3161 WD Rhoon
 Phone: +31-(0) 10-506-61 89
 Fax: +31-(0) 10-506-61 85
 Mr. Rene Koussen e-mail: r.koussen@hudig.com
 Mr. Ger Kluter / e-mail: g.kluter@hudig.com

CHINA: BTG Intl. Freight Forwarding (Beijing) Company Ltd.

Room 503, Dart Office Building, No. 12 Xinyuanxilizhongjije, Chaoyang District 100027, Beijing P.R. China
 Phone: +86-(10) 8460 1137
 Fax: +86-(10) 6461 9507
 Madame Zhong
 e-mail: Zhong.yuan@btg.cn

CZECH REPUBLIC: Centrumsped s.r.o.

Tratova 1, CZ-619 00 Brno
 Phone: +420-(0) 547 423 165
 Fax: +420-(0) 547 423 160
 Mrs Zuzana Sandova
 e-mail: Sandova@centrumsped.cz

DENMARK: On-Site Denmark Aps

Kongevejen 18
 Phone: +45-(0) 32-82 02 10
 Fax: +45-(0) 32-82 02 11
 Mr. Lars Skovhøj
 e-mail: lars@onsitegroup.dk

ESTONIA / LATVIA / LITHUANIA:

See Latvia

FINLAND: CHS Expo Freight

It ä merenkatu 5, FIN-00180 Helsinki
 Phone: +358-(0) 20-7669 422
 Fax: +358-(0) 20-7669 439
 Mr. Ossi Hämäläinen / e-mail: ossi.hamalainen@chs.fi

FRANCE: SDV Fairs & Events

Zone de Fret 3, 95706 Roissy CDG
 Phone: +33-(0) 1-4919 1593
 Fax: +33-(0) 1-4919 1591
 Mr. Laurent Canot
 e-mail: l.canot@sdv.com

HUNGARY: MASPED Logisztika Kft.

Szikrataviró ut 17-21,
 H-1211 Budapest
 Phone: +36-(0) 1-263-7891
 Fax: +36-(0) 1-263-7892
 Mrs. Kanyó Krisztina
 e-mail: kanyo.krisztina@masped.hu

INDIA: PSBediGroup

D-10, 3rd Floor, South Extension Part-II,
 New Delhi-110 049, INDIA
 Phone: +91-11 4605 5231
 Fax: +91-11 4155 2911
 Mrs. Anshu Shori
 e-mail: ashori@psbedi.com

ISRAEL: ORANGE LINE

6th Hazorfim st. North Ind. Zone, PO BOX 1118, 71100
 Lod, Israel
 Phone: +972-(0) 8 915 5192
 Fax: +972-(0) 8-760 2253
 Mr. Alex Berman / e-mail: alexb@orange-line.biz

ITALY: COGEFRIN Group

Via Sommacampagna 61, C/O Interporto C.E.
 I-37137 Verona (VR)
 Phone: +39 045 8623094
 Fax: +39-045-956924
 Mr. Simone Rigon
 e-mail: srigon@cogefrin.it

LATVIA / LITHUANIA: JSC "Pan-LITService"

Laisves Ave 5, LT-04215 Vilnius, Lithuania
 Phone: +370 5 244 5677
 Fax: +370 5 244 5803
 Mr. Vaidas Beniusis
 e-mail: vaidas@pls.lt or info@pls.lt

LUXEMBURG / NETHERLANDS

see Belgium

POLAND: Netlog Polska Sp. z.o.o.

ul. Prądzińskiego 12/14, 01-222 Warszawa
 Phone: +48 22 256 70 12
 Fax: +48 22 256 70 88
 Mrs. Izabela Wronowska
 e-mail: izabela.wronowska@netlog.org.pl

PORTUGAL: FeirExpo SA

Avenida Severiano Falcao, 12; 2685-378 Prior Velho
 Phone: +351-(0) 21 8310660
 Fax: +351-(0) 21 8310666
 Mr. Abilio Branco
 e-mail: abilio.branco@rangel.pt

SLOVENIA: INTEREUROPA D.D.

