

# GLOBAL SEAFOOD FISHERY FORUM EXPO RUSSIA

FISHERY • AQUACULTURE • PROCESSING

**27-29 SEPTEMBER'23**  
——SAINT PETERSBURG——

## EXHIBITOR MANUAL



BRANCH  
EXHIBITION  
OPERATOR

EXPO SOLUTIONS GROUP  
+7 (499) 922 44 17  
+7 (495) 215 06 75  
INFO@RUSFISHEXPO.COM

[WWW.SEAFOODEXPORUSSIA.COM](http://WWW.SEAFOODEXPORUSSIA.COM)



## CONTACTS

Head of Technical Department	Alexey Moroz	☎ +7 (499) 922-44-17	✉ a.moroz@rusfishexpo.com
Technical Manager	Mariya Ovchinnikova	☎ +7 (499) 922-44-17	✉ m.ovchinnikova@rusfishexpo.com
Technical Manager	Anastasia Pogodina	☎ +7 (499) 922-44-17	✉ a.pogodina@rusfishexpo.com
Technical Manager	Alexey Denisov	☎ +7 (499) 922-44-17	✉ a.denisov@rusfishexpo.com
Head of Sales Department	Timur Kamaev	☎ +7 (499) 922-44-17 доб.115	✉ t.kamaev@rusfishexpo.com
Sales Manager	Olga Rybtseva	☎ +7 (499) 922-44-17 доб.105	✉ o.ryabceva@rusfishexpo.com
Sales Manager	Kirill Aleksandrov	☎ +7 (499) 922-44-17 доб.107	✉ k.aleksandrov@rusfishexpo.com
Sales Manager	Maryana Demchenko	☎ +7 (499) 922-44-17 доб.113	✉ m.demchenko@rusfishexpo.com
Sales Manager	Ksenia Saveleva	☎ +7 (499) 922-44-17 доб.112	✉ k.saveleva@rusfishexpo.com
Sales Manager	Mariya Spilberg	☎ +7 (499) 922-44-17 доб.204	✉ m.spilberg@rusfishexpo.com
Head of Marketing	Yana Frolova	☎ +7 (499) 922-44-17 доб.111	✉ y.frolova@rusfishexpo.com
Marketing Manager	Aleksandr Morozov	☎ +7 (499) 922-44-17	✉ a.morozov@rusfishexpo.com
Business Program Director	Ekaterina Gritsenko	☎ +7 (499) 922-44-17 доб.110	✉ e.gritsenko@rusfishexpo.com
Business Program Manager	Anna Tolkacheva	☎ +7 (499) 922-44-17 доб.114	✉ a.tolkacheva@rusfishexpo.com

