

EXHIBITOR MANUAL



RUPLASTICA
23 – 26 JAN
2024
Moscow, Russia

together with:



International Trade Fair for Plastics Recycling
and Waste Management

**RECYCLING
SOLUTIONS**

ruplastica.ru

recycling-solutions.ru

Venue:



Organizer:



Dear exhibitor,

Thank you for participating in the international fair for plastics and rubber – RUPLASTICA 2024 and international fair for plastics recycling and waste management – RECYCLING SOLUTIONS 2024.

This Exhibitor Manual will help you to prepare for the event.

Please do not hesitate to ask us any questions that may arise during the preparations.

Expo Fusion, as an event organizer, is fully committed to make your participation a success.

We wish you every success at the exhibition!



Best regards,
EXPO FUSION LLC

See Russian version [here](#)

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Contact information

EXHIBITION MANAGEMENT TEAM			
Project Director	Mr. Kirill Piskarev	+7(495) 955 91 99 # 626 +7(903) 744 97 12	PiskarevK@expo-fusion.ru
Project Manager	Ms. Maria Gassina	+7(495) 955 91 99 # 642 +7(903) 104 77 58	GassinaM@expo-fusion.ru
Project Manager	Ms. Marina Belousova	+7(495) 955 91 99 # 632 +7(929) 644 56 02	BelousovaM@expo-fusion.ru
TECHNICAL DEPARTMENT			
Standard and Premium stand building; additional services on booth	Mr. Ivan Tokarev	+7(495) 955 91 99 # 654 +7(903) 155 33 79	TokarevI@expo-fusion.ru
	Mr. Dmitriy Kopylov	+7(495) 955 91 99 # 658 +7(903) 155 34 60	KopylovD@expo-fusion.ru
	Mr. Artem Zhanov	+7(495) 955 91 99 # 656 +7(903) 729 69 70	ZhanovA@expo-fusion.ru
PERSONAL ACCOUNT & ADVERTISING IN ONLINE-CATALOGUE AND VISITOR GUIDE			
Project Manager	Ms. Darya Korotkova	+7(495) 955 91 99 # 624 +7 (929) 644 56 17	KorotkovaD@expo-fusion.ru
PR AND MARKETING			
PR Manager	Ms.Yulia Nikolina	+7(495) 955 91 99 # 510 +7 (926) 535 68 65	NikolinaY@expo-fusion.ru
VISAS SUPPORT			
Project Coordinator	Ms. Natalia Peremyshlennikova	+7 (495) 955 91 99 # 648	PeremyshlennikovaN@expo-fusion.ru
ACCOUNTANT			
Chief accountant	Mr. Viktor Abdullaev	+7(495) 955 91 99 # 302	AbdullaevV@expo-fusion.ru
CUSTOMS CLEARANCE, DELIVERY OF EXHIBITS, CARGO HANDLING WORKS			
ExpoWesTrans LLC www.ewt.ru		+7(495) 605 03 27 +7(495) 605 74 21	exhib@ewt.ru
APPROVAL OF NON-STANDARD AND CUSTOM-BUILT BOOTHS			
Expoconsta LLC www.expoconsta.ru		+7(499) 795 28 44 +7(499) 795 39 03	stk@expoconsta.ru
FIRE INSPECTION			
Organization which provides fire and safety services		+7(499) 259 13 12 +7(499) 256 74 70	dpkexpo@mail.ru

Venue and dates

Address

Expocentre Fairgrounds, Krasnopresnenskaya nab., 14, Moscow, Russia, 123100
Pavilions Forum, 2 (halls 1-3), 3 and 8 (hall 3)



Access to Venue:

West Entrance – to pavilions 2, 3 and 8 – from Vystavochnaya or Delovoy Tsentr metro stations;
South Entrance – to pavilion Forum – from Krasnopresnenskaya naberezhnaya;

ATTENTION! No entry from 1st Krasnogvardeisky proezd.

During the exhibition mounting period (January, 19-22) the entrance is allowed only through the West Entrance.

Getting here by public transport:

Vystavochnaya or Delovoy Tsentr metro stations;

By car:

- 1st Krasnogvardeisky proezd;
- Krasnopresnenskaya nab., 14;

Light vehicles can enter Expocentre Fairgrounds only by one-entry pass (free; restricted in time) or by chargeable pass (which allows parking from 8.00 a.m. to 7.30 p.m).

