



**International Exhibition of Meteorological
Instruments, Related Equipment and Services**

METEO EXPO 2009
175th Anniversary
of Russian Hydrometeorological Service

14-16 October, 2009
Russia, St. Petersburg
"Moscow Gates" Congress Center & Hotel

NATIONAL METEOROLOGICAL CONGRESS

EXHIBITOR MANUAL



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ATTENTION EXHIBITORS:

Please, take note that the forms for ordering exhibition equipment are now in separate "Exhibition Equipment Order Forms" file. Please, see Exhibitor Registration section at www.meteo.imd.ru

CONTACT INFORMATION

1. METEO EXPO ORGANIZATION

Russia, 196135 St. Petersburg, ul. Frunze, 11
Phone/fax: +7 812 4492605, 4491303, 4491343, 7660587
Contact person: Dmitri Kazuto
E-mail: meteo@imd.ru
Internet: www.meteo.imd.ru

2. THE OFFICIAL DECORATOR OF THE FAIR ALSIMA EXPODESIGN

Phone/fax: +7 812 375 1132, 375 2016
E-mail: es@alsima.ru
Contact person: Sergei Vasilyev
Internet: www.alsima.ru

3. THE OFFICIAL FREIGHT FORWARDER PAN-BALTSERVICE COMPANY

Russia, 199106, St. Petersburg, Bolshoy pr., 103
Phone: +7 812 322 6034
Fax: +7 812 322 6098
E-mail: galkin@pan-baltservice.spb.ru
Contact person: Andrey Galkin
Internet: www.lenexpo.ru

EXHIBITION TIME TABLE

1. STAND BUILD UP

Assembly of shell scheme stands:

13 October 2009 08.00 - 23.00

Stands' set up by exhibitors:

13 October 2009 20.00 - 23.00

2. EXHIBITION HOURS

The exhibition is open:

14 October 2009 12.00 -18.00

15 October 2009 12.00 -18.00

16 October 2009 12.00 -16.00

3. ATTENTION:

Trade fair hours are tentative. All exhibitors will receive finalized schedule by e-mail.

4. STAND DISMANTLING

Stands will be dismantled:

16 October 2009 16.00 - 22.00

CONDITIONS OF PARTICIPATION IN METEO EXPO 2009 EXHIBITION

1. Dates and venue.

Exhibition name:

METEO EXPO 2009, further referred to as Exhibition.

Venue: "Moscow Gates" Congress Center & Hotel

Dates:

Assembly 13 October 2009

Exhibition 14, 15, 16 October. 2009

Dismantling 16 October 2009

Organizers.

Federal Service of Russia on hydrometeorology & environmental monitoring - Roshydromet

IMD Corporation

Organizers further are collectively referred to as Organizer.

METEO EXPO office

Russia, 196135, St. Petersburg, ul. Frunze, 11

Telephone/fax: +7 812 4492605, 4491303, 4491343, 7660587

E-mail: meteo@imd.ru

Internet: www.meteo.imd.ru

2. Registration of participation

2.1. Participation in the trade fair is registered based on the Application Form. The filled out Application Form should be submitted to Organizer no later than September 25th 2009. An Application Form is a binding contract if accepted by Organizer.

2.2. Stands are reserved only if Application Form is submitted to Organizer, and if payment is made according to terms, indicated in Article 4 of the Conditions of participation.

3. Cost of participation.

3.1. Registration fee is **150 euros** per each exhibiting company, further referred to as an Exhibitor.

3.2. Exhibitor may order one or several standard stands, or individually designed stand. Each standard stand comes with standard equipment kit, as follows:

- The exhibition stand assembled from the wall panels
- Fascia board with company name
- Carpet
- Spotlights - 2
- Electricity socket 220V
- Wastepaper basket

PRICE ON STANDARD/SHELL SCHEME STANDS (3 x 3 sq. m.)

Before August 17 th 2009	Before September 25 st 2009
2700	2925

Cost of lease of standard stand also includes:

- Consumption of electric power during the period of exhibition;
- General security of exposition at night time;
- Cleaning of exhibition hall (taking out of garbage from the specially designed places and cleaning of passages).

