



Please send to:

LMI- Leipziger Messe International GmbH
 Messe-Allee 1
 04356 Leipzig
 GERMANY

Deadline:

01 August 2019

By fax to: +49 341 678-7912 or by e-mail: international@denkmal-moscow.com

APPLICATION FORM FOR THE EXHIBITION

denkmal Russia- Moscow 2019

05 – 07 November 2019, Gostiny Dvor, Moscow, Russia

We accept the General and Special Conditions of Participation, the Technical Guidelines and Price Lists of the Organizer and its Partners and wish to register for the following trade fair:

Full name of firm (underline keyword for alphabetic classification):			We are: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Dealer <input type="checkbox"/> Consultancy service <input type="checkbox"/> Association <input type="checkbox"/> Publisher <input type="checkbox"/> Other _____
Street, number, P.O.B.:			
Country, ZIP Code, Town:			
Telephone (for catalogue entry):	Fax (for catalogue entry):	E-mail (for catalogue entry):	
Contact person for this exhibition (First name and surname):		Position:	
Telephone (Contact person for this exhibition):	Fax (Contact person for this exhibition):	E-mail (Contact person for this exhibition):	
Registered number:	Tax number:		
Bank details:			
Managing Director (First name and surname):			

Fair Space Required: _____ sqm (**Frontage:** _____ m x **Depth:** _____ m) Minimum Space: 9 sqm

(The organizers will do their best to meet exhibitors' wishes for specific locations and space, depending on availability)

246.00/ 266.00 EUR* / sqm (unequipped space, min. 24 sqm)

Individual stand construction Please contact us.

Equipped space (exhibition area and stand construction)*

According to above stated number of square meters:

298.00/ 318.00 EUR* / sqm (min. 9 sqm)

Fees for equipped space include carpet, panels, signboard with inscription, carpeting, furnishing (1 table, 2 chairs, 1 paper basket) and 1 spot, **additional services separate form 1C.**

*) All applications for space rental received after 30 June will be subject to a surcharge of **EUR 20 / sqm.**

Placement

Next to other exhibitors from the same country

Surcharges

Corner stand: 20.00 EUR / sqm (from 12 sqm)

Head stand: 30.00 EUR / sqm (from 24 sqm)

Island stand: 40.00 EUR / sqm (from 36 sqm)

After having issued an invoice an advance payment of 50 per cent of the participation amount and the registration fee of EUR 398.00 will be due with this application. All prices mentioned above including 20% Russian VAT (details see GTCs).

Firm's seal

Place and Date

Signature of authorised representative Exhibitor

Correspondence and billing address:

Different address to correspondence and / or address to **invoice** please note this separately.

All **correspondence** should be sent to this address:

Full name of firm:

Street, number, P.O.B.:

National Sign, Postal Code, Town:

Telephone:

E-mail:

Invoices should be issued and sent to this address:

Full name of firm:

Street, number, P.O.B.:

National Sign, Postal Code, Town:

Telephone:

Fax:

E-mail:

Address in Russia (for Catalogue entry, additional to the home address)

Full name of firm (underline keyword for alphabetic classification):

Street, number, P.O.B.:

National Sign, Postal Code, Town:

Telephone:

Fax:

E-mail:

Catalogue entry: including logotype for 118.00 EUR (logo as open .eps file mail to: international@denkmal-moscow.com)

Fascia name:

Company's logo (multicolour) per open side for 128.00 EUR
(logo as open eps file mail to: international@denkmal-moscow.com)

Company's name signboard (preferably without organization form etc):

(10 letters inclusive, each additional letter 10.00 EUR)

Company's name on every signboard:

(on side inclusive, each additional side 78.00 EUR plus surcharge up to the 11th letter per side)

Branches:

- Tools, equipment and materials for restoration, archaeology and construction
- Conservation and restoration of artworks and cultural treasures
- Skilled crafts and building contractors in heritage conservation
- Museum and exhibition equipment
- Conservation of gardens and cultural landscapes
- Education and training, scientific institutions
- Public agencies, institutes, professional chambers, ministries, charities and associations
- Publishers and media
- Other _____

Details concerning the biggest exhibit/product

_____ Height _____ Width _____ Length _____ Weight

Number of co-exhibitors: _____

Form 1B for co-exhibitors has to be signed from the exhibitor as well as the co-exhibitor together with each firm's seal and then has to be sent to the Leipziger Messe International GmbH. **Please note:** For each co-exhibitor a fee of EUR 398.00 including 20% Russian VAT will be charged (see form 1B).