ATTENTION! Entry of taxi and carsharing vehicles of Expocentre Fairgrounds is forbidden.

Dates of exhibition

Build-up	January 19 ¹ –22 nd	from 8 a.m. to 8 p.m.
Running	January 23–25 th January 26 th	from 10 a.m. to 6 p.m. from 10 a.m. to 4 p.m. For exhibitors pavilions are opened daily from 8 a.m. till 8 p.m.
Dismantling	January 26 th January 27–28 th	from 4 p.m. to 8 p.m. from 8 a.m. to 8 p.m.

¹ The dates of set-up of large and heavy equipment shall be preliminarily approved by the exclusive forwarder, EXPOWESTRANS LLC. The Organizer has the right to suspend the construction of some stands to manage the delivery of large exhibits to the exhibition as per the Entry Schedule.

EXPOWESTRANS LLC

Tel.: +7(495) 605 03 27,

+7(495) 605 74 21

E-mail: exhib@ewt.ru

Overtime work in pavilions during the build-up and dismantling periods is allowed if technically possible upon 100% prepayment. For more information call Technical department (tel.: +7(495) 955 91 99, ext. 654, 656, 658, 652).

Online registration

Your clients, guests and partners can visit your booth and the fair for free. To enter the exhibition an e-ticket should be obtain. It's possible to get ticket in advance by registering [on-line](#) or on site.

Only one pass can be issued per e-mail.

You can complement your invitation with exhibition logo or banner. Download files in various formats [here](#).

Invoices, payments and obtaining financial documents

Dear exhibitors,

We remind you that ALL SUMS from the invoices billed for the exhibition space and services should FULLY arrive to Expo Fusion' account within the period indicated in the invoice.

Companies that fail to pay off the debts for the booth space or equipment will be refused accessing to the build-up.



We request you or your representative to submit the following **signed and stamped documents** to Organizer Office:

- **two originals of application form (contract for participation);**
- **one original of additional services (if ordered);**

The closing documents (invoice, statement of acceptance of completed services and exhibition areas) can be received in Organizer Office:

- January 25 from 11 a.m. to 6 p.m
- January 26 from 11 a.m. to 4 p.m

For any information on the invoices, payments or obtaining closing documents, please contact the Exhibition Accountant:

Mr. Viktor Abdullaev

Tel: +7 (495) 955 91 99 (ext. 302)

Exhibitor passes / Work and Service passes

[Personal account](#) has been created for the convenience of exhibition participants.

Now you can issue online:

- **Exhibitor passes** (valid for the whole exhibition period including mounting and dismantling from 8 a.m till 8 p.m);
- **NEW Work and service passes** (for company employees engaged in build-up and dismantling works, machinery installation. Valid ONLY from January 19-22 and 27-28).

Print out passes on your computer or save to your smartphone and enter Expocentre Fairgrounds.

ATTENTION:

Booth building contractors have to receive passes for their personnel on their own at Service Bureau, after getting permission from all the departments specified [in the forms](#)

Exhibitor passes are issued as follows: **1 pass per every 6 m²**. Additional passes are available for order at Personal account.

All passes are registered by name. Please do not handle your badges to others! In case of any mistakes, the replacement of the pass can be done: before the fair – in your Personal Account, on site – in Organizer Office or registration desks (at West or South entrance).

E-passes you can change to printed ones with ribbon:

- January 19 – 26 from 8 a.m till 8 p.m. in Organizer Office.
- January 23-26 from 8 a.m till 8 p.m. at registration desks (West or South entrance).

Stand construction

When ordering **Standard or Premium** equipped exhibition area, the stand will be ready **by 12 p.m on January 22nd**.

For any additional equipment and services, please fill in the corresponding order form in [Technical Manual](#). Please note that in case of late orders some services might be provided only if technically possible.

When ordering **raw space**, the exhibitor builds a stand using his own resources or by attracting a third party. It is necessary to address the General Contractor – **Expoconsta LLC** – to agree [all technical documents](#) concerning the stand and get permission for mounting:

Tel.: +7 (499) 244-08-27, (499) 244-08-23,

E-mail: sales@expoconsta.ru

Web: www.expoconsta.ru

Besides exhibitor should obtain a permit from **Organization which provides fire safety services**:

Tel.: +7 (499) 259-13-12; +7 (499) 256-74-70

E-mail: dpkexpo@mail.ru

When constructing a booth higher than 2.5 m, it is required to submit the sectional booth drawing and get approval from exhibition Technical Team.