3.3. Exhibitor may order additional equipment, furniture, electrical equipment and etc. at additional cost. Exhibitors may order individually designed stand. The official decorator of the Fair is Alsima ExpoDesign Company.

Alsima ExpoDesign Company

Telephone/fax: + 7 812 375 1132, 375 2016

E-mail: es@alsima.ru

Contact: Sergei Vasilyev

Internet: www.alsima.ru

3.4. Cost of promotional participation is **750 euros**. Promotional participation includes distribution of Exhibitor's promotional materials at Organizer's stand and at Registration Desk and inclusion of the information in the Official catalogue of the Fair. 5 copies of the catalogue are mailed to Exhibitor.

All prices are indicated in euros, including all applicable taxes.

4. Payment procedure

4.1. Application Form for participation in the Exhibition should be accompanied by 100% advance payment.

Payment should be made by direct bank wire transfer to Organizer's account or by depositing a check.

4.2. If invoice is required by Exhibitor, payment should be made within 5 banking days since the date of invoice issuing by Organizer. In case payment is not arranged by Exhibitor, Organizer cancels stand reservation made by Exhibitor in his Application Form.

4.3. If Exhibitor cancels participation before August 17th 2009 Organizer will refund 50% of the amount paid by Exhibitor. No refunds will be made, if participation is cancelled after August 17th 2009.

5. Rules of participation in the Exhibition.

5.1. Organizer assigns exhibit space in its sole discretion. Organizer reserves the right to change the floor plan or to move any exhibitor to other location prior to or during the Exhibition.

5.2. Moving in, installing, dismantling and removal of exhibits is made in accordance with security requirements of the exhibition venue.

5.3. Organizer does not bear any responsibility during installing/dismantling and during operation of the Exhibition for loss or damage of exhibits. At night time, protection of stands is provided by the security service of the Venue. Organizer provides no insurance.

5.4. Exhibitor provides transportation of exhibits to the Exhibition. Customs clearing and transportation/forwarding services, haulage of goods on the territory of the Venue, delivery of exhibits to the booths, packing/unpacking, storage of packaging is provided by PAN-BALTService LLC.

PAN-BALTService LLC

Russia, 199106 St. Petersburg, Bolshoy pr., 103

Phone: +7 812 322 6038

Fax: +7 812 322 6098

E-mail: galkin@pan-baltservice.spb.ru

Contact person: Andrey Galkin

Internet: www.lenexpo.ru

5.5. Exhibitor is not allowed to disassemble and displace his exposition before official closing of the Exhibition. All exhibits are limited to the inside of the stand and are not permitted in the aisles except by prior written permission of Organizer.

5.6. Exhibitor accepts liability for leased equipment and in a case of loss or damage is obliged to compensate its' cost in the triple amount of the lease price.

5.7. Conditions of participation are governed by the law of Russian Federation. All disputes, which may arise between Organizer and Exhibitor, if not resolved by negotiations, should then be resolved in the order, established by the laws of Russian Federation by Arbitration Court of St. Petersburg, Russia.

6. Official catalogue of the Exhibition.

6.1. Official catalogue is published in conjunction with the Exhibition. Exhibitor may place his company information in Russian and English languages. The information for the publication in the catalogue in Russian and English languages must be submitted not later than August 15th, 2009. Should this information not be properly submitted, Organizer reserves the right to use the information available at the moment of publication of the catalogue, without the Exhibitor's consent. Organizer shall not be liable for any errors in the catalogue or for omitting any exhibitor from the catalogue or other lists or materials.

6.2. Exhibitors and other companies/organizations may advertise in the Official catalogue.

6.3. Price on advertisement in the Official Catalogue for Exhibitors.

1 page A5 full colour	450 euros
½ page A5 full colour	350 euros

Price on advertisement in the Official Catalogue for all other companies/organizations – non-exhibitors.

