

# INTERNATIONAL SPECIALIZED EXHIBITIONS

March 18-20, 2025, Moscow, Crocus Expo,

Pavilion 2, hall 9



## PARTICIPANT'S GUIDEBOOK\*

\* Valid as of 01.01.2025

[www.chemicos.ru/en](http://www.chemicos.ru/en)

[www.beautychemicos.ru/en](http://www.beautychemicos.ru/en)

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## CONTACT DETAILS

Organizer of exhibitions

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Mayer Group of Companies

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### **EXHIBITION CENTER**

Crocus Expo

143402, Moscow region, Krasnogorsk district,  
city of Krasnogorsk,

16 Mezhdunarodnaya St., 16th km of MCAD

Tel./fax: +7 (495) 727-11-38

[www.crocus-expo.ru](http://www.crocus-expo.ru)

### **GENERAL CONSTRUCTION COMPANY**

of the Exhibition Center

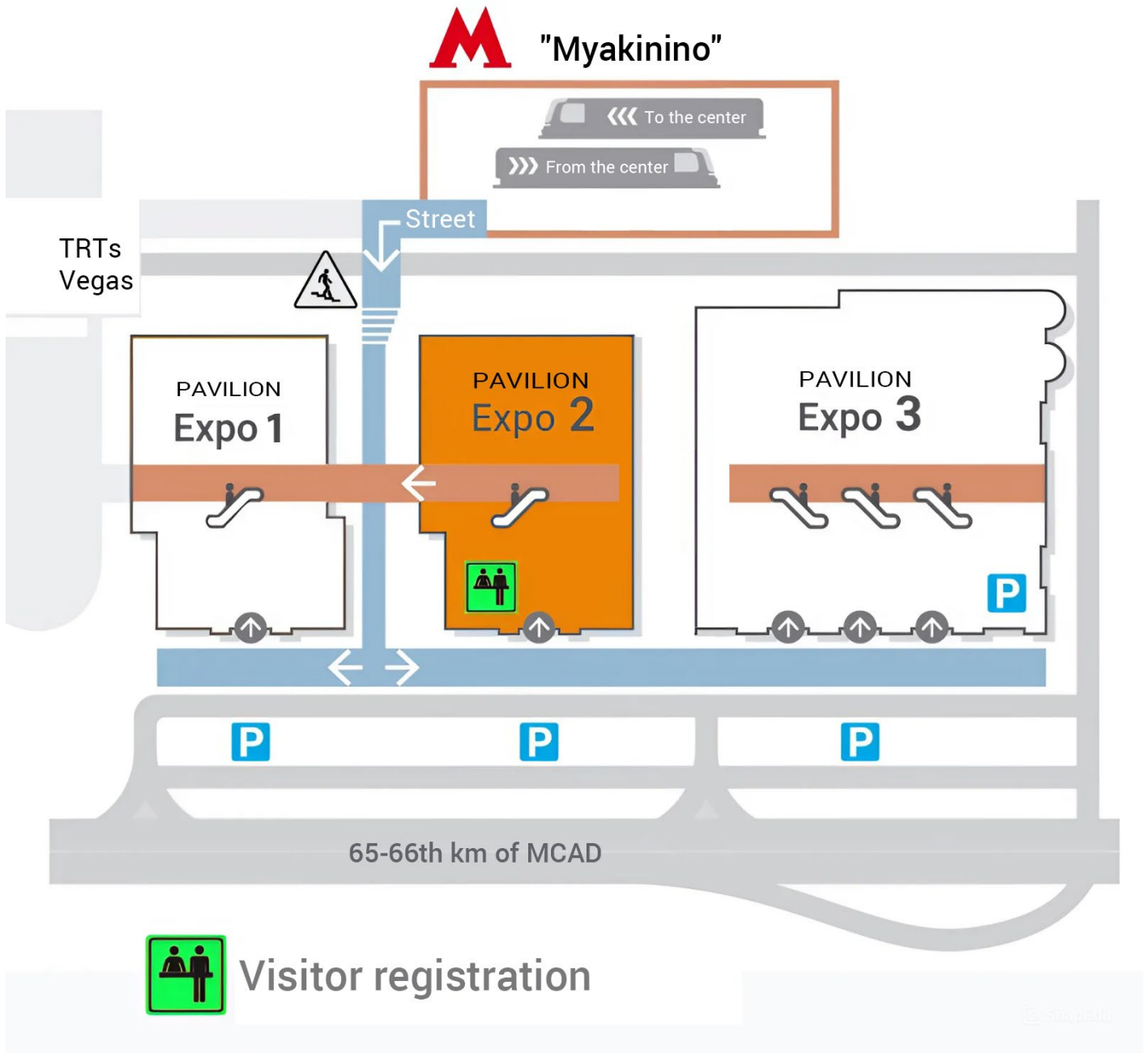
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# INFRASTRUCTURE of CROCUS EXPO INTERNATIONAL EXHIBITION CENTER



This Guidebook is mandatory for all participants and organizers of collective expositions (hereinafter referred to as the Exhibitors) and agents.

## 1. PARTICIPATION REGISTRATION

- 1.1. In order to register its participation in the exhibition, the Exhibitor shall send an application form to Mayer Expo Group LLC (hereinafter referred to as the Organizer).
- 1.2. The application in the form prescribed by the Organizer shall be submitted in one copy and signed by an authorized representative (head of the organization, a person acting on the basis of a power of attorney issued by the organization).
- 1.3. Rates of payment for the exhibition area use, the amount of the registration fee, the dates of installation, operation and dismantling of the exhibition, the deadline for accepting applications are determined for each exhibition by the Organizer and published in the official information materials of the Organizer (including electronic media). The information contained in the information materials is not final and may be changed by the Organizer.
- 1.4. After agreeing on all participation conditions, the Organizer and the Exhibitor shall conclude an agreement (contract) for participation in the exhibition. General Terms and Conditions of Participation with all annexes, amendments and additions are an integral part of the agreement.
- 1.5. The Exhibitor shall comply with the rules established in the Crocus Expo IEC and the General Construction Company BuildExpo LLC, which they are obliged to familiarize themselves with on the website [www.crocus-expo.ru](http://www.crocus-expo.ru)
  - 2025 Basic requirements for holding events in the Crocus Expo IEC  
[https://www.crocus-expo.ru/upload/all/2025/Основные\\_требования\\_МВЦ\\_Крокус\\_Экспо\\_23.12.2024.pdf](https://www.crocus-expo.ru/upload/all/2025/Основные_требования_МВЦ_Крокус_Экспо_23.12.2024.pdf)
  - Rules of access and stay on the territory of the Crocus Expo IEC and attendance of events held there  
[https://www.crocus-expo.ru/upload/all/2025/Правила\\_доступа\\_и\\_пребывания\\_на\\_территории\\_МВЦ\\_Крокус\\_Экспо\\_и\\_посещения\\_мероприятий\\_проводимых\\_в\\_нем\\_23.12.2024.pdf](https://www.crocus-expo.ru/upload/all/2025/Правила_доступа_и_пребывания_на_территории_МВЦ_Крокус_Экспо_и_посещения_мероприятий_проводимых_в_нем_23.12.2024.pdf)
    - Instructions on fire safety measures during the installation (dismantling) of expositions and events in pavilions  
[https://www.crocus-expo.ru/upload/all/2024/Инструкция\\_о\\_мерах\\_пожарной\\_безопасности\\_01.11.2024.pdf](https://www.crocus-expo.ru/upload/all/2024/Инструкция_о_мерах_пожарной_безопасности_01.11.2024.pdf)
    - Procedures for equipment and exhibits delivery to and removal from the Crocus Expo IEC territory  
[https://www.crocus-expo.ru/files/2025/ПОРЯДОК%20ВВОЗА%20И%20ВЫВОЗА%20ОБОРУДОВАНИЯ%20И%20ЭКСПОНАТОВ\\_23.12.2024.pdf](https://www.crocus-expo.ru/files/2025/ПОРЯДОК%20ВВОЗА%20И%20ВЫВОЗА%20ОБОРУДОВАНИЯ%20И%20ЭКСПОНАТОВ_23.12.2024.pdf)
    - Basic requirements of the General CONSTRUCTION COMPANY BuildExpo LLC for arranging exhibition events in the Crocus Expo IEC  
<https://www.buildexpo.ru/bexpo/>
- 1.6. Applications for additional services (electric power connection, stand cleaning, etc.) shall be submitted by the Exhibitor no later than one month before the start of the exhibition installation and be paid according to the Organizer's invoices.
- 1.7. The agreement (contract) for participation in the exhibition, as well as all annexes and additions shall be signed by authorized persons.
- 1.8. In order to promptly resolve issues related to the preparation and holding of the exhibition, the ORGANIZER and the Exhibitor may conclude an agreement and transfer other documents by e-mail exchange with obligatory subsequent exchange of the original documents.

