

NEVA 2019

The International Maritime Exhibition and Conferences of Russia
St Petersburg, Russia, 17 - 20 September 2019



APPLICATION FOR EXHIBITION SPACE

Page 1 - SPACE REQUEST, APPLICANT BILLING, STAND MANAGER & EXHIBITOR DETAILS

All prices are in Euros and subject to VAT*		Unit Price	Quantity	Sub-Total
Exhibition Space*:	<i>Per Square Metre</i>	€ 415.00		
Exhibition Space - Upper Level:	<i>Per Square Metre</i>	€ 210.00		
Exhibition Space - Outdoor:	<i>Per Square Metre</i>	€ 195.00		
Registration Fee*:	<i>Per Exhibitor, Sub-Exhibitor or Co-Exhibitor</i>	€ 485.00		
Grand Total:				
Requested Stand Number*:	<i>As selected from the provisional hall plans at www.transtec-neva.com</i>			
Applicant Billing Address:	<i>Enter the billing details of the organisation for processing invoices and payments</i>			
Company Name:				
Address:				
Website:		VAT No. (EU applicants only)		
Billing Contact Name:		Email:		
Landline Telephone:		Mobile Telephone:		
Stand Manager Details*:	<i>Enter the details of the person responsible for managing the exhibition space</i>			
Contact Person:		Position:		
Mobile Telephone:		Email:		
Exhibiting Company Details:	<i>Enter the exhibiting organisation's details for the digital exhibitor listings</i>			
Company Name of Exhibitor:				
Address:				
Description of Product/Service:				
Website:		Landline Telephone:		
Sales Contact Name:		Position:		
Mobile Telephone:		Email:		

APPLICATION CONTINUED ON PAGE 2

RETURN COMPLETED APPLICATIONS TO INFO@DOLPHIN-EXHIBITIONS.COM

NEVA 2019 International Administrative Office: Dolphin Exhibitions Limited
P.O. Box 68, Bildeston, United Kingdom, IP7 7ZY +44 1449 741 801 info@dolphin-exhibitions.com
VAT No. GB237760686 Company Reg. No. 02546461
www.transtec-neva.com



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Page 2 - APPLICATION INSTRUCTIONS, TERMS, CONDITIONS & SIGNATURE

Completing this Application Form: This application form is for NEVA 2019 space only. To request a space, go to www.transtec-neva.com and view Hall Plans. Available remaining stand areas will be marked green. Note the required Stand Number, print this form at 100% size, fully complete both pages in English printed text, sign, date, scan in full colour and return by email to info@dolphin-exhibitions.com. Non-English, incomplete or illegible application forms will not be accepted or processed.

Minimum Exhibition Space* Orders: 12 square metres minimum for standard shell scheme stands and 30 square metres minimum for space-only to accommodate custom-designed stands.

Registration Fee*: Charged for each registered Exhibitor, Sub-Exhibitor and / or Co-Exhibitor. Includes application processing, stand location planning, digital catalogue entry, visitor invitations, exhibition badges, website press release and exhibitor listing web page until the end of 2019.

Exhibition Space Payment Terms: Payments for Exhibition Space shall be made in two instalments: The Registration Fee(s) plus 35% deposit for exhibition space are due for payment immediately on confirmation of space reservation by the Organisers. 65% balance for space is due on or before 31 May 2019. Full payment is due immediately on confirmation of space reservation for orders received after 31 May 2019. All bank transfer fees shall be borne by the applicant. **VAT*:** All local (Russian Federation) taxes are included in the Exhibition space-only prices on this form. In addition, VAT* of 20% is applicable for all EU-based billing address applicants. According to the EU VAT membership reverse charge rule, VAT will not be added to the invoice as billed from the UK. However, EU applicants are responsible for declaring the reverse charge in their EU VAT submissions. UK applicants will be charged 20% VAT which can be reclaimed accordingly.

Stand Manager Details: The Contact Person named as Stand Manager on this application form will receive notification of NEVA 2019 Exhibitor Manual access, alerts, deadline reminders and key information by email to the email address specified. The Applicant must notify the Organisers if the Contact Person's details or email address change at any time to ensure that continuity of communications is maintained without interruption.

Stand Construction, Furniture, Equipment & Services: Order shell scheme construction, custom stand construction, custom stand design, furniture, equipment and services separately by application to the NEVA 2019 nominated stand contractor and technical coordinator "Expoforum Design Ltd." See application details, prices and order forms at www.transtec-neva.com. The local Russian Federation VAT of 20% applies to all prices for Expoforum Design Ltd services.

NEVA 2019 Exhibitor Manual: Prices for Sponsorship, Advertising, other services as required and key deadlines are published in the NEVA 2019 Exhibitor Manual. The Exhibitor agrees to comply with additional Terms and Conditions contained within the NEVA 2019 Exhibitor Manual, including additional notices issued by the Organisers. See www.transtec-neva.com for full details.

Cancellations: The Exhibitor Registration Fee is non-refundable. Payments for space, minus the applicable bank fees, will be refunded in full for cancellation notice received by 31 March 2019. All fees are payable in full for cancellation received after 31 March 2018. Cancellation notice must be sent in writing by scanned email letter on exhibiting company letterhead and be signed and dated by the form signatory below. All participants are advised to procure the necessary insurances to safeguard their participation fees in the event of unexpected circumstances.

I have read, understood and agree to comply fully with the terms and conditions as noted on this application form.

Authorised by:	Position:
Mobile Telephone:	Email:
Signature:	Date:

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Page 3 - ADDITIONAL EXHIBITING COMPANY DETAILS
PRINT ADDITIONAL PAGES AS REQUIRED - COMPLETE ONE BLOCK PER EXHIBITING COMPANY

Exhibiting Company Details: *Enter the exhibiting organisation's details for the digital exhibitor listings*

Company Name of Exhibitor:

Address:

Description of Product/Service:

Website:

Landline Telephone:

Sales Contact Name:

Position:

Mobile Telephone:

Email:

Exhibiting Company Details: *Enter the exhibiting organisation's details for the digital exhibitor listings*

Company Name of Exhibitor:

Address:

Description of Product/Service:

Website:

Landline Telephone:

Sales Contact Name:

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