Firm's seal

Place and Date

Signature of authorised representative Exhibitor

Please send to:

LMI- Leipziger Messe International GmbH
 Messe-Allee 1
 04356 Leipzig
 GERMANY

**Deadline:**

01 August 2019

By fax to: +49 341 678-7912 or by e-mail: international@denkmal-moscow.com

APPLICATION FORM FOR CO-EXHIBITORS**denkmal Russia- Moscow 2019****05 – 07 November 2019, Gostiniy Dvor, Moscow, Russia**

We accept the General and Special Conditions of Participation, the Technical Guidelines and Price Lists of the Organizer and its Partners and wish to register for the following trade fair:

Exhibitor:		
Full name of firm: _____		
Street, number, P.O.B.: _____		
National Sign, Postal Code, Town: _____		
Telephone: _____	Telefax: _____	E-mail: _____

Co-exhibitor			We are:	
Full name of firm: _____			<input type="checkbox"/> Manufacturer	
Street, number, P.O.B.: _____			<input type="checkbox"/> Dealer	
National Sign, Postal Code, Town: _____			<input type="checkbox"/> Consultancy service	
Telephone: _____	Fax: _____	E-mail: _____	<input type="checkbox"/> Association	
Registered number: _____	Tax number: _____		<input type="checkbox"/> Publisher	
Our Bank: _____			<input type="checkbox"/> Other _____	
Manager (First name and surname): _____				
Contact Person for this exhibition (First name and surname): _____			Position: _____	

Billing Address:					
As exhibitor:	<input type="checkbox"/> yes	<input type="checkbox"/> no	As co-exhibitor:	<input type="checkbox"/> yes	<input type="checkbox"/> no
After having issued an invoice an advance payment of 50 per cent of the participation amount and the registration fee of EUR 398.00 including 20% Russian VAT will be due with this application.					

Exhibitor:	
Place and Date	Signature of authorised representative Exhibitor

Co-exhibitor:	
Place and Date	Signature of authorised representative Exhibitor

Conditions of participation

1 Organizer and Contact

1.1 Trade fair Organizer

«Союз реставраторов России»
(hereinafter referred to as 'Organizer')
Address:
Общероссийская общественная организация
«Союз реставраторов России»
ul. Shkolnaya 24
109544 Moskau, Russland
President: Vyacheslav Nikolayevich Fatim

Phone +7(495) 678 42 73
Fax +7(495) 722-12-26

E-Mail: onocpp@gmail.com
Internet: www.denkmal-russia.com

1.2 Contact for international participants

LMI- Leipziger Messe International GmbH
(hereinafter referred to as 'LMI')
Messe-Allee 1, 04356 Leipzig, Germany
Phone: +49 (0)341 678 7900, Fax: +49 (0)341 678 7912
Email: international@denkmal-moscow.com
Internet: www.denkmal-moscow.com

LMI is commissioned by the Organizer to register international exhibitors, including commercial settlement. International exhibitors are companies including their offices, representations or subsidiaries if the main office of the company or the parent company is registered outside of Russia.

2 Trade fair venue

Gostiny Dvor
ul. Ilyinka, 4
109012 Moscow, Russia

3 Trade fair dates

Tuesday, 05th November until Thursday, 07th November 2019

Opening times for Set-up: tbc

Sunday, 03 rd November 2019,	09.00 am - 06.00 pm
Monday, 04 th November 2019,	09.00 am - 10.00 pm

Terms and times of delivery of large exhibition goods and exhibitors' own stand-construction materials and their assembly must be agreed upon with LMI no later than 15 days prior to the trade show.

Opening times: tbc

Tuesday, 05 th November 2019:	10.00 am – 05.00 pm
Wednesday, 06 th November 2019:	10.00 am – 05.00 pm
Thursday, 07 th November 2019:	10.00 am – 04.00 pm

Opening times for exhibitors and exhibition stand personnel during the trade fair: tbc

Tuesday, 05 th November 2019:	09.30 am – 05.30 pm
Wednesday, 06 th November 2019:	09.30 am – 05.30 pm
Thursday, 07 th November 2019:	09.30 am – 04.30 pm

Opening times for Stand dismantling: tbc

Thursday, 07 th November 2019:	starting from 5.00 pm
Friday, 08 th November 2019:	till 11.59 am

Access to the exhibition hall is only allowed during the above stated opening hours. Separate application must be made for access out of the opening hours and potential arising expenses have to be borne by the exhibitor.

Opening Ceremony: tbc Tuesday, 05th November 2019

Times are subject to changes.

