**“AGENCY ON ADVERTISING AND EXHIBITION ACTIVITIES” OJSC**

**Omsk city, 70 Let Oktyabrya, bldg.25 block 2, office 504 Tel. +7 (3812) 40-80-17, e-mail: expo@arvd.ru**

ANNEX No. 7

**“VTTA- Omsk-2015” (Russia, Omsk city, October 7-8, 2015)**

**Application for conducting a business event**

*(Please, be sure to read the following files beforehand: “List of halls equipment”
and “Congress halls rental prices”)*

1. Company/organization: Enter your text here
2. Contact person: Enter your text here
3. E-mail: Enter your text here
4. Telephone/fax: Enter your text here
5. Cell phone: Enter your text here
6. Name of the event: Enter your text here
7. Event type:

☐Conference

☐Presentation

☐Seminar

☐Negotiations

other Enter your text here

1. Event date:
One-day event **Enter the date here**
Several days: from Enter the date here till **Enter the date here**
2. Event timing:

Preparation time Enter your text here

Event time Enter your text here

Demounting time Enter your text here

1. Required accommodations *(in case of a multi-day event you need to fill in separate Application forms for each day)*:

☐Congress hall Time (from \_\_\_\_\_ till \_\_\_\_\_)

☐small hall (up to 50 people) Enter your text here

☐blue hall (up to 200 people) Enter your text here

☐green hall (up to 200 people) Enter your text here

☐plenary hall (up to 450 people) Enter your text here

☐exhibition pavilion

☐ plenary hall (up to 250 people) Enter your text here

☐closed hall (up to 50 people) Enter your text here

1. Required meeting rooms for up to 10 people: quantity Enter your text here pcs.
2. Estimated total number of participants (number): Enter your text here
3. Meals for participants:

☐ coffee break (number of people Enter your text here)

☐ buffet (number of people Enter your text here)

☐ banquet (number of people Enter your text here)

Time and location: Enter your text here

Meals arrangements:

☐ independently

☐ ARVD assistance is necessary

1. Audio/visual/technical equipment (additional equipment that isn’t included in hall’s standard facilities):

Audio equipment:

☐Microphones

☐Wired Enter your text here pcs.

☐Radio Enter your text here pcs.

☐Other Enter your text here

Visual equipment:

☐ Flip-chart (10 pages of paper and 1 marker pen included) Enter your text here pcs.

☐Other Enter your text here

Internet :

☐ Hardwired access

☐ Wireless access

☐password protection

☐without a password

Technical equipment (additional tables and chairs for each hall (specify if you need to rearrange the furniture)): Enter your text here

1. Technical assistant support:

Video engineer:

☐ is required

Audio engineer:

☐ is required

1. Additionally, Enter your text here is required

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| **Operator “ARVD” OJSC** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ L.S. |  **Exhibitor**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ L.S. |