Please note that **electricity, compressed air and water supply connection** are ordered from exhibition technical management directly.

Every stand should have its number. **The booth number should be placed by an exhibitor or his assembly company** before the final day of build-up.

Vehicle passes for exhibit delivery/removal

Free delivery/removal of exhibits is carried out by **one-entry pass**.

Car pass can be obtained:

1. Electronically in advance:

E-mail filled in Form No.2 (doc*) to dispatcher@expoctr.ru.

It is important to enter the full car number including region, driver's full name and mobile phone, as well as arrival dates.

In a reply letter, you will receive e-pass.

For entry, the electronic form is sufficient. For exit you will need to present a paper pass (please print it out and bring it with you to the exhibition).

The dispatcher's working hours are from Monday to Thursday from 9.00 a.m. to 6.00 p.m., Friday from 09.00 a.m. to 04.45 p.m. If you have any questions, contact dispatcher: + 7 (499) 795-38-61.

2. On site by pavilion Administrator (in pavilion where your stand is located):

If you have no possibility to issue a pass in advance, e.g. you do not know the car number, you can do it **directly** on the day of arrival. For this, print out and personally register Form No.2 by the administrator of the pavilion where your stand is located and receive a paper pass by presenting a power of attorney Form No.3.

[Read more](#)



The exit pass is issued in the same way.

ATTENTION:

In case of additional delivery of advertising and consumable materials during the exhibition running, you can also receive a one-entry vehicle pass in the management of pavilion where you stand is located.

Additional delivery of exhibits during the exhibition running is allowed from 8.00 a.m. to 9.30 a.m and from 6 p.m. to 7.30 p.m.

Bringing/removing exhibits and office equipment into/out of the fairgrounds with hand luggage is carried out on the basis of the completed Form No.2 (filled in and printed out).

**Only for shipments not cleared for customs clearance*

Stay of vehicles at Expocentre Fairgrounds

Access to the territory of Expocentre Fairgrounds for **freight vehicles*** of stand building contractors and exhibitors is allowed starting from **10 p.m.** of the day preceding the first day of the build-up period, and at day and night time throughout the build-up period (see the table).

[*Read the procedure for Admission of Cargo Transport to the Area within the Moscow Third Transport Ring here and get the permit if necessary.](#)

DELIVERY ACCESS (BUILD-UP)

Freight vehicles	January 18 th – from 10 p.m., further on, upon arrival	
Light vehicles	with one-entry pass	with paid-for passes¹
	January 19 – 21 st from 3 p.m. to 7.30 p.m. January 22 nd from 11 a.m. to 7.30 p.m.	January 19 – 22 nd from 8 a.m. to 7.30 p.m.

REMOVAL ACCESS (DISMANTLING)

Freight vehicles	January 26 th – from 4 p.m, further on, upon arrival
Light vehicles	January 26 th – from 4 p.m. till 7.30 p.m. January 27 – 28 th – from 8 a.m. to 7.30 p.m.

¹A chargeable pass for the exhibitor's light vehicle, allowing it to be at Expocentre Fairgrounds from 8 a.m. to 7.30 p.m., can be ordered in [Technical Manual](#) (see Form No.8)

OVERNIGHT PARKING AT EXPOCENTRE FAIRGROUNDS IS STRICTLY PROHIBITED.

ATTENTION! All paid vehicle passes are issued before the first day of the exhibition mounting. Funds for issued passes are non-refundable!

Loading / uploading works

During built-up and dismantling periods in the process of loading/unloading, parking of light vehicles is allowed only in special parking areas. **Once the exhibits and equipment have been unloaded/loaded, the vehicle must leave the venue immediately.**

Time for unloading/loading:	30 min	1 hour	2 hours	3 hours	3.5 hours
Loading capacity	light	1–3,5 tonnes	4–9 tonnes	10–15 tonnes	20 tonnes

Entrance gates for entry/ exit	entry	exit
PAVILION 2 (halls 1-3)	No. 2	No. 5
PAVILION 3	No. 2	No. 5
PAVILION 8 (hall 3)	No. 5	No. 5
PAVILION FORUM	No. 21	No. 21

[DOWNLOAD LAYOUT](#)

Handling

For freight forwarding services, unloading of exhibits and employment of loading personnel, please contact **ExpoWesTrans LLC**:

Tel.: +7 (495) 605-03-27, +7 (495) 605-74-21
e-mail: exhib@ewt.ru.