## 2. REGISTRATION FEE

- 2.1. The Exhibitor shall pay the registration fee in the amount set by the Organizer for a specific exhibition. For the registration fee, the Organizer shall publish information about the exhibitor in the official exhibition catalog, the exhibition guide, ensures the Exhibitor's registration, provides with exhibitor badges and electronic invitation cards.
- 2.2. Upon refusal to participate in the exhibition, the registration fee shall not be returned.
- 2.3. The Organizer has the right to set the registration fee for the collective participant.

## 3. EXHIBITION SPACE

- 3.1. The exhibition space shall be provided to the Exhibitor for use during the installation, operation and dismantling of the exhibition in a condition suitable for the exhibition stand. Acceptance and delivery of the exhibition space shall be executed by bilateral acts signed by authorized representatives of the Organizer and the Exhibitor, certified by seals.
- 3.2. The exhibition space shall be provided to the Exhibitor in accordance with the agreement for participation in the exhibition for exclusive and standard building. The Exhibitor's order for installation and dismantling, display and other works equipping exhibition spaces with standard building shall be carried out by the General CONSTRUCTION COMPANY of the Crocus Expo IEC, BuildExpo LLC (hereinafter referred to as the "General CONSTRUCTION COMPANY"). The Organizer is ready to offer services for the design and installation (building) of exclusive exhibition stands.

- 3.3. The payment rate for the use of the exhibition space also includes:
- the cost of general electric lighting, heating, ventilation of the enclosed exhibition space (pavilion, hall);
  - the cost of general security of the exhibition center territory and the exhibition pavilion;
  - ensuring access control arrangements;
  - the cost of cleaning the general territory of the exhibition pavilion (hall), aisles and outdoor areas (cleaning of stands shall be carried out at the Exhibitor's expense and paid additionally);
  - the cost of removing garbage, package and small construction waste to specially designated places during the installation, operation and dismantling of the exhibition (disposal of large-sized construction waste and structures shall be paid additionally);
  - the cost of passes (badges) issued by the Organizer according to the lists submitted by the Exhibitor and in accordance with the standards of the Crocus Expo IEC, with the exception of passes for the Exhibitor's vehicles, which shall be additionally paid according to the Crocus Expo IEC's rates;
  - insurance of the Exhibitor's civil liability for the entire exhibition period for injury to life and health and/or damage to property of third parties, including the Organizer, exhibitors and visitors of the exhibition.
- 3.4. The space provided to the Exhibitor cannot be transferred on a paid or gratuitous basis to other companies without the Organizer's written consent.
- 3.5. The payment for the space use shall be credited to the Organizer's checking account within the time limits specified in the agreement for participation in the exhibition. The Exhibitor shall not be allowed to participate in the exhibition without full payment of the cost under the agreement, the Exhibitor shall not be reimbursed for losses.
- 3.6. If the exhibition space / stand is not occupied by the Exhibitor by 17.00 on March 17, 2025, the Agreement for participation in the exhibition shall be considered unilaterally terminated on the Exhibitor's initiative with payment of compensation to the Organizer in the amount of 100% (Part 3 of Art.310 of the Civil Code of the Russian Federation) and a fine of 10%. The Organizer has the right to withhold it from the amounts received from the Exhibitor. Losses shall not be reimbursed to the Exhibitor. The space shall be considered free, and the Organizer has the right to dispose of it at their discretion.
- 3.7. The Organizer shall not be responsible in any cases:
- for the loss or damage of exhibits and other tangible assets belonging to the Exhibitor, their agent or persons working for the Exhibitor or invited by them, as well as for any losses caused by fire, explosion, water and wind damage, lightning strike and other hazards;
  - for harm caused to persons working for the Exhibitor on any terms or invited by them, regardless of how this harm was caused.
- 3.8. The Exhibitor bears responsibility arising from participation in the exhibition, including responsibility for non-compliance with the rules of staying on the Crocus Expo IEC territory, safety, fire safety, as well as for violating public order and requirements established by the legislation of the Russian Federation, the IEC, the General CONSTRUCTION COMPANY and Organizer.

## 4. SERVICES AND THEIR PAYMENT

- 4.1. The Organizer may provide additional services upon the Exhibitor's orders and at their expense, a detailed list of which the Exhibitor can obtain from the Organizer. All orders for services shall be issued by additional applications to the agreement for participation in the exhibition. Services shall be provided subject to payment (receipt of funds to the Organizer's current account). When submitting an application for electrical, plumbing and other engineering works, the Exhibitor shall provide, for the Organizer's approval, plans-diagrams of exhibition stands with electric power equipment and lighting, reference data on technical characteristics for each unit of technological equipment of the Exhibitor (power supply voltage, maximum power consumption, compressed air consumption, water consumption, etc.), electrical equipment connection points to power supply sources, plumbing connection schemes).
- 4.2. In case of refusal of the paid services, the funds shall not be returned to the Exhibitor and shall be accepted by the Organizer as compensation for the unilateral refusal to fulfill obligations.
- 4.3. The Exhibitor shall deliver all equipment leased from the Organizer in good condition according to the certificate before the dismantling is completed. If there is no signed certificate on the equipment delivery to the Organizer's representative, the Exhibitor shall not allowed to remove property from the exhibition area.
- 4.4. Organizations authorized by the Crocus Expo IEC shall exclusively provide communication and audiovisual services at the exhibition complex at their own rates.
- 4.5. The Organizer shall also provide services for conducting business programs related to exhibitions (symposiums, conferences, seminars, presentations, etc.).

