

MANUAL OF THE PARTICIPANT OF RUSSIAN EXPOSITION WITHIN EMO HANNOVER 2017

MESSAGE TO PARTICIPANTS

Dear exhibitors, ladies and gentlemen!

We are glad you have decided to participate within the European trade show for the manufacturing industries EMO Hannover 2017, which will take place in Hannover (Germany) from the 18th to the 23rd of September, and greet you as its participant! We would like to point out that this year Russian companies are taking part in the exhibition with the support of the Russian export center (REC), the organizer of the Russian exposition.

“Business Event” LLC, the official operator of the Russian participation in the exhibition, will spare no effort in order to represent your exposition in the most effective way. Please, don't hesitate to contact us regarding any questions you might have within the preparation to exhibition.

For your convenience, we have gathered all necessary information in the present manual of the participant of exposition, which contains important information about general questions, formats of participation and technical services on stand, so that you could effectively prepare your participation

We urge you to respect set final deadlines and the manner of provision and confirmation of the information.

Late applications and delayed services' payments might cause the impossibility of fulfillment of obligations by operator.

We wish you a successful exhibition, productive and prospective agreements. We hope that our long-termed experience of cooperation and mutual efforts in development of metalworking industry in Russia will transform into your achievements!

We wish you a success and we are waiting for you at the exhibition!

Respectfully,

The organizing committee of the Russian exposition within the European trade show for the manufacturing industries EMO Hannover 2017.

GENERAL INFORMATION ABOUT EXHIBITION

Venue: Germany, Hannover (Messegelände, 30521, Hannover)

Dates: September 18 – 23, 2017

Opening hours: the entry to the exhibition is open from 9 a.m. to 6 p.m. for visitors and from 7 a.m. to 7 p.m. for exhibitors from the 18th till the 23rd of September. Within this period all stands and exhibits should be in working condition.

Conditions of participation:


- Only companies-producers of metalworking equipment can take part in the exhibition;
- Products of the following categories can be represented within the exhibition: machine tools, additive technologies, precision tools, components and parts, software, measuring equipment, quality control assurance;
- All exhibits should be manufactured by company-participant.

Exhibition is divided into several sectors according to product categories:

- Lathes – **pavilions 2, 12, 14, 16, 17, 26, 27**
- Milling machines, machining centers, flexible manufacturing – **pavilions 2, 12, 13, 14, 26, 27**
- Transfer and special production machines, unit heads – **pavilion 17**
- Precision tools, workpiece, tool holders – **pavilions 3, 4, 5, 6**
- Measuring technologies and quality assurance – **pavilion 6**
- Tool grinding machines – **pavilion 6**
- Components, coolants and lubricants, waste disposal, accessories – **pavilions 6, 7**
- EDM – **pavilion 13**
- Grinding machines, surface technology, honing, lapping, polishing machines, heat treatment – **pavilion 11**
- Sawing machines, drilling machines – **pavilions 15, 16**
- Sheet metalworking machines, forming machines – **pavilion 15**
- Industrial electronics, robotics – **pavilion 25**
- Software – **pavilion 25**
- Gear cutting and finishing machines – **pavilion 26**
- Additive manufacturing – **pavilion 27**
- Special Youth Show – **pavilion 24**

