



TERMS OF PARTICIPATION

IN RAO/CIS OFFSHORE 2017 EXHIBITION –

13th International Exhibition for Oil and Gas Resources Development of the Russian Arctic and CIS Continental Shelf

12 – 15 September 2017, St. Petersburg, Russia

APPLYING FOR PARTICIPATION

To apply for the Exhibition, please send an Application Form to the Secretariat no later than July 1, 2017. After that the Company will be registered as the Exhibitor. Upon receipt of the Application the Secretariat will send you the draft of the Contract and the invoice.

REGISTRATION FEE

Registration fee of 400 Euro includes: official catalogue entry, 1 copy of the official catalogue, 2 accreditations, 1 invitation to the Official reception.

Exhibitor has the right to showcase the materials of **co-exhibitors** who have to follow the present terms of participation and pay the registration fee of **400 Euro**.

Mass media cannot act as co-exhibitors. In case of violation of the rules the Exhibitor is subject to a fine which amounts to the sum of the registration fee. The fine will be charged on the Exhibitor on whose stand the mass media exposition will be placed.

ACCREDITATION OF EXHIBITORS

Persons who work at the stands must be accredited and wear a badge (accreditation card), which gives a right to enter the territory of the exhibition complex and to work at the stand. Additional accreditations can be ordered in the Secretariat, the cost of each additional accreditation amounts to **20 Euro**.

EXHIBITION SPACE

Cost of 1 sq. m. of exhibition space only – 380 Euro.

Minimum stand area – 15 sq. m.

The cost of unequipped exhibition space includes: an exhibition space, general exhibition advertising, general security guard of the exhibition, cleaning of ways and public accommodation. Power supply line and power consumption are extra paid.

Cost of 1 sq. m of standard equipped exhibition space – 420 Euro.

Minimum stand area – 9 sq. m.

The cost of equipped exhibition space includes: exhibition space, wall panels along the perimeter of a stand, carpeting, frame board with 12 symbols on each open side (additional symbols are extra paid), 1 waste-basket, 1 coat rack, 1 spotlight for 4 sqm, 1 power socket 1,5 kW, 1 table, 2 chair, power supply line (up to 2 kilowatt), general exhibition advertising, general security of the exhibition, cleaning of ways and public accommodation. Power supply line and power consumption of more than 2 kilowatt are extra paid.

The cost of an incomplete sq. m. of unequipped area shall be paid as for the complete one by the Exhibitor. A double deck stand is surcharged by 50% the cost of the unequipped area.

The Secretariat reserves the right to change the prices for participation in case of the introduction of new or increasing of the acting tax and fee rates, the market conjuncture changes, as well as other cases that affect the cost of services.

The Secretariat reserves the right to change the location of the Exhibitor's stand if necessary.

PAYMENT TERMS

- The pre-payment of 50% of the cost of the services under the contract shall be paid ***within 10 days*** after the invoice issue.
- Full payment shall be made not later than 1 August 2017

The payment for participation is made on the basis of the issued invoice.

The cost of the services under the contract do not include transportation and insurance of Exhibitor's property, all expenses shall be paid by the Exhibitor.

The Secretariat reserves the right to cancel the registration of Exhibitors, who do not confirm the payment in the scheduled dates.

SURCHARGES

In case of ordering a stand with 2 and more open sides extra charges will be applied:

- ❑ for a stand open from 2 sides (corner) - 10 % (minimum stand - 15 sq. m)
- ❑ for a stand open from 3 sides (peninsula) - 15 % (minimum stand - 36 sq. m)
- ❑ for a stand open from 4 sides (island) - 20 % (minimum stand - 60 sq. m)

WITHDRAWAL FROM PARTICIPATION

In the event of the Exhibitor's withdrawal to participate in the Exhibition or reduction of the exhibition area, the Exhibitor shall pay compensation in the amount of 100% of the total cost of the Contract.

OFFICIAL CATALOGUE

RAO/CIS Offshore 2017 Official catalogue will be issued in the Russian and English languages on the basis of the information received from the exhibitors. The Exhibitor's information to be published (company name, contacts, brief description – 50-60 words) shall be sent to the Secretariat by e-mail not later than ***1 August 2017***.

HOTEL ACCOMMODATION

The cost of hotel accommodation is not included into the cost of the registration fee and is paid by the delegates separately. Special rates for hotel accommodation will be offered to RAO/CIS Offshore 2017 delegates. Full information will be available on the official website at www.rao-offshore.ru after ***1 February 2017***.

For hotel accommodation, train and air tickets, organization of transfer and sight-seeing tours please contact: e-mail: a.gorodetskaya@restec.ru, tel: + 7 812 303 9569, + 7 812 301 9136

For any queries please contact the Secretariat:

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