

REQUEST FOR CONFERENCE ROOM

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Contact:

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**Send off to Organizer
 by 3 October 2024**

Company name:

Contact:

If you wish to hold a workshop, presentation, press conference or any other event during the Trade Fair, you may book premises within IEC Expocentre fairgrounds.

Organizers of the Trade Fair are ready to publish your event information in the Business Programme. To have this information published, please provide all details required. However, information is published at the discretion of the Trade Fair Organizers. Content may also be edited or published in abridged form.

Name (topic
 and scope of the event:

Date and time:

Venue:

Business Programme Sites of the Forum	Seating capacity	Price per hour, in EUR*
Meeting Room	10	82
PANORAMA Hall	50	112
VIP Meeting Room	10	83

We book:

<input type="text"/>	<input type="text"/>	for	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Date	Conference Room		Duration		Price		Cost

Preferable time: to

List of Equipment	Cost, in EUR* (per 1 hour if booked up to 3 hours)	Tick off	Cost, in EUR* (per 1 hour if over 3 hours)	Tick off
Loudspeaker equipment set	65	<input type="checkbox"/>	54	<input type="checkbox"/>
A cord microphone	6	<input type="checkbox"/>	5	<input type="checkbox"/>
A wireless microphone	9	<input type="checkbox"/>	8	<input type="checkbox"/>
LCD projector and Screen	50	<input type="checkbox"/>	42	<input type="checkbox"/>
A 50" Plasma display panel	35	<input type="checkbox"/>	27	<input type="checkbox"/>
A 70" Plasma display panel	66	<input type="checkbox"/>	54	<input type="checkbox"/>
A presenter	3	<input type="checkbox"/>	2	<input type="checkbox"/>
A laptop	21	<input type="checkbox"/>	18	<input type="checkbox"/>
A speaker's stand	24	<input type="checkbox"/>	18	<input type="checkbox"/>

*Prices stated in EUR exclusive of VAT

Duration of a scheduled event shall be a multiple of one hour (i.e. 1 hour, 2 hours, etc.)

Please note that terms are provided subject to the current capabilities and only during the Trade Fair, 16-18 October 2024, 10.00 AM to 06.00 PM.

No use of personal equipment (except for personal computers) and technical staff, as well as engagement of any third parties to provide similar services shall be allowed.

Conference room entry allowed 10 minutes before event.

Conference room shall be vacated within 10 minutes after an event.

Executive's signature	Name <input type="text"/>
	date: <input type="text"/>
L.S.	