# Exhibition schedule:

<b>FRIDAY</b> March 14	<b>08:00 – 19:45</b>	Stand installation (space for exclusive stand) <sup>1,2,3</sup>
<b>SATURDAY</b> March 15	<b>08:00 – 19:45</b>	Stand installation (space for exclusive stand) <sup>1,2,3</sup>
<b>SUNDAY</b> March 16	<b>08:00 – 19:45</b>	Stand installation (space for exclusive stand) <sup>1,2,3</sup>
<b>MONDAY</b> March 17	<b>08:00 – 19:45</b> <b>14:00</b> <b>15:30</b> <b>16:00</b>	Stand installation and decoration The latest time when the participant shall arrive at their stand All equipment and exhibits shall be unpacked and containers shall be removed. All construction equipment, ladders and other tools of the CONSTRUCTION COMPANYs shall be taken to the assembly gate or removed to the stand. The garbage shall be disposed of. <b>Final cleaning of the aisles.</b> All stands (including the equipped space) shall be ready and removed, the aisles shall be vacated
<b>TUESDAY</b> March 18	<b>08:00 – 19:00</b> <b>10:00 – 18:00</b>	Working hours of pavilions <sup>4</sup> The exhibition is open to the public
<b>WEDNESDAY</b> March 19	<b>09:00 – 19:00</b> <b>10:00 – 18:00</b>	Working hours of pavilions <sup>4</sup> The exhibition is open to the public
<b>THURSDAY</b> March 20	<b>09:00 – 19:45</b> <b>10:00 – 16:00</b> <b>16:00 – 19:45</b> <b>18:00 – 19:45</b> <b>19:45</b>	Working hours of pavilions <sup>4</sup> The exhibition is open to the public Entry of <b>participants' vehicles</b> for exhibit export <sup>3</sup> Entry of <b>construction companies' vehicles</b> for exhibit export and dismantling <sup>3</sup> The equipped space shall be vacated <sup>3,5</sup>
<b>FRIDAY</b> March 21	<b>08:00 – 19:45</b>  <b>19:45</b>	Dismantling. Working hours of pavilions <sup>3</sup>  The pavilion shall be vacated and all stand equipment and structures shall be dismantled and removed <sup>5,6</sup>

1. You can find out about the possibility and cost of extending the installation/dismantling in the Technical Service Department, MAYER EXPO GROUP. The installation extension is issued at the Service Center of Pavilion 2 until 18:00. An extension on the last day of installation is possible only by agreement with the Organizer.

2. The terms of installation of large-sized and heavy equipment and exhibits shall be agreed in advance in the Technical Service Department, MAYER EXPO GROUP.

3. Access of vehicles to the loading and unloading zone until 19:30. Departure of vehicles from the loading and unloading zone before 20:00. The assembly gates in the halls close at 19:45. Access to the halls through the entrance groups until 19:45

4. Only exhibitors with badges of the exhibition's participants are allowed to enter the pavilion. It is forbidden to carry out installation work on stands, installation passes are invalid.

There will be visitors in the pavilion at 10:00.

5. All exhibits and equipment shall be removed. Otherwise, the exhibitor is further responsible for their safety (or the complete disposal of disposable structures).

6. All building materials, structures and bulky garbage shall be removed from the exhibition center territory or disposed of in dumpsters at the expense of the exhibitor or its CONSTRUCTION COMPANY. If necessary, CONSTRUCTION COMPANYs/exhibitors shall order garbage disposal services in advance through the service center. In case of violation of this rule, fines are imposed on the exhibition's participant / exhibitor or its Construction Company, in the amount established by the Crocus Expo IEC.

See Basic requirements for holding events in the Crocus Expo IEC **Website:** <https://www.crocus-expo.ru/docs/>

- ⚠ If the Exhibitor's representatives and/or its Construction Company are in the exhibition hall beyond the pavilion's opening hours, the Exhibitor pays a fine in the amount charged by the Crocus Expo IEC no later than 10 business days from the receipt date of the relevant request from the Organizer.



# Exhibition Center

## Address and driving directions

of CROCUS EXPO INTERNATIONAL EXHIBITION CENTER  
16 Mezhdunarodnaya St., 18, 20, 66-65th km of MCAD, city of Krasnogorsk, Krasnogorsk district, Moscow region, 143402.

See The Plan-diagram of the exhibition center in this Guidebook.

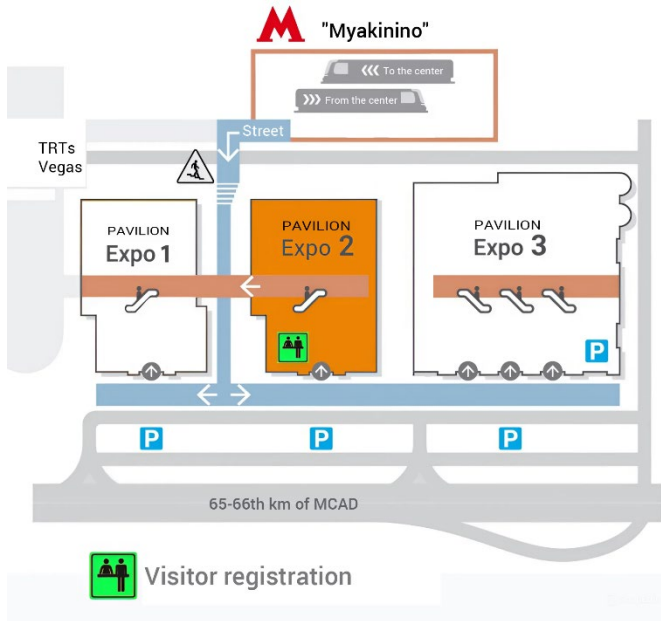
Travel by metro to the "Myakinino" station, exit to the Crocus Expo IEC pavilion.

Please note that the parking space near the exhibition center is limited.

Parking close to the entrances to the exhibition halls is provided with paid passes purchased in advance. See the "Parking passes" paragraph in the "General and additional services" for details.

When planning a route for traveling by car, see the diagram on the Crocus Expo IEC website

Web-site: [www.crocus-expo.ru](http://www.crocus-expo.ru)



## Technical specifications of pavilions

### Ceiling height in the pavilions

Pavilion	max/min height
Pavilion 2, floor 2.....	785 / 765 cm

If you want to specify the ceiling height in the pavilion at the location of your stand, please contact the Technical Service Department, MAYER EXPO GROUP.

The height of your stand shall not exceed the allowed one (see Requirement to design and decoration of exhibition stands).

### Pavilion floor load

Maximum possible floor load in the pavilions:

Pavilion 2, floor 2.....	750 kg per m <sup>2</sup>
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Floors of the pavilions may have a little slope or inequalities in some places. It is necessary to distribute the load evenly and avoid spot accumulation of heavy objects.

### Columns, hatches and utility lines

Columns, hatches, electrical cabinets and/or technical connection points for your or neighboring stands may be located within your exhibition space.

In this case, power cables and pipes with a diameter of up to 50 mm, as well as electrical cabinets and shields can be located in the aisles or within your stand **without additional approval**.

Please pay attention to this, including when planning decking and/or podiums at your stand.

For more information, please contact the Technical Service Department, MAYER EXPO GROUP.

## General Terms and Conditions of Exhibition Participation

The exhibition's organizer, participants, visitors, Construction Company, contractors and third parties operating on the Crocus Expo IEC territory are required to comply with the requirements:

"Basic requirements for holding events"

[https://www.crocus-expo.ru/upload/all/2025/Основные\\_требования\\_МБЦ\\_Крокус\\_Экспо\\_2\\_3.12.2024.pdf](https://www.crocus-expo.ru/upload/all/2025/Основные_требования_МБЦ_Крокус_Экспо_2_3.12.2024.pdf)

Rules of access and stay on the territory of the Crocus Expo IEC

[https://www.crocus-expo.ru/upload/all/2025/Правила\\_доступа\\_и\\_пробытия\\_на\\_территории\\_МБЦ\\_Крокус\\_Экспо\\_и\\_посещения\\_мероприятий\\_проводимых\\_в\\_нем\\_23.12.2024.pdf](https://www.crocus-expo.ru/upload/all/2025/Правила_доступа_и_пробытия_на_территории_МБЦ_Крокус_Экспо_и_посещения_мероприятий_проводимых_в_нем_23.12.2024.pdf)

INSTRUCTIONS ON FIRE SAFETY MEASURES

[https://www.crocus-expo.ru/upload/all/2024/Инструкция\\_о\\_мерах\\_пожарной\\_безопасности\\_01.11.2024.pdf](https://www.crocus-expo.ru/upload/all/2024/Инструкция_о_мерах_пожарной_безопасности_01.11.2024.pdf)

## Operation hours and area access

During the exhibition installation and dismantling, the pavilions are open from 08.00 to 19.45. During the exhibition days, the pavilion is open from 09.00 to 19.00 (from 08.00 on the first day of the exhibition). See the "Exhibition schedule" section for details.

