

Contract-Application form for Exhibitors and Co-Exhibitors

№ _____ dt. _____ 200__
to be sent to Organizer 28.02.2006
tel./fax (375-172) 34-72-26 e-mail :autofair@belexpo.by



AUTOTECHEXPO

International Exhibition on motor vehicles, spare parts, equipment for car services.

AUTOTECHEXPO-2007

March, 27-30, 2007 Belarus, Minsk

The Republican unitary enterprise “National Exhibition Center “Belexpo”, hereinafter referred to as “Organizer”, in the person of director Mr.Lazuko Alexei, acting with the authority of by-laws, on the one hand and _____, hereinafter referred to as “Exhibitor”, in the person of _____, acting with the authority of _____, on the other hand concluded the present Contract-Application form in the following:

1. Subject of the Contract

- 1.1 Exhibitor entitles and is liable to pay, and Organizer accept the liabilities to arrange participation of Exhibitor in AUTOTECHEXPO-2007
- 1.2 Period of the event: setting up march, 24-25
opening hours march, 27-30 10.00 to 18.00
dismantling march, 30 from 18.00
- 1.3 Application information:

Country _____	Company _____																			
Address: _____	Post code _____																			
Short name for fascia panel inscription (max. 18 symbols)																				
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Contact person _____	Head of stand _____																			
Tel. _____	fax _____ URL _____ e-mail _____																			

System stand (sq. m.)	Equipped area (sq. m.)	Non-equipped area (sq. m.)	Open-air area (sq. m.)	Working place	Distance participation
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CO-EXHIBITORS: Full name and address of Co-Exhibitors should be indicated, if any on your stand:

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Indicate, please, on this grid your stand layout and layout of equipment to be ordered

Additional equipment and services to be ordered (Appendix N2)

Name	Number

2. Participation cost includes:

- 2.1. Registration fee (includes general organization expenses, info stand services, accreditation of the representatives of the company with submitting of 2 permanent Exhibitor’s passes and 2 invitations to the official event to be held by Organizer; 10 invitation tickets; catalogue entry with indication of address, telephone number and information about company; general advertising services of trade fair). Registration fee is mandatory for all exhibitors and co-exhibitors. Payment of the registration fee is the base for the space reservation.
- 2.2. Exhibition space rental (includes general lightning, heating, (from 15.10 of this year to 15.04 of the next year), general security, cleaning of the gangways between stands, refuse disposal).
- 2.3. Cost of equipment (setting up, renting, dismantling).
- 2.4. Cost of additional services.

3. Application.

- 3.1. Application shall be made only by submitting the present Contract-Application form, that shall be signed by the leader of Exhibitor or another entitled person acting with the authority of the power of attorney.
- 3.2. All the Appendices to be attached to the present Contract-Application form are its integral part and have the same force of the law:
 - Appendix N1 – “Rates for services”.
 - Appendix N2 – “Application form for additional services and equipment”.
 - Appendix N3 – “Application form for catalogue entry”.

4. Payment procedure.

- 4.1 Cost of trade fair area renting, equipment provided, works and services is contractual.
- 4.2. Cost of participation in trade fair is determined according to the rates given in the application papers mentioned in p.3.1-3.2 of the present Contract-Application form. Payment for the trade fair services ordered shall be effected against the invoice through the bank transfer to the Organizer's current account. **Charges for the bank transfers of all the amounts are for the Exhibitor's account.**
- 4.3. Payment by non-residents of the Republic of Belarus shall be effected in US Dollars, Euro by bank transfer to the current account of the Organizer. Cash payment is possible by means of payment directly to the cash-office of the Organizer.
- 4.4. Preliminary cost of participation, payment procedure and terms are mentioned in the invoices to be made out by Organizer. Final cost of participation is determined in the acceptance certificate of the rendered services.
- 4.5. Information about receipt of payment by Organizer are available by phone number: (375-172) 26-91-94