4 Visas

A valid visa is required for entering Russia. This can be issued from the general consulate or the embassy of Russia. It is possible to apply for an official invitation as well as the visa through partner travel agencies recommended by the Organizer. In order to obtain a business visa a foreign health insurance will be required. Please stay abreast of possible alterations made to entrance regulation.

5 Deadline for applications and number of exhibitors

5.1 The deadline for applications to participate is **01st August 2019**. Applications received after this deadline shall still be considered but shall have no automatic entitlement to be granted permission to participate in the trade fair.

5.2 Number of participants (minimum): 5 (five)

The organizer is entitled to cancel the contract free of charge in case of less applications for participation.

6 Stand rental, flat rate charges, fees and terms of payment

6.1 VAT

All prices indicated in this document include legal 20 % Russian VAT.

6.2 Registration fee: 398.00 EUR

The registration fee is non-refundable, even if the exhibitor is refused registration or decides not to take part.

6.3 Catalogue:

a) The company's profile can be inserted into the catalogue either in English, Russian or both languages. Irrespective of the company's contact the inclusion of the total amount of 40 words is free of charge. From the 41st word a charge of 15 EUR will be levied for each additional 5 words.

Submission deadline: **01st August 2019**

b) Translations: 1 EUR per word and language (Russian and English)

6.4 Co-exhibitor's fee: 398.00 EUR

6.5 Stand rental:

a) **Only space:** 246.00 EUR/ sqm (min. 24 sqm) until **30th June 2019**
Includes expenses on exhibition area, 2 exhibitor badges, catalogue entry, 1 catalogue, 1 ticket for exhibitor reception, cleaning of passages and security when exhibition is closed. Exhibitors erecting their stand by themselves or by third parties acting in the name of the exhibitor have to submit their stand design and other required documents according to the technical guidelines to the Organizer for approval and confirmation (**1 month prior** to the exhibition opening **by the latest**), and also if the stand or some stand elements are higher than 2.50 m. Otherwise these exhibitors won't get the approval for construction of their booth. The approval can also be revoked on site in such cases. This shall also apply in cases in which the documents vary from the actual stand design.

All applications for space rental received after 30th June 2019 will be subject to a surcharge of 20 EUR/ sqm.

b) **With stand construction:** 298.00 EUR/sqm (min. 9 sqm) until **30th June 2019**

Stand construction with Octanorm-system or similar (2.50 m high), carpeting, Fascia board with company inscription (10 letters included; surcharge for logotype), furnishing (1 table, 2 chairs and 1 paper basket), 1 spotlight, 2 exhibitor badges, catalogue entry, 1 catalogue, 1 ticket for exhibitor reception, cleaning of passages and security when exhibition is closed.

All applications for space rental received after 30th June 2019 will be subject to a surcharge of 20 EUR/ sqm.

c) Surcharges:

Corner stand:	+20.00 EUR/ sqm (2 sides open, min. 12 sqm)
Peninsula stand:	+30.00 EUR/ sqm (3 sides open, min. 24 sqm)
Island stand:	+40.00 EUR/ sqm (4 sides open, min. 36 sqm)

Surcharges can be charged for stands with a height over 2.50 m and individual booths constructed by a stand constructor chosen by the exhibitor itself. To calculate the surcharges for corporate joint stands the total space is decisive.

6.6 Additional services

Additional services (electricity, water, furnishings, temporary staff, business matchmaking, catalogue, shows, sponsoring, etc.) will be charged in accordance with the relevant price lists. Such services are to be requested in separate orders placed with the Organizer, as specified by Organizer. LMI acts as direct contractual partner. Bookings with third partners will be charged directly by third parties. LMI does not assume any liability for provision of services.

6.7 The registration fee and 50% of the stand rent are payable within 8 days following corresponding invoicing. In the event of non-payment of the registration fee, the application shall be deemed to have been cancelled. The remaining 50% of the stand rent is to be paid once registration has been granted by Organizer. Fees for additional services ordered are payable within 8 days. The Organizer and its partner provide only services already paid before the exhibition.

6.8 In the event of changes to terms owing to legal requirements applying in Moscow, Organizer shall be entitled to charge exhibitors their share of any additional costs.