The passes allow enter to the exhibition center halls.

### Exhibitors

The pass to the territory is an **exhibitor Badge** which entitles the company's personnel to enter the exhibition center during the installation/dismantling and operation of the exhibition.

Exhibitor badges shall be issued by the Organizer to the Exhibitor only if the Exhibitor has paid for all the services/works under the agreement.

Badges shall be provided to the Exhibitor at the rate of 1 badge per 3 square meters of display space occupied by the Exhibitor's stand.

Additional exhibitor badges can be purchased by submitting a preliminary application to supervisor. The cost of 1 badge is 1,000 rubles.

Exhibitor badges are valid for entry to the Crocus Expo IEC during the exhibition installation, operation and dismantling.

!!! The Exhibitor can obtain badges at the organizer's office after MARCH 1, 2025 from Monday to Friday from 10:00 to 17:00 at the following address: 10 Letnikovskaya St., bldg. 4, 3rd floor.

**Installation passes** (invalid during the exhibition) will be issued at the service center of Pavilion 2 to the Exhibitor's personnel involved in the installation, decoration and dismantling of your stand.

The passes are issued at the rate of **1 pass for every 5 m<sup>2</sup>** of stand area.

See the "Exhibition schedule" and "Registration for entry to the exhibition center" for more details.

## Cargo delivery and removal

A system of entry and exit passes is used for the goods delivery to and removal from the exhibition center territory.

⚠ Entry into the exhibition center territory and the use of the participant's own cranes and/or loaders are forbidden.

See the "Exhibits Delivery and Removal" and "Loading/unloading. Delivery. Customs" sections for details.

## Services for Exhibitors

### Business trip permits

You can mark your business trip permits at the Organizer's office at the exhibition.

### Medical service

In case of minor injuries, headaches, etc., you can contact the medical center in Hall 8 of Pavilion 2. (see the Plan-diagram of the exhibition center).

Tel. +7 985 410 8789

**Emergency call 112.**

## Service center of the Crocus Expo IEC

Paid computer, document printing, and photocopying services, etc.

## Wi-Fi

Find free WiFi hotspots in the lobby and food courts of the exhibition center.

## ATMs and currency exchange

The ATMs are in lobby 2. You can change currency in cash at the exchange offices located in the stores "Crocus City Mall", "Your house" or shopping mall "Vegas".

(see the Plan-diagram of the exhibition center)

## Cafes and restaurants

Food courts and cafes are located in all pavilions of the exhibition center, as well as in the Vegas shopping mall and Crocus City Mall.

## Health and safety

Crocus Expo has a Health and Safety Policy that is mandatory for all exhibitors/participants, Construction Company, contractors and others.

Exhibitors/participants, CONSTRUCTION COMPANYS and contractors shall take due care of other participants and visitors in terms of health and safety.

**⚠** All persons who are on the exhibition space during the installation and dismantling **shall use protective helmets** and other personal protective equipment necessary to perform specific work.

This requirement applies to all persons who are in the halls during the installation and dismantling.

## Fire safety rules

The Exhibitors/their CONSTRUCTION COMPANYs shall read and comply with the "Instructions on fire safety measures during the exposition installation (dismantling) and events in pavilions and outdoor areas of the Krasnogorsk branch of CROCUS EXPO of CROCUS JSC." [https://www.crocus-expo.ru/upload/all/2024/Инструкция\\_о\\_мерах\\_пожарной\\_безопасности\\_01.11.2024.pdf](https://www.crocus-expo.ru/upload/all/2024/Инструкция_о_мерах_пожарной_безопасности_01.11.2024.pdf)

The Exhibitor is responsible for violating the above-mentioned Instructions, including in case of violation by the Exhibitor's CONSTRUCTION COMPANY.

Smoking inside the pavilions is forbidden. Smoking areas are at the outdoor territory of the exhibition center.

It is forbidden to use open fire, pyrotechnic and smoke effects, storage and use of flammable substances and combustible compressed gases at the exhibition.

When exhibits with fire-fighting technical characteristics not compliant with the requirements of regulatory documents in the field of fire safety are placed on the stand, they should be treated with flame-retardant chemicals and the following documents should be brought with them when entering the exhibition center:

- a copy of the license (of the Ministry of Emergency Situations) of the organization carrying out flame retardant treatment;
- a copy of fire safety certificate of flame resistance;
- acts of flame-retardant treatment of combustible materials included in the exhibit

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## Use of technical means and special effects; animals at the exhibition

Animals are forbidden on the exhibition territory, with the exception of guide dogs accompanying disabled people.

The use of technical means and special effects at the exhibition is prohibited. Any exceptions shall be agreed upon with the Organizer in advance.

The use of aircraft (quadrocopters, etc.) and movement around the exhibition area using gyrocutters, scooters, monowheels, segways, and other means of transportation are forbidden.

When using a holographic fan (3D fan) on the stand, it is strictly forbidden to touch or insert foreign objects into the blades of the device when operating. Holographic fans shall be installed at a distance of at least 1.5 m or at a height of 2.5 m from visitors and at a distance of at least 0.2 m from any objects (If a protective acrylic box is used, the minimum distance is not taken into account).

**⚠** Advertising outside the exhibition stand is forbidden.

## Show programs and presentations held at the stand

The holding of lotteries, show programs, presentations and other events at the stand, related to the possible accumulation of visitors, shall be pre-agreed with the Organizer.

The events shall take place strictly within the exhibition stand. Noise level of more than 75 db is not allowed.

Upon receiving complaints, the Organizer has the right to turn off the noise source or, if this is impossible, the power supply at the stand.

**⚠** In case of repeated violation, they are turned off without additional warning.

## Coffee breaks, receptions, catering

Organizations for the provision of catering services shall be involved only by agreement with the Crocus Expo IEC.

You can get information from the Organizer. If you are planning catering at the stand, please inform your supervisor in advance.

## Cooking and tasting events at the stand

It is possible to hold cooking and tasting events at the stand only by agreement with the Organizer and subject to the following requirements:

1. only electric stoves, ovens, etc. are allowed to be used for cooking at the exhibition.
2. the stand should have a professional extractor hood using filters to neutralize unpleasant odors.
3. the use of open fire, the formation of smoke or pungent unpleasant odors are not allowed.
4. the participant shall comply with Fire Safety Rules. Any deviations from these Rules are allowed with the written permission of the personnel of the Crocus JSC UPO.
5. Tasting events shall be organized in compliance with sanitary standards. The Exhibitor shall ensure the disposal of garbage, as well as keep the stand and adjacent aisles clean.
6. In the event of complaints the Organizer has the right to suspend the cooking and tasting events.

## Space with standard construction.

The construction of the exhibition with standard stands is provided by the General Construction Company of the exhibition.

The stand is installed from lightweight aluminum structures and laminated panels of the Octanorm system. Each wall panel is 250 cm high and 100 cm wide (including the upper and lower slats) and has a face size of about 235 x 95 cm.