EXHIBITION LAYOUT



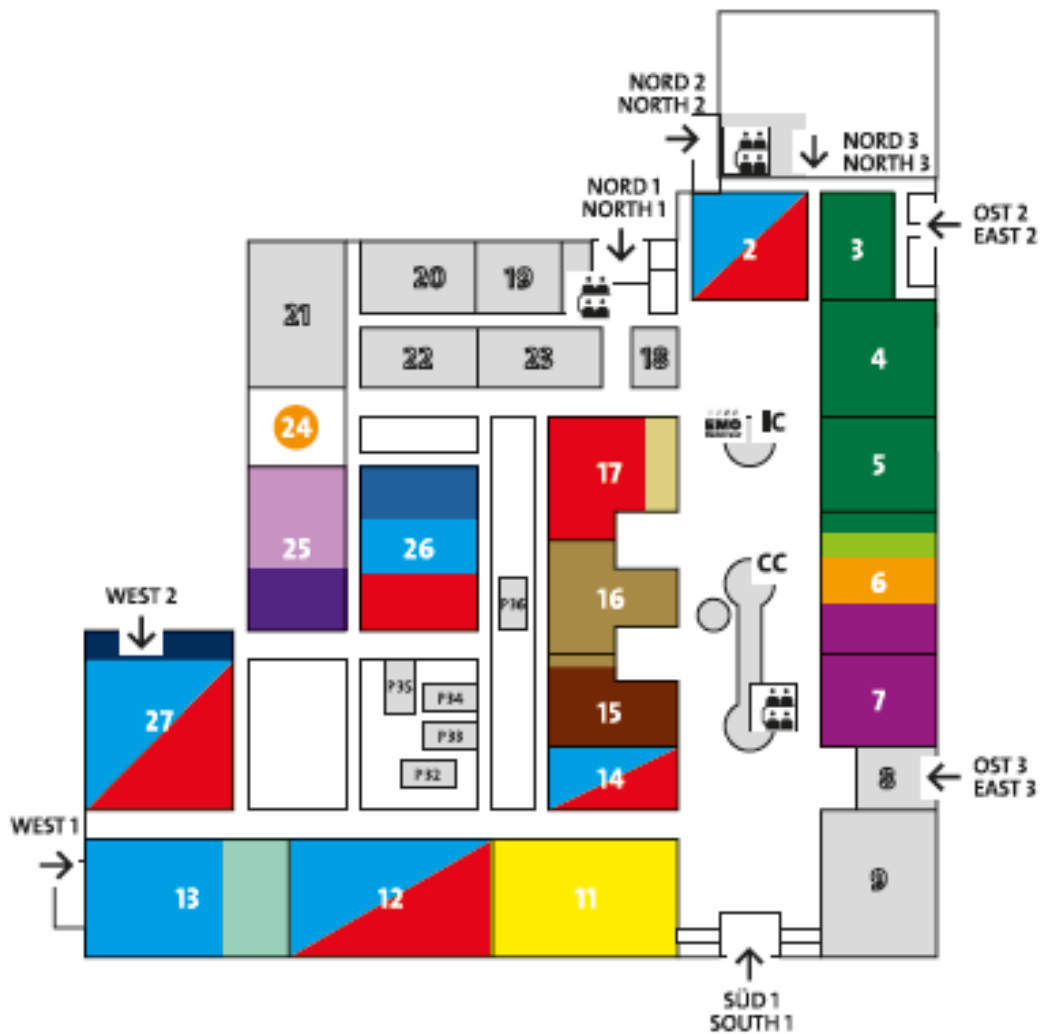

 Generalkommissariat
 General Commissariat


 Convention Center


 Informations-Centrum
 Information Center


 Tagungsräume
 Conference Rooms


 Eingang
 Entrance



CONTACTS OF ORGANIZERS

The operator of the Russian participation “Business Event” LLC

Suvorova Elena – head of the project

Telephone: +7 (963) 754-96-36

E-mail: suvorova@formika.ru

Nigmatulin Oleg – stand construction

Telephone: +7 (963) 970-89-37

E-mail: nigmatulin@formika.ru

Ivashchenko Anastasia – participation in the exhibition

Telephone: +7 (964) 566-57-93

E-mail: ivashchenko@formika.ru

Boryak Anastasia – business and cultural events organization

Telephone: +7 (963) 611-20-10

E-mail: boryak@formika.ru

Storozhenko Artyom – b2b meetings and matchmaking

Telephone: +7 (985) 472-40-22

E-mail: storozhenko@formika.ru

Levkovskaya Sofiya – PR and advertising

Telephone: +7 (963) 970-89-29

E-mail: levkovskaya@formika.ru

Partners

The recommended logistic operator – BTG Exhibition Logistics

Pavel Yershov

Head of overseas exhibition department

Telephone: +7 (495) 234-56-52

E-mail: pavel_ershov@btgexpo.ru



The recommended construction company – Slava Global Design Group

Nadezhda Lukyanova

Head of projects

Telephone: +7 (999) 905-22-36

E-mail: lnv@exposlava.ru



The recommended touristic operator –PROMO TRAVEL

Shishigin Yevgeny

Telephone: +7 (495) 660-75-90

E-mail: info@promotravel.ru



FORMATS OF PARTICIPATION

- **Exhibitor** – participation with an individual stand in the applicable sector;
- **Co-exhibitor** – participation with equipped working zone within the Russian exposition;
- **Absentee participant** – participation within the Russian exposition, which includes promotional activities without the provision of working zone.

Business program events include:

- Thematic presentations and conferences for specialists within equipped area of the Russian exposition;
- B2B zone on the territory of the Russian exposition;
- B2B meetings on the territory of the Russian exposition in the closed equipped meeting room with the possibility of catering-service provision;
- Official business program of the exhibition (you can find the description of conferences on the link <http://www.emo-hannover.de/en/supporting-program/program/>);
- B2B zone of the exhibition;
- Special Displays (further details about topics on the link <http://www.emo-hannover.de/en/supporting-program/event-program/special-displays/>);
- Organization of events in the rented conference hall of the exhibition mall.

Cultural program events include:

- Opening Ceremony of the Russian exposition– September 18;