Letalska c. 35, 1000 Ljubljana
 Phone: +386-(0) 1-5868714
 Fax: +386-(0) 1-5868719
 Mrs. Marija Rebernik
 e-mail: marija.rebernik@intereuropa.si

SPAIN: Resa Expo Logistic, Division Internacional

C/Ciencias – Entrada Nr.1, Recinto Ferial Gran Via,
 P.O.Box: Apartado de correos 2045, 08908-Hospitalet
 (BARCELONA)
 Phone: +34-(0) 93 233 4748
 Fax: +34-(0) 93 263 1894
 Mrs. Yolanda de Paz
 e-mail: ydepaz@resainternacional.com

SWEDEN: On-Site Exhibition AB

P.O. Box 6289, S-400 60 Gothenburg
 Phone: +46-(0) 31-707 30 70
 Fax: +46-(0) 31-707 30 75
 Mr. Goran Magnusson
 e-mail: goran@onsitegroup.se

SWISS: SWISS EXPO LOGISTICS AG

Zürcherstrasse 46, 8400 Winterthur / Switzerland
 Phone: +41 52 213 33 23
 Fax: +41 52 213 33 22
 Mrs. Alexandra Erdmann
 e-mail: alexandra.erdmann@swiss-expologistics.com

TAIWAN: OTIM-Taiwan

1Fl., No: 119, Hsinhai Road, Sec. 2, Taipei, Taiwan
 Phone: +886-(0) 2-8733 1725 ext. # 13
 Fax: +886-(0) 2-8733 1726
 Mr. Eddy Huang
 e-mail: eddy@otim.com.tw

TAIWAN: G.T.C. Glory Transwell Corporation

4F-1, NO. 101, Song Jian Road, 104; Taipei, Taiwan
 Phone: +886 (0) 2-25090366
 Fax: +886-(0) 2-25090356
 Mr. Steven Guo
 e-mail: steven@glorytc.com.tw

TURKEY: DHL GLOBAL FORWARDING TASIMACILIK A.S.

Intek Tesisleri İkitelli Cad. No. 178, TR-34303 Halkalı
 Istanbul
 Phone +90 212 495 11 01 ext. 5902
 Fax +90 212 696 31 46
 Mr. Zafer Keskin
 e-mail: zafer.keskin@dhl.com
 Mr. Ersin Zafer
 e-mail: ersin.zafer@dhl.com

UKRAINE: FE "Scherp ILS"

Zabolotnogo str. 150A, 03143 Kiev, Ukraine
 Phone: +38 044 200 42 45
 Fax: +38 044 200 42 48
 Mr. Denis Gelion
 e-mail: denis@scherp.com.ua

UNITED KINGDOM: MERITEX INTL. FREIGHT SERVICES LTD.

The Coach House, 20, Northernhay Street
 Exeter, Devon EX4 3ER
 Phone: +44-(0) 1392 454 999
 Fax: +44-(0) 1392 454 998
 Mr. Henry Osborne
 e-mail: henry@meritex.co.uk

USA: Airways Freight Corp.

3849 W. Wedington Drive Fayetteville, AR 72704 USA
 Phone: +1 800-643-3525-101
 Fax: +1 479-442-6080
 Michael J. Beckers
 e-mail: michaelb@airwaysfreight.com

For all countries not mentioned please kindly contact our MAIN-COORDINATING-OFFICE in Germany as mentioned above.

LOAD LIFTING CRANES REGULATIONS

ABOUT SAFE OPERATION OF LOAD LIFTING CRANES IN THE TERRITORY OF THE INTERNATIONAL EXHIBITION CENTRE

According to labour safety rules and load lifting machines / cranes regulations only the accredited companies may perform such type of works on the venue territory.

Organizer's official on-site freight forwarding and handling contractor is BTG Expo.

Regarding crane or lifting machines onsite please contact:

Contact person: Mr. Andrey Strukov

«SCHERP EXPO» LTD

Tel: +38 044 200 42 45

Fax: +38 044 200 42 48

Mob.: +38 050 411 89 86

Mail: Andrey.Strukov@scherp.com.ua

Web: www.scherp.com.ua