The equipment of the standard exhibition stand is not subject to approval/modification and depends only on the stand area.

Additional fasteners, electrical panels and equipment, the image of which is not included in the sketch design of the stand, can be used to stabilize the structure and power supply of the stand. If the Exhibitor needs to temporarily remove them (for example, to install large-sized exhibits), they shall agree this in advance with the technical department of the exhibition.

**⚠** It is forbidden to

- attach exhibits and design elements to the stand's structure, electrical equipment, lighting fixtures and other stand equipment;
- perform independent panel pasting;
- take out and remove the equipment transferred for temporary use;
- use adhesive tape and other gluing materials when decorating panels (stands) with information and advertising products;
- use staplers to fasten advertising and other materials;
- drill through stand structures;
- use chairs and other furniture as stepladders;
- make any electrical installation work not approved by the General CONSTRUCTION COMPANY (including installation of additional lighting, extension cords and surge protectors);
- flush down the sewage system of sinks in exhibition halls: food residues (including vegetables), polyethylene waste, construction waste, acids and other hazardous substances. In case of a blockage and up to its elimination, the General CONSTRUCTION COMPANY is allowed to turn off the water at the Participants' stands connected to the emergency (blocked) sewage section.

In this case the General CONSTRUCTION COMPANY and the Organizer:  
- are not responsible to the Exhibitor's Participant, whose stands are connected to the emergency sewage section, for the lack of water supply at their stands; no damages or penalties are reimbursed to them;  
- are considered to have fulfilled their obligations to connect water within the contractual obligations to the Exhibitors, whose stands are connected to the emergency sewage section, to connect the water supply in full.

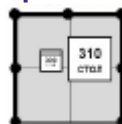
The wall panels and other structural elements of the stand shall be returned undamaged, without holes, chips, scratches, etc.

**⚠** The Exhibitor shall pay the market value of the damaged structures, stand elements and additional equipment on the basis of the relevant invoice from the Organizer no later than 10 days from the date of its receipt. When decorating walls with fabrics, banners, etc., all materials used shall have fire safety certificates. For detailed requirements, see the "Fire Safety Rules" section.

When ordering a utility room or an office with a locking door, as well as archive cabinets and display cases, keys and locks to them can be secured at the technical department of the exhibition.

## Standard stand configuration

### 4 sq.m. stand



1. Perimeter walls
2. Carpeting
3. Fascia, company name (9 characters)
4. Chair - 1 pcs.
5. Table - 1 pc.

### 1 kW

### 6-11 sq.m. stand



1. Perimeter walls
2. Carpeting
3. Fascia, company name (9 characters)
4. Chair - 3 pcs.
5. Table - 1 pc.
6. Spot light - 2 pcs.
7. Triple socket up to 1kW - 1 pc.
8. Trash bin 1 pc.
9. Wall hanger 1 pc.

### 1 kW

### 12-17 sq.m stand



1. Perimeter walls
2. Carpeting
3. Fascia, company name (9 characters)
4. Chair 4 pcs.
5. Table 1 pc.
6. Spot light 3 pcs.
7. Triple socket to 1kW - 1 pcs.
8. Trash bin 1 pc.
9. Wall hanger 1 pc.
10. Sliding door 1 pc.
11. Wall panel - 1 pc.

### 2 kW

### 18-24 sq.m. stand



1. Perimeter walls
2. Carpeting
3. Fascia, company name (9 characters)
4. Chair 4 pcs.
5. Table 1 pc.
6. Info-stand 1 pc.
7. Spot light 4 pcs.
8. Triple socket to 1kW - 1 pcs.
9. Trash bin 1 pc.
10. Wall hanger 1 pc.
11. Sliding door 1 pc.
12. Wall panel - 1 pc.

## Exclusive stand construction

To maximize the effect of participation, the Exhibitor's stand shall reflect their corporate identity, advantageously showcase products/services, be individual and have modern design solutions.

For its part, the Organizer is ready to offer services for the design and installation (construction) of exclusive exhibition stands with maximum economic benefit.

You can request detailed information on the stand construction from the technical director of the exhibition.

Lilia Yakuba

Tel.: (916) 676-74-89, E-mail: [lily@mayer.ru](mailto:lily@mayer.ru)

If an exclusive stand is installed by the Exhibitor, without involving the Organizer, **PLEASE** provide a copy of the Participant's Guidebook to the CONSTRUCTION COMPANY of your stand.

During planning and construction, it is necessary to comply with the Basic requirements for holding events in the Crocus Expo IEC and the BASIC REQUIREMENTS OF THE GENERAL CONSTRUCTION COMPANY BUILDEXPO LLC for arranging exhibition events in the Crocus Expo IEC (2025)

[https://www.crocus-expo.ru/upload/all/2025/Основные\\_требования\\_MБЛЦ\\_Крокус\\_Экспо\\_23.12.2024.pdf](https://www.crocus-expo.ru/upload/all/2025/Основные_требования_MБЛЦ_Крокус_Экспо_23.12.2024.pdf)

The exhibitors shall carry out installation and dismantling, engineering and decoration works or involve other CONSTRUCTION COMPANY's to carry out these works, only with the written permission of the General Construction Company, BuildExpo LLC.

**⚠** The construction of standard stands can be ordered exclusively through the Organizer.

**An exclusive stand** is a stand made of non-standard exhibition systems, elements and materials according to an individual project and containing special, non-replicable, creative and technological solutions.

**Mobile stands** include structures that do not exceed 3 m in length and are installed inside standard stands (press wall type structures, basic pop up models). Mobile stands do not include isoframe, expoframe, or upgraded pop-up versions. Designs that do not fall into this category are considered exclusive and are subject to accreditation.

**⚠** If, when designing/installing an exclusive stand, the Exhibitor /its CONSTRUCTION COMPANY uses furniture assembled from / using exhibition

structures (displays, information and bar counters, shelving, etc.), according to the rules of the IEC and the General Construction Company, the stand will be equated to the standard one. Stands violating this rule will NOT be approved and allowed to be constructed.

Such a stand will be installed only through the Organizer.

## Installation/dismantling

Before the installation, make sure that the stand is located in the appropriate place. In case of inaccurate arrangement of structures relative to the general marking, the Exhibitor shall dismantle and re-install the stand at their own expense.

⚠ In order to comply with the requirements of the Crocus Expo IEC, the Exhibitor shall **completely clear the aisles of the equipment for final cleaning by 15:30** on the last day of installation. All equipment shall be taken to the assembly gate or stowed away at the stand. **All garbage shall be disposed of after 15:30**. It is forbidden to throw garbage into the aisles. For violations of this requirement, the Exhibitor pays for the cleaning of the aisles of the relevant exhibition hall in double the amount according to the rates of the Service Directory of the Crocus Expo IEC.

The Exhibitor and/or the CONSTRUCTION COMPANY of the stand shall remove containers and remnants of construction and installation materials from the exhibition center, and remove packaging, small construction waste and garbage into containers **before 15:30** on the last day of installation.

⚠ Any construction and the entry of installers into the pavilions during the exhibition, including the opening day, is forbidden.

