British Pavilion at Interplastica
Moscow, Russia 29 Jan - 1 Feb 2013
Exhibitors Handbook
INTERPLASTICA OVERVIEW

Facts & Figures

<table>
<thead>
<tr>
<th>Event Title</th>
<th>Interplastica, the 16th edition</th>
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<tbody>
<tr>
<td>Show Venue</td>
<td>ZAO EXPOCENTR Exhibition Center at Krasnaya Presnya, Moscow, Russia</td>
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<tr>
<td>Expected Exhibitors</td>
<td>550 exhibitors</td>
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<td>Expected Visitors</td>
<td>Over 20,000</td>
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<tr>
<td>Duration</td>
<td>4 days (29.01.2012-01.02.2013)</td>
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<tr>
<td>Show Organiser</td>
<td>Messe Dusseldorf</td>
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The Venue

Expocentre Fairgrounds has nine fully equipped exhibition pavilions, halls to hold conventions, press conferences, meetings and symposia; it offers all kinds of exhibition and convention related services.

Interplastica profile - Range of products:
•Machines and equipment for the plastics and rubber Industries
•Machines and equipment for preparation and recycling
•Processing and follow-up machines
•Machinery and equipment for finishing, decorating, printing and marking
•Welding machines
•Tools
•Peripheral-equipment
•Equipment for measuring, controlling, regulating and testing
•Building components
•Raw materials and auxiliaries
•Plastics and rubber products
•Logistics, storage technology for the material handling for the plastics and rubber industries
•Services for the plastics and rubber industries

British Pavilion

The British Plastics Federation has reserved 100 sqm for the UK Pavilion at Interplastica.

Stand Construction

The UK Group stands will be built by the show organiser, Messe Dusseldorf as a package stands at EUR370 (approx.£350) per 1sqm inc.raw space cost.

Included in the stand package are:
• Company name on the fascia
• 1 x table 70 x 70 cm
• 2 x chairs
• Carpet
• Stand partition walls 250 cm high
• Spotlights, (1 per 6 sqm)
• One socket, 2 KW

Stand Services and Additional Items

All additional items not included in the above package such as compressed air, water, increased power supplies etc must be paid for by the exhibitor. Details of additional display aids and furniture etc available to hire will be forwarded to shortly.

Key Benefits To The Exhibitor

The BPF will provide media relations support ensuring coverage of the UK Group both in UK publications, and crucially those out in market. All aspects of the group participation will be promoted on BPF on-line (currently receiving in excess of 3,000 hits per day) including detailed information on all companies taking part in the UK Group.

The BPF will be able to offer a large amount of project management support, assisting companies with travel and accommodation arrangements, warning companies of approaching deadlines and ensuring the smooth running of the stand construction.
At the show the British Plastics Federation will provide the group with additional services such as internet, refreshments and a hospitality area on the BPF stand. Staff will also be on-hand during the show to offer extra support to companies and offer assistance in communicating with local support networks, including British Consulate commercial staff, key government contacts and local businessmen.

£550 Pavilion Management Fee (non-members)
£420 Pavilion Management Fee (members)

**Insurance**
The BPF and UK Trade & Investment do not take any responsibility for exhibitors insurance. Therefore, each exhibitor is required to arrange his or her own comprehensive insurance.

**UK Trade & Investment Grants**
UK exhibitors can apply for UK Trade & Investment grant of £1,000 for Interplastica if they meet the following criteria:

**Small to Medium size Enterprise (SME) that:**

a) Has less than 250 employees  
b) Has an annual turnover not exceeding € 50m, or an annual balance sheet total not exceeding € 43m  
c) Is independent, i.e. not more than 25% of its capital or voting rights are owned by another enterprise, which is not an SME

**Is a New Exporter under the UKT&I definition:**
During the past 12 months no more than 25% of turnover resulted from export OR the company has not been exporting for more than last 10 years.

*Please note that "New to Export" rule will be waived off if you have not attended the previous edition of the event.*

Participants must correctly complete a TAP Exhibitor Grant Application Form and submit it via the BPF no later than ten weeks before the show.

**Transport**
Metro system is a fast and cost efficient way around in Moscow. The nearest metro station to the exhibition centre is called Vystavochnaya (Russian: Выставочная, literally "Exhibition")

**Visas**
These are mandatory for visitors to Moscow. The BPF will assist with the administration of visas but the invitation letter and a voucher for UK delegates will be issued by the hotel where the delegates are staying at.  Please allow at least 30 days to arrange a visa as the visa centres are very particular about the paperwork and can turn applications away if there anything missing.