- Grand evening reception of the Russian side – September 19;
- Exhibitors' party – gala party for all exhibitors on the 21st of September, organized by the German side (companies-exhibitors have a right to obtain 3 free tickets by making an order in the OBS system **until August 30**);
- Evening hours – exhibitors have a right to organize cultural event for potential buyers and partners within their own individual stand from 6 to 9 p.m. within exhibition operating days.

Services are provided upon requests.

In order to make an application for participation within cultural or business events of EMO Hannover 2017, please contact manager of the Russian participation operator:

Boryak Anastasia, +7 (903) 611-20-10, boryak@formika.ru

Application deadline – August 30, 2017

ADDITIONAL INFORMATION FOR PARTICIPANTS WITH INDIVIDUAL STAND

Information on square footage and prices:

Minimum square footage of the individual stand - 20 m²;

Price per 1 m² – 336 EUR;

Deposit (per 1 m²) – 75 EUR;

Additional costs (calculated in accordance with stand price) for open-sides:

1 – 50 sq. m. – 20% for 2 open sides, 30% for 3 open sides, 50% for 4 open sides;

51 – 100 sq. m. – 10% for 2 open sides, 15% for 3 open sides, 25% for 4 open sides;

From 101 sq. m. – 10% of the total cost.

Stand rental price includes (upon request):

- Loading/unloading works on the territory of Germany;
- Mantling/dismantling works on the venue;
- Custom clearance on the territory of Germany;
- Floor space with a load capacity of 10, 000 kg/m²;
- Necessary power supply;
- Electricity;
- Compressed air and water supply;
- Stand sign board;
- Storage of demonstration and working materials;
- Inclusion of exhibitor into exhibition catalogue (contains the information about exhibitions sectors and pavilions, the list of exhibitors according to production and countries, index of products, information about exhibition's services, restaurants);
- Inclusion of exhibitor in the electronic catalogue for exhibitors;
- 1 exhibition catalogue per 25 m² for free;
- Exhibitors' passes and parking permission;
- 3 admission tickets for visitors;
- Internet connection;
- Promotion materials.

Attention! Final price calculations and services' payments will be conducted after the exhibition. Services' price is deducted from the deposit.

Additional services on stand (upon request) – *no later than August 28:*

- Cleaning;
- Catering;
- Security;
- Floristic design;
- Staff;
- Photo service.

Attention!

All construction works should be confirmed with the Construction company.

Confirmation deadlines – stand design, polygraph materials and souvenir production should be also confirmed by the German side.