Vehicles equipped with hoists and other equipment for unloading/loading of exhibits are forbidden to enter Expocentre Fairgrounds! Load handling, construction and dismantling works that employ heavy lifting equipment may only be performed by ExpoWesTrans and shall be ordered separately.

ExpoWesTrans offers consulting services regarding customs clearance of the exhibition freight.

It is prohibited to store packaging materials at exhibition booth. ExpoWesTrans also provides services of storage of **packaging materials**.

In case of violation, the Organization which provides fire safety services at Expocentre Fairgrounds can impose administrative measures of influence, according to the current legislation of the Russian Federation, and require immediate removal of the package.

Useful information

RETAIL

Retail of exhibits during the exhibition is prohibited.

SOUND PRESSURE LEVEL

When planning advertising activities and demonstration of exhibits at work on your booth, please note that the sound pressure level should not exceed 75 dB on the boundaries of your booth and within 5 m of the borders of the outdoor booth. This restriction is imposed in the interests of the visitors and other exhibitors. The sound pressure level is controlled by metering equipment. The violation of this restriction is subject to a penalty, which payment is compensated by a power outage.

SAFETY OF EXHIBITS AND PERSONAL BELONGINGS

During working hours of the exhibition from 8 a.m. to 8 p.m. the exhibitors are responsible for safety of their exhibits and personal belongings left at exhibition booths. From 8 a.m. (when the alarm system is turned off) to 8 p.m. (when the alarm system is turned on) it is recommended not to leave your booth unattended. It is advised that at least one or several booth attendants are always present at the booth.

Booth security from 8 a.m. to 8 p.m. is extra charged (see Order Form No.8 in [Technical Manual](#)). In this case the security personnel ensure safety at the booth during the specified time period.

During the build-up, exhibition and dismantling periods from 8 p.m. to 8 a.m. all booths are protected by a security alarm system of pavilion.

STAND CLEANING

Every morning, before the exhibition opens, aisles between the stands will be cleaned. The waste left in a plastic bag or carton in front of your stand on the previous day will also be taken away.

Booth cleaning is not included in the fee of the space. You can order this service additionally by filling Order Form No.8 ([see Technical Manual](#)).

ADVERTISING ON BOOTH

Distribution of information and promotional materials is allowed for participants only within the booth area.


Any indoor suspended advertising structures (banners, flags, rotating cubes etc.) shall be confined within the booth area allocated (within 1 m from its borders) and may not project into or over any gangway.

The only exception is when the Exhibitor has agreed and ordered advertising services from the Organizer, including pass for promoters (distributors of information and advertising and materials). [See order Form No.16 in marketing Manual.](#)

Usefull links

Download logo and banners	see the link
Hotel accommodation	see the link
Exhibition business program	see the link
Information about Wi-Fi access at Expocentre Fairgrounds	see the link
Venue location map and the layout of Expocentre Fairgrounds	see the link see the link
ATMs location map	see the link
Delivery of hot meals to your booth, catering services, receptions, cocktail parties, buffets	see the link

Forms of documents

Forms	Form No.	When to submit	Where to submit
Power of Attorney to get closing documents/ to order services on site	Form No.1	When applying for services or receiving financial documents	To bring with you for submitting to Organizer Office  Lower level gallery between pavilions 2 and 8
Delivery/Removal Permit Application	Form No.2	When arriving during the build-up or exhibition days	Email to: dispatcher@expoctr.ru and bring with you, in case of additional delivery (in 3 copies)
Power of Attorney for vehicle passes	Form No.3	When arriving during the build-up or exhibition days	Bring with you, in case of additional delivery (in 3 copies)

Power of Attorney № _____

Issue Date January 10, 2024
Expiry Date February 28, 2024

Hereby _____
(name of the company)

entrust _____
(position, full name, passport series, number, when and by whom issued)

-
1. Signing of documents including service acceptance acts for the exhibition RUPLASTICA 2024.
 2. Receiving documents for RUPLASTICA 2024 from the company EXPO FUSION LLC.
 4. Placement of orders for services including the right to sign all application forms and contracts.
 5. Payment by bank cards and cash according to the issued invoices.