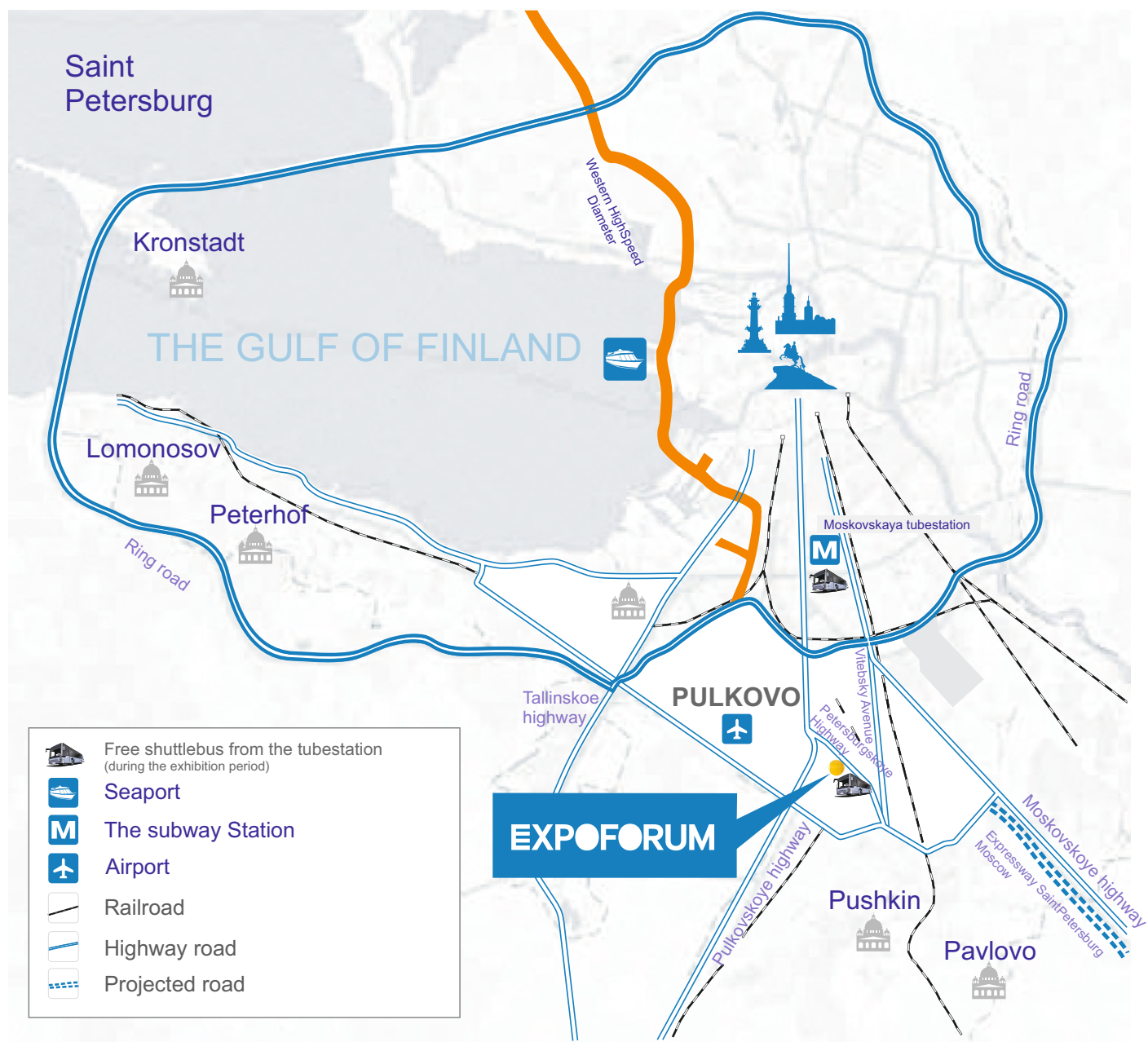
## EXHIBITION SCHEDULE:

September 24, 2023 Sunday	from 09:00 till 20:00	Stands buildup (custom and equipped stands)
September 25, 2023 Monday	from 09:00 till 20:00	Stands buildup (custom and equipped stands)
	from 09:00 till 19:00	Stands buildup (custom and equipped stands)
September 26, 2023 Tuesday	from 16:00 till 20:00	All exhibitors can arrive to their stands, delivery of exhibits
	from 16:00 till 20:00	Exhibitors' registration
September 27, 2023 Wednesday	from 09:00 till 19:00	Working hours of pavilions
	from 10:00 till 18:00	Exhibition open for visitors
September 28, 2023 Thursday	from 09:00 till 19:00	Working hours of pavilions
	from 10:00 till 18:00	Exhibition open for visitors
September 29, 2023 Friday	from 09:00 till 17:00	Working hours of pavilions
	from 10:00 till 16:00	Exhibition open for visitors
	from 16:00 till 18:00	All exhibitors can remove their exhibits
	from 18:00 till 20:00	Dismantling (custom and equipped stands)
September 30, 2023 Saturday	from 09:00 till 20:00	Dismantling (custom and equipped stands)

## Please note:

- The schedule of delivery of largescale exhibits must be agreed with technical department of the Organizer
- All equipment and water tank above 100 liters must be agreed with technical department of the Organizer
- Exhibitors with equipped space can arrive at their stands not earlier than September 26, 16:00
- Please pay attention, all exhibits (including large-scale equipment), packaging and other materials should be removed from the exhibition by exhibitors or their contractors till September, till 29 20:00. Large-scale exhibits are to be removed from the exhibition from September 30, till 20:00. The shedule of exhibits removal is to be approved with the technical department of the organising company and PAN-BALT Service company.
- Equipped stands are to be finished within the last days of buildup (September 26) till 20:00
- Exhibitors must check equipped stands no later than 18:00 of the last day of the buildup and in case of deficiency notify the Organizer