- 6.9 Interest at a rate of 8% p.a. above the valid basic interest rate is to be paid as of the due date provided the exhibitor is a merchant. Default interest is to be paid at the statutory amount upon the onset of default. In the event of default, Organizer may withdraw from the contract and demand compensation for non-performance in addition to default interest.
- 6.10 Should Organizer be unable to provide exhibition space due to circumstances beyond its control, the exhibitor shall be entitled to demand the refund of both the stand rental and fees for services. Any additional payment claims on the part of the exhibitor are ruled out.
- 6.11 The exhibitor is also obliged to pay the agreed fees in full if he does not attend the trade fair or does not attend it for its whole period and the reason for this is not due to incapability on the part of the Organizer or its partners.
- 6.12 Additional services required by the exhibitor must be ordered by the deadlines specified on the respective order forms. Should these deadlines fail to be met by the exhibitor, the charges quoted in the price lists may be subject to a surcharge of up to 100%. In case of cancelling an order after sending them forward to the stand builders or service partners by Organizer or its representatives anyhow the full amount have to be paid. The transmission takes place automatically five days after the date quoted in the order form.
- 6.13 Fees resulting from orders for additional services placed on site are immediately payable in cash.
- 6.14 The Exhibitor bears all bank transfer costs in its home country as well as any credit card fees. All invoices amounts must be transferred to one of the accounts listed on the invoice without deduction and quoting the customer number and invoice number. The customer must make reasonable advance payments against the relevant accounts tendered on demand.

7 Applications, registration, co-exhibitors, accounting

- 7.1 Applications of non Russian companies are to be sent solely to LMI, who will then grant registration on behalf of the Organizer. Non Russian companies are also representatives, subsidiaries or branches of foreign companies in Russia. No legal entitlement to registration exists. Application denotes acceptance of the conditions of participation.
- 7.2 Registration concludes the rent contract between Organizer and the exhibitor.
- 7.3 Co-exhibitors can only be included at an exhibition stand if applied for beforehand in writing and approved by Organizer or its representatives. Should other companies appear at a stand without permission or without paying the co-exhibitor fee, Organizer shall be entitled to terminate the contract without notice and have the stand cleared at the exhibitor's expense. Co-exhibitors must signify their acceptance of the conditions of participation in writing.
- 7.4 Permission to participate may be revoked by Organizer if granted on the basis of false assumptions or information, or the conditions stipulated for said permission are no longer met.
- 7.5 LMI is authorized to bill international exhibitors with the contractual services on behalf of the Organizer.
- 7.6 The stand must be occupied throughout the duration of the exhibition.

8 Applications, special requests and conditions

- 8.1 Applications submitted with conditions or reservations shall not be considered. Requests for certain spaces (which will be considered if possible) shall not constitute conditions for participation. No exclusion of competition shall be allowed.
- 8.2 Applications shall be binding upon receipt by Organizer or its representatives until notification has been issued regarding registration or non-registration.
- 8.3 In the event of compelling technical or organisational reasons, Organizer shall be entitled to provide the exhibitor with a stand at a location other than the original position assigned, to modify the size of the exhibition space, and to relocate or close entrances and exits to the exhibition centre to the extent reasonable and necessary.

9 Data protection

Organizer and LMI shall be entitled within the bounds of data protection legislation to store data on exhibitors electronically for the purpose of automatic processing and to pass such data on to service partners of Organizer and LMI insofar as necessary and appropriate for the performance of the rent contract regulating the exhibitor's participation in an Organizer or LMI event.

The exhibitor hereby explicitly consents to the above.

Organizer and its representatives as well as the exhibitor shall be obliged to treat confidentially all information on personal data which becomes known to them, their employees or external contractors involved in the fulfilment of this contractual relationship. The parties

shall not use or exploit such information on personal data in any way other than for the performance of the contract. LMI and the exhibitor shall observe all obligations contained in the German Data Protection Act (*Bundesdatenschutzgesetz*) and shall impose a corresponding requirement on their employees and contractors. Such obligation shall continue to apply after the end of the contractual relationship.

10 Liability and insurance

- 10.1 Organizer and its representatives assume no duty to exercise due care with regard to exhibition goods or stand installations and hereby rules out all liability for injury, damage and loss in this regard. The exclusion of liability shall not be limited through the security measures put in place by the Organizer.
- 10.2 Organizer is legally liable to the extent provided for by the law. In the event of slight negligence, Organizer shall only be liable should material contractual duties (cardinal duties) be breached and only for typical, foreseeable contractual damage.
- 10.3 Liability for personal injury and in accordance with the Product Liability Act shall not be prejudiced.
- 10.4 The exhibitor shall be liable for all damage or injury suffered by third parties and/or Organizer as well as Organizer and its representatives caused by the exhibitor's participation in the trade fair. The exhibitor's liability for fault shall be equated with that of its co-exhibitors and their vicarious agents, employees and contractors.
- 10.5 Each exhibitor must take out insurance at their own expense against the common insurable risks within the framework of exhibitor's insurance, including the risks of transport to and from the exhibition centre.
- 10.6 Any damage and/or injury is to be reported to the police, the insurance company and Organizer.
- 10.7 Exhibitors are obliged to take out personal liability insurance to a level sufficient to cover their legal liability.
- 10.8 The exhibitor is fully liable for damage suffered by Organizer or Organizer's partners because the dismantling deadline specified in condition 3 is exceeded. Additional construction and dismantling time must be applied for beforehand and is subject to costs. There is no entitlement to the additional time being granted.