**Freight Forwarders**
**Agility - Fairs & Events**
Tracey Cannon  
Bromley, United Kingdom  
Tel. +44 208 461 8703  
Fax +44 208 228 1172  
tcannon@agilitylogistics.com

**GBH Exhibition Forwarding Ltd**
Mark Saxton, Sales Manager  
Sheffield, GB  
Tel: +44 (0)114 2690641  
Fax: +44 (0)114 269362  
mark@gbhforwarding.com
TERMS & CONDITIONS OF PARTICIPATION FOR UK GROUP EXHIBITORS AT INTERPLASTICA 2013

There are three parties involved in the provision of the BPF's UK Group at PlastEurasia:
- the BPF co-ordinates and manages the UK Group participation at the exhibition in relation to all other parties listed;
- UK Trade & Investment, who administer the exhibitor grant funding for eligible companies;
- Tuyap Fair who are the show organisers

Note: Before completing the Application Form you should read the conditions below. If you have any queries about these UK Trade & Investment Terms & Conditions or the Application Forms, please contact the Events Department, BPF.

1. Companies applying to exhibit as part of the UK Group can either take space within the Pavilion or can make their own arrangements for stand space. All terms and conditions apply to either option.
2. All stands must be in the name of a UK registered company.
3. Exhibitors must pay in full all invoices for stand fees as they fall due.
4. When applying for space and stand construction within the UK Pavilion all companies are required to comply in full with the terms and conditions as laid out by Tuyap, and UK Trade & Investment.
5. If prices associated with space and construction vary by greater than 20% from those outlined in the quote provided with these terms and conditions, the BPF will undertake to seek the agreement of the applicant before enforcing the terms of this contract.
6. Exhibitors withdrawing from the Pavilion after the BPF is committed to payments on the applicant’s behalf will forfeit their stand fees in full unless a replacement company can be found.
7. The BPF will make every effort to find replacement exhibitors, but is not liable, nor can guarantee to do so.
8. Where an exhibitor can be found the BPF management fee or deposit received will be retained to cover the additional administration costs incurred.
9. In submitting this application, the exhibitor shall ensure that it has full insurance cover against accident, injury, loss or damage of any nature including public and product liability. Exhibitors will be liable for third party claims arising from their own stand fittings and for their proportion of the stand construction. The exhibitor shall also comply with any requirements of BPF, the exhibition organiser and any applicable law in this regard.
10. From time to time, the BPF may appoint service companies to offer group freight, travel, accommodation, promotion and other services as may be thought in the interest of the exhibiting companies. Where the BPF makes such appointments, exhibitors are free to make use of the services of such companies at their own risk. Such appointments are made in the interest of reducing individual costs for joint venture participants. Companies are not obliged to use such services.
11. The BPF cannot accept responsibility for the performance, actions or negligence of contractors appointed by exhibitors.
12. Where an event is postponed or cancelled for reasons beyond the control of the BPF, all reasonable effort will be made to reclaim any fees from the organisers and/or contractors, and to refund such fees, net of any administration charges incurred by the BPF.
13. The BPF reserves the right to raise a surcharge on stand fees, in the event of significant currency fluctuation.
14. Force majeure - BPF shall be entitled, without liability on its part and without prejudice to its other rights, to terminate a contract or any unfulfilled part thereof or, at its option, to suspend or give partial performance under it, if performance by BPF or by its suppliers is prevented, hindered or delayed whether directly or indirectly by reason of any cause whatsoever beyond BPF’s or its suppliers reasonable control, whether such cause existed on the date when the contract was made or not.

In signing these Terms and Conditions, your company agrees to be bound by these and Terms Conditions, those of the Show Organiser and those of UK Trade and Investment if applicable.

Each company must pay the BPF management fee on the due date. The management fee applies to all companies exhibiting within the UK Group whether they are exhibiting on the Pavilion or independently. Companies exhibiting as part of the UK group but with no UK Trade & Investment support are also obliged to pay the management fee. The management fee is non-refundable. The management fees are as follows...

| PlastEurasia Group co-ordination - Member  | £420 |
| PlastEurasia Group co-ordination - Non Member | £550 |

Please complete the Application Form below...

**PLEASE FAX to 02074575045, or EMAIL afredericks@bpf.co.uk**

<table>
<thead>
<tr>
<th>Total Space required (at approx EUR370 per sqm) *</th>
<th>British Pavilion Management Fee</th>
<th>British Pavilion Stand Enhancement</th>
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<tr>
<td>* (consists of raw space cost + stand construction)</td>
<td>£450 (BPF Member)</td>
<td>£100</td>
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<td></td>
<td>£550 (Non-BPF Member)</td>
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(Cost of ‘British Group’ signage above your stand – adding to the image of a cohesive British Group)

TOTAL COST: __________________________

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<th>Your Name</th>
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<tr>
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