## VENUE LOCATION MAP





## MAP OF THE VENUE



## PART 1. Information

### Venue and technical requirements of the pavilions

196140, St Petersburg, Peterburgskoye sh 64/1

GPS:59.76351, 30.35746

### Public transport

Bus № 187A, during exhibition period only. The schedule: from 8:30 till 19:40, every 20 min. The fixed shuttle bus № K545, № K299. Free of charge shuttles during exhibition period. The bus station near the Moskovskiy prospekt build 197. The schedule: from 9:30 till 19:00, every 30 min.



### Pavilions Specifications

Max height of the stands 6m.  
Max height of the suspensions 9m.  
Loading gates: height 4,9m. x wight 4,9m.  
Max permitted loads on the floor: 2500kg/per m2

### Pillars, ramps, hatches, breaker boxes

Pillars, fire points and/or utility connection points for your or near stands can be located within your stand area. In this case, power cables and pipes with a diameter of 50mm, as well as electrical cabinets and breaker boxes can be placed in aisles or within your stand area **without your prior consent**. Please take it into account while planning to cover the area with a podium or floor tiles. For additional information please contact Expo Solutions Group technical department.

### Access to the venue

**During buildup days** exhibitors may enter the pavilion with badges or buildup passes which can be received in Service Bureau. After official time of buildup/dismantling/exhibition opening hours are over any persons are not allowed to access the pavilion. In offtime the pavilions are closed and sealed. The pavilions are opened only in presence of responsible person from the organizers' team.

### Delivery / Removal goods

Access of cars and trucks for the delivery of exhibitors' goods during the buildup and dismantling period is free of charge. Car passes can be obtained at the Service Bureau of the exhibition pavilion G at the day of arrival.

According to the venue rules free allowed time in loading and unloading zone is limited: a car -1 hour, a truck up to 3.5 tons - 2 hours, cargo 3.5 tons above - 3 hours. Additional hour of stay is paid separately, the cost is from 500 to 1000 rub. incl. VAT, depending on the type of vehicle.

For the delivery of goods into the pavilion, please fill in a letter for the taking in/ out of equipment, the letter has to be signed in two copies and sealed in Service Bureau.

For the delivery of other goods into the pavilion (office accessories, leaflets, handouts), please fill in a letter for the taking in/ out of equipment and bring it to Service Bureau for sealing. You may found the scheme how to find the Service Bureau at page 4.

### Onsite Equipment Demonstration

Please pay attention that onsite demonstration of any equipment, large scale exhibits and water tanks above 100 liters on stands should be agreed with organizers' team and the venue. To get the approval please provide necessary documents to the technical department. You will find samples of the necessary documents on the last pages of the manual.

## **PART 1. Information**

### **Insurance and safety**

The Organizers are to insure property interests in respect of their liability for exhibitors' life harm, injury loss of capacity for work or property and in respect of exploitation of exhibition space during the event. In case of an insured event, the exhibitor must notify the Organizer thereof as soon as possible and receive documents and information necessary to evaluate the possibility of opening an insurance issue. The Organizer shall cooperate with the Exhibitor concerned and insurer in the course of the insurance case investigation and provide them all with any necessary information and documents upon reasonable request. The organizer shall not be responsible for exhibitors receiving an insurance compensation in case they did not provided the necessary information or documents. The Organizer's liability for each insurance case is limited. Therefore the exhibitors are recommended to arrange additional insurance (including insurance against injury, loss of capacity for work of the Exhibitor's representatives at the exhibition, damage to showpieces and other property used as a part of participation or loss thereof).

### **Loading / unloading**

Please pay attention that exhibitors are prohibited from using their own special transport or exterior contractors for loading and uploading exhibits.

The exclusive right for logistics services on in the territory of Expoforum exhibition centre belongs to PAN BALT Service company.