11 Reservations

- 11.1 In the event that Organizer is required to vacate one or more exhibition areas temporarily or for a longer period of time or to extend, shorten, postpone or cancel the trade fair due to force majeure or for other circumstances beyond its control, no cancellation or termination rights or any other claims (in particular claims for compensation from Organizer) will accrue to the exhibitor. In the event that the trade fair is cancelled, the planned rental payment shall become null and void. Any fees already paid shall be refunded. However, the exhibitor must pay in full for any work and services already performed.
- 11.2 Should Organizer be responsible for cancellation, no rent shall be owed. Compensation claims vis-à-vis Organizer shall be limited to foreseeable and typical contractual damage.

12 German Law, priority of Russian regulations

- 12.1 This contract shall be governed by the Law of the Federal Republic of Germany, unless otherwise agreed. The application of the Convention on International Sales of Goods (CIGS) is excluded.
- 12.2 Regulations, Rules, laws, statutes or guidelines of Russia or of the host or of the venue which deviate from the said conditions and impose additional restrictions shall have priority. The Organizer and LMI shall not be liable if loss or other detriment arise thereby.
- 12.3 Payment issues are governed by Organizer's terms (see Section 6 above).
- 12.4 The safety and fire prevention regulations on the exhibition ground must be complied with. Smoking is strictly prohibited.
- 12.5 The technical instructions governing the trade fair are a binding part of the contract.

13 Cancellation and non-participation

- 13.1 An exhibitor may withdraw from the contract prior to registration. The registration fee cannot, however, be refunded.
- 13.2 Following registration, (due) termination and cancellation of the contract by the exhibitor as well as the reduction of the exhibition space are ruled out.
- 13.3 Organizer is entitled to withdraw from the contract if a petition for insolvency has been filed or rejected for insufficiency of assets.

14 Warranty

Organizer or LMI are to be notified of any complaints by an exhibitor when the exhibitor takes occupancy or by the final construction day at the latest, so that Organizer has a chance to rectify the matter. Subsequent complaints cannot be considered and will not result in any claims against Organizer.

15 Final provisions

- 15.1 All agreements, approvals and verbal collateral agreements shall only be valid if drawn up in writing. This shall also apply to any amendment to the previous sentence.
- 15.2 Contractual claims by the exhibitor against Organizer shall lapse within 12 months. The period of limitations shall begin at the end of the month in which the trade fair closes. Claims stemming from the intentional breach of contract shall be subject to the legal period of limitations. Compensation claims on the part of Organizer for alterations to or deterioration of the premises rented shall lapse one year from the date on which the premises rented are returned to Organizer. Prior to return, such compensation claims shall only lapse thirty years after their origin.
- 15.3 Should the exhibitor fail to notify Organizer of its new address and Organizer cannot determine said new address through an address search, the statute of limitations shall be interrupted. Organizer shall be obliged to repeat the address search after approximately one, two and four years. The maximum duration of interruption shall be five years. The exhibitor shall be obliged to bear the costs of the search(es).
- 15.4 Should the out of court measures be ineffective, the Organizer is entitled from the assigned rights to pursue the claims from the international exhibitors.
- 15.5 The place of performance and jurisdiction for all mutual obligations shall be Leipzig, unless the contractual partner is a merchant, a legal person under public law or a special fund under public law, or the registered office or general place of jurisdiction of the contractual partner is not in the Federal Republic of Germany.
- 15.6 Organizer and LMI shall also have the right to take all necessary legal steps or initiate proceedings before the court with jurisdiction for the exhibitor's registered office if in Organizer's or LMI's opinion such a course of action is necessary or desirable.
- 15.7 The exhibitor shall always bear the costs of pre-trial claims collection (private investigators, collection companies and lawyers). If and insofar as the exhibitor loses to Organizer or LMI in a legal dispute, the exhibitor shall bear the costs of the proceedings and necessary legal representation, especially lawyers, courts, interpreters, experts and witnesses as well as the cost of translating all documents introduced into the legal proceedings.