

RUPLASTICA

INTERNATIONAL TRADE FAIR
FOR PLASTICS AND RUBBER

21-24.01.2025



EXHIBITOR MANUAL

Moscow, Expocentre fairgrounds
Pavilions Forum, №1 and 2 (halls 1-3)

12+

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Venue and dates

Dates for exhibitors

Build up	January 17 ¹ - 20 from 8 a.m. to 8 p.m.
Running	January 21 - 23 from 8 a.m. to 8 p.m. January 24 from 8 a.m. to 4 p.m.
Dismantling	January 24 from 4 p.m. to 8 p.m. (taking goods out pavilion) January 25 - 26 from 8 a.m. to 8 p.m.(dismantling of booth constructions)

On January 17, the stand construction in pavilions 1 and 2 may be started only by organizer approval after delivery of heavy equipment! The organizer preserves the right to suspend the build-up of some stands to provide loading-uploading.

Please coordinate time of planned cargo delivery with the official forwarder:

**ExpoWesTrans
Ms.Yulia Kabaylova**

Tel.: +7(495) 605-03-27, +7(495) 605 74 21

E-mail: kabaylova@ewt.ru

Venue

Expocentre Fairgrounds

Address: Moscow, Krasnopresnenskaya nab., 14, 123100

Nearest metro station: Delovoy Tsentr

[How to get there](#)

Payment for participation

We remind you that ALL SUMS from the invoices billed for the exhibition space and services should FULLY arrive to account of EXPOFUSION within the period indicated in the application.

Companies that fail to pay off the debts for the booth space or equipment by **January 15, 2025** will be refused accessing to the build-up.

ATTENTION!

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

- two originals of contract for participation in the exhibition;
- one original of ordered services application;

The closing documents (invoice, statement of acceptance of completed services and exhibition areas) can be received on January 21-24 at Organizers office (pavilion 8 hall 3, booth 83A13).

For any information on the invoices, payments or obtaining financial documents, please contact the Exhibition Accountant Mr. Viktor Abdullaev
tel.: +7 (499) 955-91-99 ext.302
e-mail: abdullaevv@expo-fusion.ru

If cashless payment for additional services is unavailable, you can pay by card* or pay in cash at Organizers office on providing the power of attorney issued by your company ([see sample here](#)).

*cards issued by Russian bank

Stand construction

If you employ a third-party contractor or build your raw space by yourself, please follow the following steps:

Step 1. Contact Expocentre's General Contractor and submit technical documents for approval.

Expoconsta

Tel.: +7(499) 795-39-03

E-mail: stk@expoconsta.ru

Web: www.expoconsta.ru

Step 2. 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

Step 3. Submit the sectional booth drawing to the Organizer's technical department, when constructing a booth higher than 2.5 m.

The space rental doesn't cover the electricity! You can order the necessary electric power as well as water and compressed air supply via Organizer's technical department.

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

As to standard equipped exhibition area, please address the [Technical department](#).

Personal account

Personal account has been created for the convenience of the exhibition participants.

Personal account website <https://ruplastica-online.ru/en>

Now you can:

- ▶ Fill out data on your company's activity to be published in the online-catalogue and printed visitor guide;
 - upload logo;
 - fill in text description;
- ▶ Apply for additional technical and marketing services;
- ▶ Order passes (exhibitor passes, work and service passes);

Forgot your password? Please contact [your manager](#).

Advertising

Ads in online
catalogue and
visitor guide

Ads at
Expocentre
fairgrounds

Sponsorship

Free
opportunities

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 materials).

Services

Popular items

- ❖ Electrical connection
- ❖ Daily cleaning
- ❖ Car pass for parking
- ❖ Full color printing
- ❖ Furniture

- ❖ Compressed air
- ❖ Internet connection
- ❖ Personnel
- ❖ Water supply

For any additional services fill in the TECHNICAL MANUAL Order Form and send it to managers indicated below or apply via [Personal account](#).

Technical department:

Mr.Ivan Tokarev
+7(903) 155 33 79
Tokarevl@expo-fusion.ru

Mr.Artem Zhbanov
+7(903) 729 69 70
ZhbanovA@expo-fusion.ru

Exhibitor passes/ passes for mounting-dismantling

- «**Exhibitor pass**» is issued for company employees taking part in the fair and valid for the whole exhibition period including mounting and dismantling from 8 a.m. till 8 p.m.

Exhibitor passes are issued as follows:

- 1 pass per every 6 sqm

Additional passes are available to order in [Personal Account](#).

- «**Work and service pass**» is issued for company employees engaged in **build-up and dismantling** works of the exhibition or for booth designers and valid for January 17-20/ 25-26 from 8 a.m. till 8 p.m.

Important! Booth building contractors have to receive passes for their personnel on their own.

Passes are to be issued in Personal Account.

Do not forget to print or save the passes you have issued to your phone! Use them to pass through the entrance turnstiles of the EXPOCENTRE Fairgrounds.

Exhibit delivery/ removal

Delivery/removal of exhibits is carried out FOR FREE by one-entry vehicle pass.
Attention! Entry of taxi and carsharing vehicles to Expocentre Fairgrounds is forbidden.

Delivery access during build-up

For freight vehicles*	January 17-20 from 8 a.m. till 7.30 p.m.	
For light vehicles	January 17-19 from 3 p.m. till 7.30 p.m. January 20 from 8 a.m. till 7.30 p.m. by one entry passes	January 17 - 20 From 8 a.m. till 7.30 p.m. by chargeable passes**

*Please note that Expocentre no longer provides parking for freight vehicles on its territory at night in connection with the construction of temporary pavilions on the embankment side in the open area. The procedure for entering the territory is from 8 a.m. to 7.30 p.m. the freight vehicle must leave the territory after loading/unloading works.

Removal access during dismantling

Freight vehicles & light vehicles	January 24 - from 4 p.m. till 7.30 p.m. January 25-26 from 8 a.m. till 7.30 p.m.
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**A chargeable pass for the exhibitor's light vehicle, allowing the exhibitor's vehicle to be at Expocentre Fairgrounds from 8 a.m. till 7.30 p.m., can be purchased via [Personal Account](#). All paid vehicle passes are issued before the first day of the exhibition mounting. Funds for issued passes are non-refundable!

TO OBTAIN A ONE-ENTRY CAR PASS, IT IS NECESSARY:

1. Complete the [Delivery/Removal Permit Application letter](#).
2. Send the letter **IN ADVANCE** to an e-mail address dispatcher@expocentr.ru.
In reply, you will receive your one-time car pass with a bar code for entry and exit.
3. Hand it over to the driver together with the signed & stamped letter to check in through the entrance gates of the Expocentre fairgrounds.

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 Delivery/Removal Permit Application letter by the administrator of the pavilion where your stand is located and receive a paper pass by presenting a power of attorney ([see sample here](#)).

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 Letter](#) (filled & printed out).

Loading/unloading, package, storing

To organize loading and unloading works, you need to contact the representatives of [ExpoWesTrans](#) and provide information about the cargo and the time of planned delivery.

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

Ms.Yulia Kabaylova

Tel.: +7(495) 605-03-27, +7(495) 605 74 21

E-mail: kabaylova@ewt.ru

It is prohibited to store packaging materials at exhibition booths. ExpoWesTrans 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 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. 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 via [Personal Account](#).

**WE WISH YOU SUCCESSFUL
EXHIBITING!**