1 page full colour	600 euros
½ page full colour	400 euros



METEO EXPO 2009 APPLICATION FORM

Please, complete and return to METEO EXPO by fax + 7 812 766 0587 or by e-mail: meteo@imd.ru

The undersigned hereby applies for the following exhibition space and other services at METEO Expo Exhibition, to be held at "Moscow Gates" Congress Center & Hotel, on 14 –16 October 2009.

COMPANY NAME

CONTACT PERSON

PHONE

FAX

E-MAIL

INTERNET

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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REGISTRATION FEE
150 euros per each exhibiting company.

STANDARD STAND. Please, see of Condition of Participation, Article 3.2.
Standard stands are 9 sq. m. (3x3) and include wall panels, carpet, 2 spotlights, power socket/consumption of electric power, wastepaper basket. For non-standard stands cost, please, contact Kino Expo Office.

<i>Please, fill in numbers of stands, which you would like to reserve, in accordance with METEO Expo 2009 Floor Plan – please, see at www.meteo.imd.ru</i>	PRICE ON STANDARD STANDS, EUROS PER STAND	
	Before August 17 th 2009	Before September 25 th 2009
	2700	2925

STAND CLEANING
Daily cleaning of the stand during the period of exhibition, and in the morning prior to the opening of the exhibition. Price is **75** euros.

INTERPRETING SERVICE
Price is **500** euros for all trade fair hours.
Please, fill in required language.

ADVERTISING IN THE OFFICIAL TRADE FAIR CATALOGUE - FULL COLOUR

1 page A5 full colour	450 Euros	<input type="checkbox"/>
½ page A5 full colour	350 Euros	<input type="checkbox"/>

GRAND TOTAL:

Euros

We understand this application becomes a binding contract. We agree to the Conditions of Participation in METEO EXPO 2009.

Date

Signature
Place for seal/stamp



EXHIBITOR BADGES/PASSES

Please, complete and return to METEO Expo by fax + 7 812 766 0587 or by e-mail: meteo@imd.ru

COMPANY NAME

CONTACT PERSON

PLEASE, FILL IN NAMES FOR EXHIBITOR BADGES/PASSES

<i>First name</i>	<i>Last name</i>

Date

Signature

Place for seal/stamp



COMPANY INFORMATION ENTRY/ADVERTISEMENT

Deadline for submission of this form is 25th September 2009!

TEXT INFORMATION - FREE OF CHARGE

Please, send this form to e-mail reklama@imd.ru with subject METEO EXPO CATALOGUE

COMPANY NAME

CONTACT PERSON

PHONE

FAX

E-MAIL

INTERNET

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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STREET ADDRESS

COMPANY INFORMATION, DESCRIPTION OF PRODUCTS/SERVICES

Maximum **1500 SIGNS** in English and/or Russian language. Exhibitors may include their **LOGO (colour or black & white)** alongside with text information **at no additional cost**.

ADVERTISEMENT FILES SPECIFICATIONS.

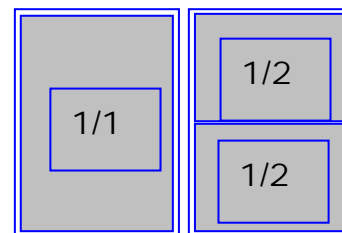
REQUIREMENTS FOR ADVERTISEMENT FILES

Full page trimmed size: A5, 148x210 mm, bleed size 158x220 mm
Full double page trimmed size: 2x148x210 mm, bleed size 2x (158x220 mm)
Half page trimmed size, **horizontal**: 148x105 mm, bleed size 158x115 mm

Delivery of advertisement files:

E-mail: reklama@kinoexpo.ru
In such case, files or parts of the archive may not exceed 5 Mb.

Download: The following online services are available for downloading:
www.yousendit.com
www.eng.webfile.ru



By regular mail: CD or DVD with attached printout.

Delivery address:

METEO EXPO, 129090, Russia, Moscow, Vypolzov pereulok 8, Office 9
Contact person: Mrs. Olga Deryugina
Phone: + 7 926 223 8229

Date

Signature

Place for seal/stamp