<http://panbaltservice.ru>

Contact person: Svetlana Grishina Tel: 7( 812) 3226034.

mail: [iana@pan-baltservice.ru](mailto:iana@pan-baltservice.ru)

To avoid extra fees while ordering the delivery/load/upload services please contact PANBALT Service company in advance.

### **Fire safety rules**

Exhibitors and Contractors are required to comply with the Fire Safety Rules, the provisions of Federal Law No. 69FZ of December 21, 1994 "On Fire Safety", Federal Law No. 123 FZ, dated July 22, 2008, "Technical Regulations on Fire Safety Requirements" and bear full responsibility for their violation in accordance with current legislation of the Russian Federation.

### **Catering and tasting show on the booth**

Cooking and holding tasting sessions at exhibition stands must be agreed with the organizer and must comply with the following requirements:

1. Cooking must be done using electric ovens only and agreed with the Organizers' technical department.
2. The stand must be fitted with a professional extractor hood with a filter to neutralize odors.
3. Open flames, smoke or strong odors are prohibited.
4. The exhibitor must comply with the Fire Safety Regulations. Any deviation from these rules must be accompanied by written permission from the "Ministry of Emergency Situations of the Russian Federation".
5. Tasting sessions must comply with hygiene standards. The exhibitor must ensure proper waste disposal as well as keeping the stand and surrounding area clean.
6. In case of complaints from other exhibitors, the organizers reserve the right to terminate the cooking and food tasting.

### **Trade at the exhibition**

Any kind of trade, catering and consumer services on the territory of the exhibition can be carried out only with the written permission of the organizers of the exhibition and in accordance with the requirements of existing laws and other regulatory and legal acts regulating activities in the sphere of trade, public catering and consumer services.

## PART 1. Information

### Deadlines

Please note that all forms for additional equipment or services submitted later than August 15 will be accepted if it is possibly technically and are subject to a surcharge of 50%, additional orders for equipment during the exhibition are subject to a surcharge of 100%.

Booking space from 8 to 26 sq m the exhibitor can choose equipped type of stand only.

### Equipped space

The construction of equipped spaces is provided by Expo Solutions Group LLC. There are three types of equipped space – A,B,C available to order. You may specify the type you've ordered in your contract.

Please mind, that to stabilize the stand it may be necessary to include additional elements without exhibitors' prior consent. Placement of electrical cabinets on your stand is to be decided on spot during the buildup period. If fascia size is longer than 4 meters, an extra supporting construction will be added.

Choosing equipped space included equipment could not be changed on other types either with extra payment or not.

In case of refusal from the standard equipment/ furniture, their costs are not compensated.

### Restrictions on use of equipment for cooking and tasting

- It is prohibited to use electric teapots within the territory of Exhibition Center
- Use of electronic equipment with increased power capacity (electric grill, induction stove etc.) is only possible in case the full list of equipment necessary for tasting and operation of onsite kitchen is provided and agreed with the Organizers' technical department.

## Security

General security for the pavilion is included in the cost of renting a stand space. It is recommended to have at least one member of your company at the stand at all times, from when the exhibition opens to when the hall is closed by the security team, to ensure the security of your exhibits and personal items (see Exhibition schedule).

During mantling/dismantling period all valuable goods and personal belongings (smartphones, notebooks etc.) are to be under constant control of exhibitors. The responsibility of property loss during mantling/dismantling/ exhibition operation period is to be bore by exhibitor. The investigation of all incidents is to be done by local police department.

Within half an hour after the end of the official time of buildup by security, the hall is released from exhibitors and sealed until 09:00 in the morning of the next exhibition day, the exhibition hall is opened only in the presence of the organizers of the exhibition.

## Cleaning

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided they are placed in plastic bags or cartons in front of the stand in the evening.

You may order a daily individual cleaning for your stand filling the form №5.

Wet cleaning can be ordered for stands with hard floor covering only.

Supporting cleaning includes maintaining of cleanness in the stand during the whole exhibition day. The cleaning personnel is to control the space no less than one time per hour.

