

**TERMS OF B2B MEETING SERVICE  
AT THE INTERNATIONAL AVIATION AND SPACE SALON  
MAKS-2019**



Terms of B2B meeting service  
At the International Aviation and Space Salon MAKS-2019

1. Fill in the application form and send it to the following e-mail:  
[matchmaking@aviasalon.com](mailto:matchmaking@aviasalon.com)

When filling the application form please state the companies, area of expertise and/or position of persons you would like to meet using this service. Or please write general description of the target audience you need.

For example: Representatives from procurement offices/ engineering services of Russian and foreign plants that produce electrical equipment.

2. After your request is received and briefly analyzed we will send you an invoice in accordance with the tariff you chose.
3. Shortly after the payment for the services is received, our colleagues responsible for the business meetings arrangement will contact you. They will specify your needs and will ask you to briefly inform them on your company and products you produce. If you would like to hold meetings with foreign companies, all the materials can be translated into one of the foreign languages: English, German, Chinese. You will also have your personal manager in case you need any assistance.
4. Then our colleagues will work on the list of your potential partners, they will share information about your company and will inform them that you wished to meet them.
5. Following this, you will receive a list of companies who expressed their desire for the meeting (the companies that you listed in your request or that meet your target audience preference). You will receive brief descriptions of these companies and information about the contact person who you will be meeting with.
6. After you approve suggested list of candidates for the meetings and the time of these meetings, you will receive the final agenda of all meetings in the following format:

International Aviation and Space Salon MAKS

Date	Venue	Time of the meeting	Company-partner	Full name
28/08/2019	Congress center MAKS-2019, Business meeting zone, table #5	10.00 – 10.30	PJSC “Technomash”	Ivanov Ivan Ivanovich, head of Engineer's Office

At this point preparatory stage of meetings arrangement is over

7. During the event the service will be provided the following way:
  - All the confirmed meetings will be held in the specially equipped business zone, Congress center of the MAKS, light catering will be provided. You can come for the meeting in advance and wait for your partner in comfort.

- Before every meeting (10-15 minutes in advance) you will receive a call reminding about it. If your phone will be busy or out of service, you will receive a SMS.
  - During the meeting the photo of you will be taken. The photo with the MAKS logo will be sent to you and your partner and will serve as a reminder of the negotiations you had.
  - We will also ask you to complete a small questionnaire after the meeting, this feedback will help us to improve our service and satisfy your needs in the future.
8. The fact that our service is delivered is supported only by the fact that the meeting is conducted. However, there are some limitations:
- You will not have an opportunity to cancel the meeting that you stated in your request (or that meet your target audience preference you indicated in your application). We call for your understanding – every contact you suggest will be worked out in detail, your refusal invalidates our efforts and the time we spent.
  - In the event you don't come to the meeting at the agreed time for any reason, our service will be deemed provided.  
If you need to change the time of the meeting during the Salon working days, please notify us in advance and we will try to arrange for a mutually agreeable change of time. In the event that a change of date or time cannot be mutually agreed upon, then a postponement of the meeting is impossible  
The same is applied if a company you have a meeting with, if their representative is late or cannot show up, we will immediately inform you. If a new time we suggest does not suit you, the meeting is cancelled.
9. If we organize less meetings than stated in your request, we will return your money that you paid for these meetings within 7 days after the MAKS is completed.

Please pay your attention, applications for the meetings are accepted till August 2<sup>nd</sup>, 2019.

The applications that are sent after will not be considered as it takes time to process them.

We are waiting for your applications for the arrangement of the business meetings and we wish you fruitful work!

**Make your participation in the MAKS 2019 as effective as possible!**