### It is forbidden:

- to clutter the aisles between the stands with containers and construction materials;
- to install building structures in areas where stationary electrical panels, process hatches, fire cabinets and other engineering equipment are located and block access to them during the exhibition;
- to import woodworking equipment and lumber and perform sawing, planing and other carpentry work related to the manufacture of structural parts of the exhibition stand;
- to carry out work related to the complete painting of the structure of the installed exhibition stand;
- to apply paint, varnish, glue or other hard-to-remove coating to floors, walls and columns of exhibition halls;
- to make various holes in floors, walls, columns;
- to suspend structures and advertising media to the ceiling structures of the exhibition pavilion;
- to run or drive over a carpet laid on the floor when transporting goods to exhibition stands;
- without the need to be in the installation area of the exhibition stand;
- to place and store materials, clothes, shoes, and other personal items outside the exhibition stand installation area;
- to use the stands of other CONSTRUCTION COMPANYS and furniture and equipment delivered to the exhibition participants for construction and installation, recreation and meals;
- to remove exhibition furniture and equipment outside the exhibition stand installation area;
- to rest construction structures and materials against the walls, columns, windows and doorways of the exhibition hall;
- to glue and place information signs on walls, glasses, columns, floor of the exhibition hall, fire cabinets and other elements of the hall interior; to damage floors in pavilions, asphalt concrete and paving stones of the open areas of the Crocus Expo IEC;
- to dismantle the stand by collapsing the structures of the stand to the floor and dropping individual elements of the booth to the floor from a height
- place or install within the stand or other zones any exhibition equipment and structures, furniture items/units, display cases, advertising banners and any other elements that are not part of the stand or zones and are not exhibits.

On March 21, **no later than 19.45, upon completion of the dismantling**, after removing the floor covering, the Exhibitor and /or its CONSTRUCTION COMPANY shall remove the tape from the floor of the pavilion (marking under its stand) and clear the exhibition hall of its

property, including garbage.

⚠ To remove large-sized construction garbage, the exhibitor and/or the CONSTRUCTION COMPANY shall order a container at their own expense.

⚠ The Exhibitor shall compensate for all losses related to damage to the pavilion structures, additional cleaning, garbage removal, late clearance of the exhibition hall, resulting from the actions / omissions of the Exhibitor and / or its sub-exhibitors and / or its CONSTRUCTION COMPANYS no later than 10 business days from the receipt date of the relevant Organizer's request. The compensation amount shall be determined by the Crocus Expo IEC.

The two-storey stand shall be equipped with fire alarm sensors (see appendix Fire Safety Rules). The two-storey stand construction shall have the strength characteristics corresponding to the safety standards and necessary certificates.

## Accreditation of individual construction

### To companies that carry out construction NOT through the ORGANIZER:

The Exhibitor shall agree upon the design project of the exclusive stand, indicating the overall dimensions, in the technical department of the exhibition by sending it by e-mail **no later than 1 month before the installation start**. The agreement period is 5 business days. The project is considered agreed upon if it has the appropriate mark of the Organizer on it.

⚠ Organizations that have signed an agreement with the General CONSTRUCTION COMPANY, BuildExpo LLC, are allowed to install the exclusive stand. Permission for installation and decoration is given based on the compliance control of the technical documentation of the stand (accreditation).

The list of necessary documents, the procedure for concluding the agreement, performing the work, and the requirements of the General CONSTRUCTION COMPANY are contained in <https://www.buildexpo.ru/bexpo/exhibitors/>.

You can get clarifications on the issues of execution and approval of documents from the managers of the Technical Department, BuildExpo.

Crocus Expo IEC, Pavilion 1, service entrance room No. 119

Tel.: +7 (495) 727 2671 E-mail: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)

Web-site: [www.buildexpo.ru](http://www.buildexpo.ru)

## Cleaning

The Exhibitor is forbidden to involve third-party companies to clean the floor covering of the exhibition stand and perform independent work using technical means for cleaning the floor covering. Any types of cleaning are paid by the Exhibitor additionally.

After the exhibition closes for visitors, the Exhibitors shall put out the trash bins filled with solid household waste in the aisles. Bins that are not displayed from the stands shall not be cleared. The time of removing bins from the aisles is determined by the Organizer and the Crocus Expo administration.

You can order an individual cleaning of the stand from the Organizer.

## Security

During the exhibition installation/dismantling, the pavilion is closed by security guards at 19:45.

During the exhibition, the pavilions are sealed by security guards at 19:00 and opened at 09:00 (on the first day of the exhibition – at 08:00).

Security guards employed by the Exhibitor are not allowed to enter the exhibition center at night.

In order to ensure the safety of exhibits and personal belongings, we recommend that an employee of your company be present at the stand during the exhibition from the opening to the closing of the halls by security guards (see Exhibition schedule).

All valuable exhibits, as well as laptops, mobile phones, personal belongings, etc., shall be under the constant supervision of your personnel.

⚠ The Organizer and the administration of the exhibition center are not responsible for the safety of the property of the Exhibitor / its personnel / visitors.



You can order an individual security of the stand from the Organizer.

## Parking passes

The parking space near the exhibition center is limited. The parking pass allows the Exhibitor to drive up and park the car in the designated parking areas located next to the entrances to the pavilions of the Crocus Expo IEC. A parking pass does not give the right to travel to the cargo gate (to the loading and unloading zone).

You can order a pass from the Organizer. You can obtain the ordered and paid parking passes from the Directorate (at the exhibition) from the first day of installation. The pass shall include a registration number of your car. The pass shall not be exchanged or returned.

The procedure for arrival of trucks for unloading/loading equipment and exhibits is described in the "Exhibits Delivery and Removal" section.

**⚠** It is not allowed to purchase parking passes for minibuses or to place a car for advertising.

## Power supply

The Organizer is not responsible for failures or damage to equipment and appliances due to power failures.

**⚠** It is forbidden to use household extension cords ("Pilots") to connect lighting equipment and household appliances. To agree upon the lighting equipment used on mobile stands and in displays, it is necessary to contact the technical department of BuildExpo LLC.

### For stands with exclusive construction

Power supply and consumption are **not included** in the price and shall be paid additionally.

It is possible to connect the installed electrical equipment at the stand only after a comprehensive measurement of the protection equipment operability and signing a Certificate of Delineation of Operational Responsibilities with an Authorized person of the Technical Operations Department, BuildExpo LLC.

**⚠** At the end of the business day, the Exhibitor shall turn off the lighting on the stand for fire safety. The General Construction Company has the right to disconnect the general power supply to the stand from the exhibition complex's networks if the lighting has not been turned off by the Exhibitor.

## Water supply and drainage

Connection to the water supply and a one-time water filling can be ordered from the Organizer.

**⚠** The Organizer provides plumbing connections only for standard equipment ordered from the Organizer. The Exhibitor's CONSTRUCTION COMPANY connects the hoses to the Exhibitor's equipment and service the connections during the exhibition.

Water is supplied to the stands only for the duration of the exhibition. The hoses leading to the equipment at your stand shall be covered with manways.

## Telecommunications

The order and Internet connection are made at the Organizer.

**⚠** In accordance with clause 26.1 of the Rules for Data Transmission Communication Services (approved by Decree of the Government of the Russian Federation dated January 23, 2006 No. 32), the Exhibitor shall provide personal data of persons using user (terminal) communication equipment.

The Organizer processes the submitted data maintaining their confidentiality and security in accordance with the applicable law. In case of failure to provide information, the communications provider has the right to suspend the provision of services.

You can order audio and video equipment for presentations from the Organizer.

**⚠** To import LCD and plasma panels, LED screens, projection installations, sound amplification, lighting and concert equipment into the exhibition center, it is necessary to obtain approval from the General CONSTRUCTION COMPANY on a fee basis.

If the above equipment is the Exhibitor's property, the import of the equipment will be agreed FREE of CHARGE, provided the following is sent three business days before the start of installation by e-mail [ingener@builandexpo.ru](mailto:ingener@builandexpo.ru)

- Unified consignment note TORG-12, or
- extract OS-6

In case of schedule overrun, the agreement is possible only on a paid basis.