## Goods Delivery

Delivery of goods, its terms and costs please consult our logistics partner TLK "Rail Service" LLC

Mobile: +7(914)792-58-92

Oper1@tlkrs.ru



## PART 1. Information

### Custom Stand Building

If you want your stand to fully reflect your corporate identity, using original and interesting design solutions to demonstrate your products and services as effectively as possible, we can help you. Ordering a custom build stand will allow you to differ from the others. Due to our wide experience and understanding of specific nature of this sphere we can offer you a unique key-ready solution based on your opportunities and desires

For ordering custom build stand please contact.

Alexey Moroz

[a.moroz@rusfishexpo.com](mailto:a.moroz@rusfishexpo.com)

**All custom stand building at the exhibition is to be agreed with the Organizer's technical department. Exhibitor or contractor shall send the layouts for approval to the email: [a.pogodina@rusfishexpo.com](mailto:a.pogodina@rusfishexpo.com)**



### Requirements for the stand layout approval

- Solid walls along the open sides of the stand longer than 4 meters must have a gap of at least 2 m long or completely transparent filling (Plexiglas). Placement of any graphics of transparent filling between the solid walls is prohibited.
- A solid wall longer than 4 m. should not be deepened less than 2 meters from the passageway.
- If there is a need to make a solid wall along any open side of the stand longer than 4 m., then its height can't be higher than 1m.
- It is forbidden to place any information about the company, advertising of products and company logos on suspensions or walls of the stand facing neighbors in the block.



### Buildup rules

During the buildup and dismantling in venue, the following actions are prohibited:

- use the services, equipment, facilities of the organizations which are non-agreed with the Organizer, attract staff of non-agreed companies;
- place adhesive and other materials on walls, floors, columns, windows and doors, as well as on metal structures of ceilings of pavilions and other premises without Organizer's consent;
- fasten elements of stands to walls or floor;
- use stationary circular saws, surface grinders, chainsaws and other construction tools not equipped with a dust collector and also conduct welding operations (open fire);
- dispose the elements of the dismantled structures and packaging containers (lumber, chipboard, fiberboard, plywood, etc.) in garbage containers for household waste owned by LLC "EFInternational";
- to obstruct the passages between the stands with exhibits and equipment;

Access to the territory of the exhibition during its operation days with installation (assembly) pass is prohibited.

Exhibitors wishing to demonstrate heavy, bulky equipment, equipment requiring water / electricity connections within their booth are required to prepare and send to the technical department the following documents:

**I. Application for the demonstration of heavy, dimensional equipment.**

Following documents must be attached to the application:

1. Technical descriptive documentation.
2. Appearance of the object (photo, drawings, sketches)
3. Specify how to demonstrate the equipment  
static demonstration  
Dynamic demonstration.

**II. Letter of instruction for people responsible for the equipment**

**III. Letter about the instruction of those responsible for the equipment.**

**Sample №1. Application for the demonstration of heavy, dimensional equipment.**

On the letterhead of the enterprise

Исх.№ \_\_\_\_ от дд.мм. 202\_\_г

From (Company Name)  
pav №. \_\_\_\_ stand №. \_\_\_\_

**Заявка / Statement**

на демонстрацию технологического оборудования на стенде компании /  
application for demonstration of technological equipment at the stand:

Просим Вас, на период проведения  
Выставки с \_\_\_\_ по \_\_\_\_ 202\_\_ года  
, разрешить демонстрацию  
(наименование компании) на  
территории МКВЦ «Экспофорум»  
пав \_\_\_\_,стенд № \_\_. Оборудование  
является собственностью  
(наименование компании)

We ask you, for the period of the  
Exhibition from September \_\_\_\_ to \_\_\_\_  
, 202\_\_, to allow demonstration (name  
of the company) on the territory of the  
ExpoForum International Exhibition Center  
Pav. \_\_\_\_,  
stand number \_\_. The equipment is the  
property (company name).