We ask you to send stand designs, mock-ups of polygraph materials and souvenir production to the operator of the Russian participation **no later than August 25**;

Stand erection – September 1 – 17 (7 a.m. – 6 p.m.);

Dismantling works – September 23 (from 6 p.m.) till October 2 (6 p.m.);

Maximum stand height – 6,5 m;

Office room size on stand should not exceed 30% of the total square meters;

Delivery of fair goods:

Machines rated at 20 tones and more – before September 5;

From 10 to 20 tones – before September 11;

Less than 10 tones – before September 16.

Removal of fair goods:

Machines rated less than 10 tones – from September 24;

From 10 to 20 tones – from September 26;

More than 20 tones – from September 27.

TECHNICAL CHARACTERISTICS OF PAVILIONS

Halle	Hallenkapazität nach FKM in m ²	Größtes Hallentor Breite x Höhe in m	Fußboden	Max. Bodenbelastung Flächenlasten ¹⁾ in kN/m ² (Teilbereiche)	Max. Bodenbelastung Punktlasten ²⁾ in kN/cm ²	Abhängungen	Lichtquelle	Sprinkleranlagen	Brandmelde-technik	Fußboden-Versorg-Kanäle	Heizung, Lüftung, Kälte
Hall	Hall area in m ² according to FKM	Largest hall door, width x height in m	Type of floor	Max. floor load area loads ¹⁾ in kN/m ² (partial areas)	Max. floor load Point loads ²⁾ in kN/cm ²	Suspension of objects	Lighting	Sprinkler system	Fire alarm system	Floor supply channels	Heating, ventilation/ AC
2	15.635	5,00 x 4,55	APL	100	0,25	■	T + K	○	RAS RM	●	●
3	14.045	5,20 x 4,90	APL	100	0,25	■	T + K	●	RM	●	●
4	19.855	4,50 x 5,00	APL	100	0,25	■	T + K		RAS	●	●
5	16.745	4,60 x 4,90	APL	100	0,25	■	T + K	●	RM	●	●
6	23.055	5,55 x 4,70	APL	100	0,25	■	T + K	●	RM	●	●
7	10.450	4,41 x 4,80	APL	100	0,25	■	T + K		RM	●	●
8	8.990	4,60 x 4,70	APL	100	0,25		K	●	RAS RM	●	●
9	23.590	4,50 x 4,90	APL	100	0,25		T + K		RAS RM	●	●
11	23.985	5,10 x 4,90	A	100	0,25	■	T + K	●	RM	●	●
P 11	6.280	4,39 x 4,90	APL	100 (5)		■	T + K	●	RAS	●	●
12	22.025	4,60 x 4,70	APL	100	0,25	■	T + K	○	L (9,5 m) RM	●	●
13	23.635	4,40 x 5,20	APL	100 (50)	0,25	■	T + K		RAS	●	●
14/15	20.630	5,00 x 4,80	APL	100	0,25	■	T + K	○	RAS L (8,0 – 9,0 m)	●	●
16	12.610	7,60 x 4,80	APL	100	0,25	■	T + K	○	RM	●	●
17	18.590	5,63 x 4,95	APL	100	0,25	■	T + K	○	RM	●	●
24	7.900	5,00 x 4,70 4,20 x 5,10	APL	100	0,25	■	T + K	●	RM	●	●
25	17.775	4,70 x 5,00	APL	100	0,25	■	T + K	○	RM RAS	●	●
26	21.480	5,00 x 4,65 5,50 x 4,40	APL	100	0,25		T + K		L (9,5 m)	●	●
27	31.100	4,55 x 5,20	APL	100	0,25	■	T + K		RAS	●	●

ATTENTION!

According to the information from the German organizer, the following companies illegally provide their services:

EXPO GUIDE
FAIRGUIDE / Construct Data
INEXORG
International Fairs Directory

We are asking you to pay attention that all services are made through the Russian operator, “Business Event” LLC, and the recommended partners.

“Business Event” LLC is not responsible for services provided by other agencies and companies.