5. Insurance and liability.

- 5.1. Insurance of all the exhibits, other property of the Exhibitor prior, during and after the fair, as well as against all the transport risks, damages, theft or any other detriment shall be made by the Exhibitor himself or his representative.
- 5.2. Surveillance for the Exhibitor's property and stand equipment during opening hours, setting up and dismantling (p.1.2) is not the liability of Organizer. Organizer shall not be liable for the loss or damage of the given property during the above period. Organizer shall take special measures for the security of the trade fair hall during the remaining time other than during the opening hours, setting up and dismantling mentioned in p.1.2. Organizer shall assume the liability for the harm and losses of the exhibits only if it has been occurred due to his fault.
- 5.3. Exhibitor or his representative shall be liable for any detriment to Organizer and the third parties during participation in the trade fair including damages to the exhibition hall and equipment in it.
- 5.4. In case of loss or damage of the Organizer's property Exhibitor pays amount 3 times more than their rental. If the value of the damaged property exceeds 3-times cost of its rental, Exhibitor shall indemnify for its market value.
- 5.5. Cancellation of participation in the trade fair shall be made by the Exhibitor in written not more than 10 days prior to the start of setting up. If the given condition is not observed, Exhibitor shall indemnify to Organizer for the registration fee.
- 5.6. Organizer shall be liable for the running condition of the trade fair area to be rented.
- 5.7. Neither party shall be responsible for the whole or partial not carrying out of its liabilities under the present Contract in case it has occurred due to force majeure circumstances.

6. Additional terms.

- 6.1. Exhibitor is allowed to participate in the trade fair with submitting the original copy of the Contract-Application form, mentioned in p.3.2, its Appendices, acceptance certificate of the rendered services, as well as papers confirming payment of participation costs.
- 6.2. Official forwarder of the trade fair – UE "Vistavochniy expeditor". Republic of Belarus, 220035 Minsk, 14, Masherova ave., tel./fax: (375-172)269833, 269138, e-mail: ivanov@belsonet.net.
- 6.3. Services of reception, hotel accommodation are rendered by UE "Tsentrkurort", tel./fax: 206-56-00, 222-47-02, Zasimovich Elena, e-mail: velcom@otpusk.by.
- 6.4. The contractual price for the rendered services can be changed in the following cases: insertion by the Exhibitor of amendments to the Application form, entailing the raise of cost of works and services, change of taxation, legislation, tariffs and duties and other raising in price factors, influencing the real expenses of Organizer.
- 6.5 The present Contract-Application form is the protocol of approval of the contractual price.
- 6.6. Contract-Application form and its Amendments duly signed and faxed have legal force.
- 6.7. Contract-Application form comes into force from the day of its signing and shall be valid till full execution by the Parties of their liabilities.

7. Arbitration.

- 7.1. Any disputes shall be settled on the base of the legislation of the Republic of Belarus in the Economic court in the location of the Organizer.

"EXHIBITOR"

BANK REFERENCES
(to be mentioned mandatory)

With the present Application form
company accepts all the clauses
of the participation terms.

Director of the company _____ (Name, signature)

" _ " _____ 200 _ stamp

"ORGANIZER"

27, Y. Kupaly str., 220600 Minsk, Republic of Belarus
BANK REFERENCES
Belinvestbank, Minsk city Board of directors, code 764, Belarus
SWIFT code: BLBBBY2XXXX; account 3012205635022
DEUTSCHE BANK TRUST CO. AMERICAS, New-York
SWIFT code: BKTRUS333XXX Cor.Account 04-098-340
YHII 100055235
Directorate of UE "BELEXPO" confirms, that the company
has been registered as the Exhibitor of the trade fair.

Director of the company _____ (Name, signature)

" _ " _____ 200 _ stamp

RATES FOR SERVICES (including VAT)

TO BE RENDERED TO THE EXHIBITORS OF UE "BELEXPO" AT THE INTERNATIONAL TRADE FAIRS IN 2005

REGISTRATION FEE*.....90 USD

*mandatory for all Exhibitors and Co-exhibitors (includes general organization expenses, info stand services, accreditation of the representatives of the company with submitting of 2 permanent Exhibitor's passes and 2 invitations to the official event to be held by the Organizer; 10 invitation tickets; catalogue entry with indication of the address, telephone number and information about company; general advertising services of the trade fair).

Invitation to the official event (for 2 persons)80 USD**STANDARD STAND OPTIONS**

6 sq. m.
669 USD

9 sq. m. 917 USD	12 sq. m. 1143 USD	15 sq. m. 1393 USD	18 sq. m. 1619 USD
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Standard stand set includes: area, wall panels 2,5 meters high from 3 sides, fascia panel with the name of the company, floor covering, electrical outlet, point-source lamp (1 lamp per 3 sq. m. floor area), hat stand, waste-paper basket, additional stand columns and cross bars.

- Increase of standard stand area should be divisible by 3 sq. m.
- With ordering stand construction, stand layout with electrical equipment, water supply, furniture set, equipment set diagrams must be attached to the Application form.

Depending on the stand location the renting cost of floor area will be increased by:

- 10% - corner stand (2 sides open),
- 20% - head stand (3 sides open),
- 30% - island stand (4 sides open).