**Таблица 1. Список оборудования и материалов**  
**Table 1. List of equipment and materials**

№	Наименование оборудования Equipment name	Тип Демонстрации Type of Demonstration	Габариты (длина, ширина, высота) Dimensions (length, width height)	Масса кг. Weight kg	Мощность кВА / кВт / нет подключения Power kVA / kW / no connect
1					
2					

Должность и название компании  
Employee's position, company name

Подпись/Signature

ФИО/ Name

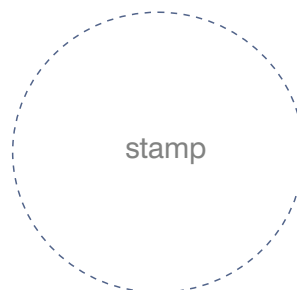
## Sample № 2. Letter of instruction from people responsible for the equipment.

On the letterhead of the enterprise

ООО «ЭФИИнтернэшнл»

КВЦ «ЭКСПОФОРУМ» в период с \_\_\_\_  
по \_\_\_\_ 202\_ года,  
демонстрируемое  
на стенде № \_\_\_\_ в зале \_\_\_\_  
оборудование нашего  
предприятия: \_\_\_\_\_  
не требует от работающего на нем  
персонала специального обучения по  
пожарной безопасности,  
электробезопасности и соблюдению  
правил техники безопасности. Сотрудник  
(сотрудники) нашего предприятия  
\_\_\_\_\_, назначенный  
(назначенные) приказом № \_\_\_\_ от \_\_\_\_  
ответственным (ответственными) за  
пожарную безопасность,  
электробезопасность, и соблюдение  
правил техники безопасности, получил  
(получили) надлежащий инструктаж на  
нашем предприятии для работы на стенде  
в период монтажа, демонстрации и  
демонтажа оборудования на  
«VI Международной выставке рыбной  
индустрии, морепродуктов и технологий».

"EXPOFORUM" in the period from \_\_\_\_ to  
\_\_\_\_ 202\_\_, demonstrated at  
booth No. \_\_\_\_ in hall \_\_\_\_, the equipment of  
our enterprise: \_\_\_\_\_ does not  
require special training in fire safety, electrical  
safety and compliance with safety regulations.  
Employee (s) of our company  
\_\_\_\_\_, appointed  
(appointed) orders No. \_\_\_\_ of \_\_\_\_ responsible  
(responsible) for fire safety, electrical safety,  
and compliance with safety regulations,  
Received (received) proper instructions from  
our company to work on stand during the  
installation, demonstration and dismantling of  
equipment on «VI Seafood Expo Russia».



Должность и название компании  
Employee's position, company name

\_\_\_\_\_  
Подпись/Signature

\_\_\_\_\_  
ФИО/ Name

### Sample № 3. Letter about the instruction of people responsible for the equipment

On the letterhead of the enterprise

**Приказ/ Act № \_\_\_\_**

« \_\_\_\_ » \_\_\_\_\_ 202 \_\_\_\_ г.

«VI Международная выставка рыбной  
индустрии, морепродуктов и технологий»

«VI Seafood Expo Russia»

Для проведения общего руководства и  
выполнения требований техники  
безопасности при производстве  
демонстрационных работ во время  
проведения «VI Международной выставке  
рыбной индустрии, морепродуктов и  
технологий» в павильоне \_\_\_\_, стенде № \_\_\_\_  
в период с \_\_\_\_ по \_\_\_\_ \_\_\_\_\_ 202\_\_ года.

For general use and to meet the requirements  
of technology safety in the production of  
demonstration works during «VI Seafood Expo  
Russia» in pavilion № \_\_\_\_, stand №. \_\_\_\_ from  
September \_\_\_\_ to \_\_\_\_\_, 202\_\_.

**ПРИКАЗЫВАЮ:**

Назначить \_\_\_\_ (ФИО) \_\_\_\_, \_\_\_\_ (Должность)  
\_\_\_\_ ответственным за обеспечение  
пожарной  
безопасности и технике безопасности,  
электробезопасности и охране труда при  
проведении демонстрационных работ.

**I hereby order:**

To assign \_\_\_\_ (full name) \_\_\_\_, \_\_\_\_ (position) \_\_\_\_  
as responsible for the provision of fire  
safety and security, electrical safety and labor  
protection  
during the demonstration works.

employee's position, Company name

stamp

\_\_\_\_\_  
signature

name