Proxy Signature _____ certify.

Head _____
Signature (full name) Signature decoding is MANDATORY

Chief Accountant _____
Signature (full name) Signature decoding is MANDATORY

Company Stamp

DELIVERY/REMOVAL PERMIT APPLICATION/ CONSIGNMENT NOTE

**Exhibition equipment, exhibits, stand materials and stand structures (made in 3 copies)
please, email it IN ADVANCE to dispatcher@expoctr.ru**

Expoctr AO

Exhibition name: RUPLASTICA 2024

Exhibitor's\Payment Company Name: _____

Pavilion, stand (№), area: _____

FORM TO BE FILLED FOR EACH VEHICLE SEPARATELY		
Arrival / departure date	« ____ » _____ 20__ г.	« ____ » _____ 20__ г.
Vehicle type	Type (passenger / freight)	
Registration number	Vehicle	Trailer (if available)
Driver's	Name/Surname	Mob. tel.
	Place of birth	Year of birth

Herewith we apply for a permit to deliver/remove the following exhibition equipment and materials

№	Name	Quantity
1		
2		
3		
4		
5*		

*Add rows if necessary.

** For freight vehicles.

We guarantee timely removal of equipment, exhibits, tare, large packaging and stand structure materials from the venue.

Company Director

/ _____ / _____
(Signature) (Full name)

Stamp

IMPORTANT! If in addition to exhibits the vehicle delivers structural elements of the stand (wall panels, carpet, decorative structures and elements, banners, etc.), the delivery shall be authorized by **Expoconsta OOO** and **organization which provides fire safety services**.

Entry to the territory of Expoctr Fairgrounds by taxi and car sharing is prohibited!

Entry for light vehicles during the build-up period is allowed from 3 p.m. on January 19-21, on January 22 from 11 a.m. on condition that the weight of the goods on these vehicles delivering the freight required for build-up exceeds 30 kg. Vehicle entry for the dismantling period is allowed from 8 A.M. These vehicles should be parked at specially allocated parking areas.

Form 3

For delivery driver or person accompanying the exhibits

Power of Attorney No _____

Issue Date January 10, 2024
Expiry Date February 28, 2024

(Company name and address)

hereby authorizes _____
(Full name, job title)

Passport No. _____

Issued by _____ Issue Date _____

to receive from Expocentre one-entry passes to deliver/remove exhibits for RUPLASTICA 2024 Exhibition.

Signature of Recipient _____

CEO/company head _____
(Full name) (Signature)

Chief Accountant _____
(Full name) (Signature)

Company Stamp

ENCLOSURE

First-aid post	Pavilion No.1 (at the main entrance)	+7 (499) 256-75-93
In case of stealing or losing	Security Department	+7 (499) 795-25-24 (24/7)
	Police	+7 (499) 256-73-87

Categories of exhibits to be delivered to Expocentre Fairgrounds with approval from:

1. Organization which provides fire safety services. Tel.: +7 (499) 259-13-12, +7 (499) 256-74-70, e-mail:

dpkexpo@mail.ru

- 1.1. Radioactive, flammable and highly explosive exhibits and materials
- 1.2. Exhibits and production technology whose demonstration may cause fire: the use of naked flame, welding, gas and plasma cutting, soldering
- 1.3. Fuels and lubricants, inflammable and volatile liquids, solvents
- 1.4. Containers and cylinders with inflammable and high-pressure gas
- 1.5. Structures and materials used in booth construction

2. Technical Division. Tel.: +7 (499) 795-38-62

- 2.1. Floor loadings until 3 tons per 1 m²

3. Administration and General Services (A) Tel.: + 7(499) 795-38-60 and with Technical Maintenance Division (TM) Tel.: +7(499) 795-37-16

- 3.1. Chemically, biologically and ecologically dangerous substances **(A and TM)**
- 3.2. Production technology and equipment potentially dangerous for health and life of exhibitors and visitors **(A and TM)**.