RENT OF FLOOR AREA

FOR THE WHOLE DURATION OF TRADE FAIR

Hall stand floor area 1 sq. m	50 USD
Open-air area 1 sq. m.	25 USD

DISTANCE PARTICIPATION

GENERAL ORGANIZATION EXPENSES, PLACING OF INFORMATIONAL MATERIALS ON THE STAND	60 USD
CATALOGUE ENTRY	60 USD

ADVERTISING RATES IN OFFICIAL TRADE FAIR CATALOGUE:

Company logo entry	20 USD
Full colour advertising page (inside of catalogue)	180 USD
2 nd or 3 rd cover page (full colour)	220 USD
monochrome (b/w) advertising page (inside of catalogue)	120 USD

Company.....
Country.....

APPLICATION FORM FOR ADDITIONAL SERVICES AND EQUIPMENT Appendix 2

Attention! For providing with additional equipment and services in time and with quality, accelerate non-cash payments you are requested to fill in attentively the present Appendix and return it back.

ADVERTISING AND INFORMATION SERVICES	Rates for services in USD (incl. VAT)	Number
Rental of the conference hall 14, Masherova ave./27, Y. Kupaly str. per 1 hour (without the use of technical facilities)	80/40	
Advertisement:		
- along the balustrade (max. 2 sq. m.)	40,-	
- situated on the floor (max. 2 sq. m.)	30,-	
Trade fair center radio advertisement (max. 1 min)		
- in Russian	1,-	
- in German, English	3,-	
ENGINEERING AND TECHNICAL SERVICES ON THE STAND		
Installation of local telephone	100,-	
Installation of international telephone	150,-	
Luminaire (incl. cost of electric power)	10,-	
Electric outlet 1,0kW 5A/220V (incl. cost of electric power)	10,-	
SETTING UP AND EQUIPPING OF THE STAND		
Wall block	32,-	
Floor covering 1 sq. m.	8,-	
Fascia panel 1 run. m.	5,-	
Company trade mark on fascia panel	30,-	
Inscription on fascia panel (up to 18 symbols)	25,-	
Info counter 0,5x1x1,1	40,-	
Info counter round R1	40,-	
On floor show case (glass), 3 shelves 2,5x1x0,5	85,-	
Show case-post glazed 0,5x1x1,1	70,-	
Office pedestal with lock 0,4x0,8x0,9	40,-	
Podium 0,5x1x0,5	15,0	
Podium 0,5x1x1	20,-	
Sliding/swing door with lock	80,-	
Curtain, textile	10,-	
Jalousie 1x1,5	10,-	
Raster ceiling 1 sq. m.	14,-	
Counter ceiling 1 sq. m.	15,-	
Combi-kitchen (incl. water supply and disposal)	300,-	
Table, white 0,8x0,8	20,-	
Table, white 1,2x0,8	27,-	
Table round	30,-	
Table, plastic 0,75x0,75	5,-	
Table, plastic	4,-	
Chair, semi-soft	12	
Bar stool high	25,-	
TV set and videorecorder	75,-	
Video counter	20,-	
Coat stand	6,-	
Wall coat rack	10,-	
Electrical kettle (incl. cost of electrical power)	12,-	
Refrigerator (incl. cost of electrical power, electric outlet)	90,-	
Coffee-machine (incl. cost of electrical power)	25,-	
Wall rack 1x0,3	10,-	
OTHER SERVICES, SERVICE PERSONELL		
Interpreter on the stand (1 hour)	8,-	
Assistant on the stand (min. 8 hours)	25,-	
Cleaner for whole duration of trade fair (1 cleaning per day)	10,-	
Business-cocktail within the frame of trade fair presentation (for each participant)	40,-	
Additional pass to stand (set with badge)	2,-	
Guarded parking 1 transport facility for the whole duration of trade fair (car)	10,-	

In case of loss or damage of equipment or facilities, payment should be made in amount of 3 times cost of rent. If the cost of damaged property exceeds 3 times cost of rent, Exhibitor shall reimburse its market cost.

Director of the company _____

“ ” _____ 200_ stamp

**APPLICATION FORM
FOR CATALOGUE ENTRY**



AUTOTECHEXPO

tel.: _____

e-mail: autofair@belexpo.by

coloured logo: logo@belexpo.by

Company name: _____	
Address: _____	
Phone: _____	Fax: _____
http:// _____	e-mail: _____

Information for catalogue (company information) with logo without logo

Company trade mark, logo, make up page shall be submitted in print out form and corresponding file for PC or MAC (CD, diskette 3,5") in one of the formats: a) CorelDraw! 8,0 or 9,0 (fonts in curves); b) EPS (Adobe Illustrator 8,0 or 9,0 (fonts in curves); c) TIFF (300-600dpi)

Director of the company _____

“ ” _____ 200_

stamp