You can get consultations on the approval of documents from the managers of the Technical Department of the General CONSTRUCTION COMPANY.

Tel.: +7 (495) 727 2671 E-mail: [ingener@builandexpo.ru](mailto:ingener@builandexpo.ru)

Web-site: [www.builandexpo.ru](http://www.builandexpo.ru)

## Artwork and full-colour printing

The Exhibitor can order the production and placement of logos, pasting of wall panels and other stand elements with colored film or full-color graphics for a fee.

**⚠** Independent pasting of stand elements is forbidden.

## Technical suspensions

**⚠** The placement of advertising and technical suspensions on the ceiling structures above your stand can only be ordered through the Organizer. The Exhibitor shall submit a request for approval to the Technical Department at least 1 month before the installation start.

**No all places at ceiling structures are available for suspensions.** In case of a changed suspension design or relocated stand on the exhibition plan, the re-approval is required.

**⚠** No advertising structures (banners, flags, etc.) may be placed on the floor, pavilion structures, walls, or other parts of the pavilion without the Organizer's permission.

The suspension order is accepted by the Organizer only after agreeing on the full package of technical documentation for suspensions.

For lifting and/or precise orientation of the suspended structure, you may need to order additional services - lifting mechanisms (winches) or additional suspension points (guy ropes).

Banners shall be provided with a fire safety certificate (see the Fire Safety Rules section).

When placing suspension structures using lighting and/or dynamic elements and laying electrical networks, it is necessary to take into account the rules for electrical work (see the Electrical requirements and Accreditation of individual construction sections).

## Late order. Deadlines. Payments.

An order sent less than 6 weeks before the start of the exhibition installation is subject to a 50% surcharge, and if ordered 2 weeks before the start of the exhibition installation, a 100% surcharge.

**⚠** Changes to the layout/filling/design/decoration of the standard stand are not accepted less than a week before the start of the exhibition installation.

During installation, if technically possible, the Organizer **can** accept the order and its cost is paid by the Exhibitors in double amount.

The Organizer starts the work/the provision of services only after the receipt of funds for their payment to its account.

## Loading/unloading. Delivery. Customs

### Local cargo

Loading and unloading operations are carried out in accordance with the Exhibition Schedule only in the loading and unloading zones.

The assembly gates are closed to visitors during the opening hours of the exhibition.

Vehicles can enter the loading and unloading zone using paid passes. Exhibits and equipment are delivered and removed according to the procedure described in the "Execution of documents for arrival at the exhibition" section.

**⚠** The provision of services for loading, unloading and processing of local cargo (i.e. cargo with the status of goods of the Customs Union) on the territory of the Exhibition Center falls within the exclusive competence of the Transport and Logistics Department of the Crocus Expo IEC.

Individual loading/unloading/transportation of cargo using lifting mechanisms, all types of lifting and transport equipment (cranes, manipulator cranes, stackers and other lifting mechanisms of any type) are forbidden.

Orders for loading and unloading operations (loading, storage of cargo and containers, delivery of exhibits to the stands) are accepted upon prior request of the Exhibitor no later than 10 business days before the installation start.

The Exhibitor can obtain the application form for loading/unloading services, as well as information on the cost of services and passes to the loading and unloading zone from the managers of the Transport and Logistics Department of the Crocus Expo IEC.

**⚠** Orders for loading and unloading operations received less than 10 business days before the installation start are paid at an increased rate.

Storage of containers/packages on the stand is not permitted due to fire safety rules.

**Tel.:** +7 (495) 727 2587 **E-mail:** [Trans@Crocus-Expo.ru](mailto:Trans@Crocus-Expo.ru)

## Customs cargo

To deliver international cargo (i.e. cargo that do not have the status of goods of the Customs Union) to the exhibition area, the Exhibitor can also use the services of official customs forwarders of the Crocus Expo IEC.

- Multimodal Logistics Operator LLC, Website: [www.adefa-expo.ru](http://www.adefa-expo.ru), Address: 16 Mezhdunarodnaya St., city of Krasnogorsk, Krasnogorsk district, Moscow region, 143401 (Crocus Expo IEC, Pavilion 1, office 210), Contact person: Anton Popov, Project Manager, tel.: +7 903 228 94 76, E-mail: [anton@adefa-expo.ru](mailto:anton@adefa-expo.ru);

- Global Event Logistics LLC, Website: [www.gelog.ru](http://www.gelog.ru), E-mail: [office@gelog.ru](mailto:office@gelog.ru), Address: 29 Dmitrovskoye Highway St., building 1, office 3, 127434, Moscow, tel.: +7 495 506 13 40, Contact persons: Evgeny Andreevich Mylnikov, Director General, tel.: +7 926 809 76 16, E-mail: [emylnikov@gelog.ru](mailto:emylnikov@gelog.ru), Olga Viktorovna Sergeantova, Commercial Director, tel.: +7 903 286 56 08, E-mail: [o.serzhantova@gelog.ru](mailto:o.serzhantova@gelog.ru);

- Hansa-Messe-Speed GmbH, Website: [www.hansa-messe-speed.com](http://www.hansa-messe-speed.com), Address: Konsumstr. 45 D-42285 Wuppertal Germany, tel.: +49 202 27158 21, fax: +49 202 27158 56, Contact persons: Jörg Kessenbrock, Director General, tel.: +49 202 27158 11, E-mail: [joerg.kessenbrock@hansa-messe-speed.de](mailto:joerg.kessenbrock@hansa-messe-speed.de), Zbigniew Pluta, Russia and CIS Area Manager, tel.: +49 202 27158 16, mobile: +49 171 32812 97, E-mail: [zbigniew.pluta@hansa-messe-speed.de](mailto:zbigniew.pluta@hansa-messe-speed.de), **Marc Wilhelmi, Project Manager**, tel.: +49 202 27158 38, mobile: +49 170 44044 02, **E-mail:** [marc.wilhelmi@hansa-messe-speed.de](mailto:marc.wilhelmi@hansa-messe-speed.de),

Moscow office (HMS Expo LLC), Website: [www.hms-expo.ru](http://www.hms-expo.ru), Address: 16 Mezhdunarodnaya St., city of Krasnogorsk, Krasnogorsk district, Moscow region, 143401 (Crocus Expo IEC, Pavilion 1, office 109), tel. +7 499 322 25 44, Contact persons: Anna Akimova, Director General, tel.: +7 916 530 48 75, E-mail: [anna.akimova@hms-expo.ru](mailto:anna.akimova@hms-expo.ru), Asya Magomedova, Commercial Director, tel.: +7 499 322 25 44, tel.: +7 916 815 02 30, E-mail: [assiya.magomedova@hms-expo.ru](mailto:assiya.magomedova@hms-expo.ru).

**⚠** If the Exhibitor engages other forwarders to deliver international cargo (exhibits) to the exhibition, it shall notify such forwarder of the need to contact one of the official customs forwarders of the Crocus Expo IEC.

## Execution of documents for arrival at the exhibition

### Registration for entry to the exhibition pavilion

Exhibitor **badges** are passes to the exhibition center territory.

**⚠** We would like to draw your attention that you can receive badges in our office from March 1 to March 14, 2025 from Monday to Friday 10.00-17.00 located at 10 Letnikovskaya St., building 4, 3rd floor, Moscow. Arrange in advance with your supervisor the time of badge receipt. On March 17 (the last day of installation), 2025, badges will be issued on the 3rd level in the lobby of Pavilion 2. Exhibitor badges are valid during the installation, exhibition and dismantling.

**Installation passes for CONSTRUCTION COMPANYS** are issued by the General CONSTRUCTION COMPANY BuildExpo LLC during the technical examination (accreditation). A representative of the CONSTRUCTION COMPANY company can receive passes at the Service Center of Pavilion 2 during the exhibition installation.

To receive installation **passes for the Exhibitor's employees**, it needs to

prepare 2 copies of a Letter for installation passes on its letterhead, indicating the exhibition name, place of work (pavilion, hall, stand) and a list of employees and submit it to the Service Center of Pavilion 2.

## Registration of exhibit delivery and removal

### Procedure for registration of letters for delivery/removal and rules of arrival

For the delivery of exhibits and equipment that do not pass customs clearance at the exhibition customs, the Exhibitor shall prepare 3 copies of a letter for the equipment and exhibit delivery and removal on its letterhead sealed and signed by the head. All copies shall be signed at:

- the Organizer's office at the exhibition, and
- the service center of Pavilion 2

**The letter for the equipment and exhibit delivery and removal** can be agreed upon in advance by e-mail with the Organizer, then at the Service Center of Pavilion 2.

1 copy of the letter is sent to the Service Center, the 2nd to the pavilion security officer upon arrival at the hall, the 3rd remains with the Exhibitor for the removal of equipment and exhibits.

A paid individual one-time pass is issued for admission to the Loading and unloading zone. The pass is issued for each vehicle and grants the right to independently load or unload from/onto the vehicle once a day during the exhibition installation and dismantling.

The Exhibitor can obtain information about the cost of passes to the Loading and unloading zone and the current conditions at the Service Center of Pavilion 2.

**Tel.:** +7 (495) 727-2587

**E-mail:** [Trans@Crocus-Expo.ru](mailto:Trans@Crocus-Expo.ru)

**⚠** During the exhibition, additional equipment can be delivered only from 09.00 to 10.00 (from 8:00 to 10.00 on the first day of the exhibition) and from 18.00 to 19.00. For additional delivery, it is necessary to issue letters according to the above procedure.

### The parking time (period) in the Loading and unloading zone is limited:

- for trucks - 3 hours; ▪ for cars - 2 hours. The excess of the parking period in the Loading and unloading zone is paid additionally. Every 30 minutes that starts is counted as an entire period.

**RATES** (for the period) as of January 2025:

- for cars - RUB 2,500,
- for trucks - RUB 4,000,
- car with trailer - RUB 4,000,
- period excess - up to 30 minutes - RUB 1,500. Every 30 minutes that starts is counted as an entire period.

**⚠** Immediately after unloading the exhibits and equipment, the transport shall leave the Crocus Expo IEC.

Overnight parking, washing and repairs on the Crocus Expo IEC territory are strictly forbidden.

Overnight parking at the territory is forbidden.

The removal of equipment and exhibits is allowed on March 20, 2025, after the exhibition closes for visitors.

For removal, it is necessary to re-sign your 3rd copy of the letter for the equipment and exhibit delivery and removal at the Service Center of Pavilion 2 on the removal day and present it to the guards at the exit.

**⚠** CONSTRUCTION COMPANYS' vehicles **are forbidden** to entry the Loading and unloading zone until 18:00 on the last day of the exhibition.

To clarify the allowed time and conditions of arrival and departure, please read the section "Exhibition schedule".

# Sample letters and documents

**LETTER FOR EQUIPMENT AND EXHIBIT DELIVERY AND REMOVAL** with a detailed description of the delivered equipment and materials is issued on the company's letterhead, signed and sealed by the head.

**Please note that letters containing the full text of the sample "Letters for equipment and exhibit delivery and removal" are accepted for approval!**

Subject to all necessary approvals (seals) you can send a letter in advance to the Service Center Department by e-mail to obtain a delivery/removal permit, as well as a pass to the Loading and unloading zone.

Service Center Department:

[Service@Crocus-Expo.ru](mailto:Service@Crocus-Expo.ru)

## LETTER FOR EQUIPMENT AND EXHIBIT DELIVERY AND REMOVAL

Letter No. \_\_\_\_\_

To be filled in by  
the Service Center Department employee

Customer	Name of the company customer (or full name of the customer-individual) under the agreement. Companies that have contractual relations with Crocus Expo, the General CONSTRUCTION COMPANY of the Exhibition Center, BuildExpo LLC, or the Organizer of the Event can execute a "Letter for equipment and exhibit delivery and removal".		
Customer category	Specify: Organizer, CONSTRUCTION COMPANY, Exhibitor		
Company delivering and removing equipment and exhibits	Specify if it is not the customer		
Event			
Date			
Venue	Pavilion	Hall	Stand

## LIST OF EQUIPMENT AND EXHIBITS

	Name of the delivered equipment or exhibit (for equipment, specify the serial number)	Quantity
1.		
2.		
3.		
4.		
5.		
6.		

Hereby I confirm that:

- all delivered equipment, exhibits and other tangible assets have been agreed (if necessary) with the General CONSTRUCTION COMPANY of the Exhibition Center, BuildExpo LLC, the Crocus Expo Technical Operations Service and the Crocus Expo Fire Safety Department and do not include anything prohibited for delivery into the territory of the Crocus Expo IEC in accordance with the rules in force at the Exhibition Center;
- the company's employees are responsible for the safety of delivered property during the General period of the Event, the transfer of passes to the Loading and unloading zone to third parties;
- the company's employees involved in the work read the "Basic requirements for holding events in the Crocus Expo IEC", "Basic requirements of the General CONSTRUCTION COMPANY BuildExpo LLC for arranging exhibition events in the Crocus Expo IEC", "Instructions on fire safety measures during the exposition installation (dismantling) and events in pavilions and outdoor areas of the Krasnogorsk branch of the Crocus Expo IEC", "Procedures for equipment and exhibits delivery to and removal from the Crocus Expo IEC territory", and "Rules of access and stay on the territory of the Crocus Expo IEC and attendance of events held there".

Full name \_\_\_\_\_ Date \_\_\_\_\_  
Position \_\_\_\_\_ Signature \_\_\_\_\_

L.S.

Contacts of the person responsible for work at the Exhibition space:

Full name \_\_\_\_\_ Telephone: \_\_\_\_\_

**\* FOR REPRESENTATIVES OF INSTALLERS AND ADJUSTERS OF EXHIBITION EQUIPMENT**

**LETTER FOR INSTALLATION PASSES** is issued on the company's letterhead with the head's signature and seal.



Representatives of the Organizer and the Exhibitors of the Event enter the Exhibition space during the General period of the Event using Event passes made by the Organizer.

Representatives of CONSTRUCTION COMPANYs enter the Exhibition space during the Event installation and dismantling using passes issued by the General CONSTRUCTION COMPANY on the basis of submitted lists of the established sample.

To receive installation passes, it is necessary to present the agreed Letter for delivery/removal along with the Letter for installation passes. If nothing is delivered, then the Letter to installation passes shall have the Organizer's mark (confirming the approval).

**The passes are issued at the rate of 1 pass for every 5 m<sup>2</sup> of stand area.**

Subject to all necessary approvals (seals) you can send a letter in advance to the Service Center Department by e-mail to prepare a required number of passes.

Service Center Department:

[Service@Crocus-Expo.ru](mailto:Service@Crocus-Expo.ru)

**LETTER FOR INSTALLATION PASSES**

Customer	Name of the company customer / full name of the customer-individual under the agreement.			
Event				
Date				
Venue	Pavilion	Hall	Stand	Metre

**LIST OF EMPLOYEES**

Full name of the employee	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Full name

Date

Position

Signature

L.S.

Contacts of the person responsible for work at the Exhibition space:

Full name

Date