



**EXPO  
ELECTRONICA**

25<sup>th</sup> International exhibition  
of electronic components,  
modules and systems

**11–13 April 2023**

Crocus Expo, Moscow, Russia

**Entry procedure  
to Crocus Expo**



**EURASIAN  
EXHIBITIONS FZ-LLC**

[expoelectonica.ru](http://expoelectonica.ru)



## BEFORE THE EVENT

### WHAT WE AND THE VENUE WILL BE DOING



You and your staff should not attend the event if you are experiencing any COVID-19 symptoms



ITE and the venue are conducting a thorough and enhanced cleaning regime of all facilities and public areas prior to the opening and during the event



As an exhibitor, it is your responsibility to create a safe and secure environment at your stand throughout the duration of the event



For event catering areas, contactless cash-free payments are preferred



Please check the event website for up to date information regarding the protocols in place at the event. Check your government's guidelines on travelling overseas before entering the country



Social distancing in the cloakroom and other venue facilities is enforced with supporting signage



## PLEASE DO THE FOLLOWING PRIOR TO BUILDUP



Pay all issued invoices



Check whether you have ordered construction of the stand (for unequipped space)



Purchase pass for the Loading and Unloading zone (please see p. 8)



Check whether you have booked electrical supply and 24/7 sockets (as required) (Form T2.1)



Check whether you have ordered compressed air supply (as required) (Form T2.1)



Prepare Goods in/out letter (3 copies per vehicle – 1 required on site)



Issue a letter for obtaining work passes (1 copy required on site)



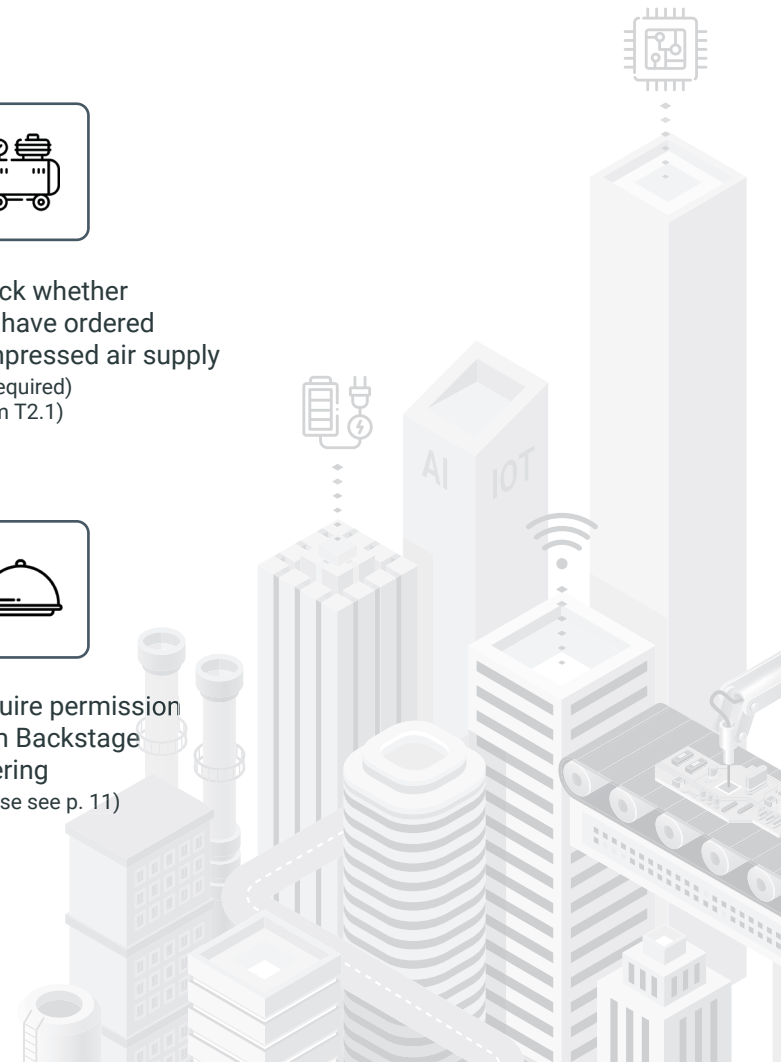
Check whether you have ordered loading and unloading services at CrocusExpo (as required)  
All applications shall be submitted at least 21 days prior to stand buildup. In case of late submission, additional charges will apply.



Obtain accreditation for audio and video equipment from BuildExpo (please see p. 10)



Acquire permission from Backstage catering (please see p. 11)



## PLEASE APPROVE THE FOLLOWING WITH THE ORGANISER PRIOR TO BUILDUP



Program performed at the stand (if any)  
Approval request shall  
be submitted to your Customer  
Success Manager



Double decker stand (if any)  
Approval request shall be submitted  
to your Technical Services  
Manager



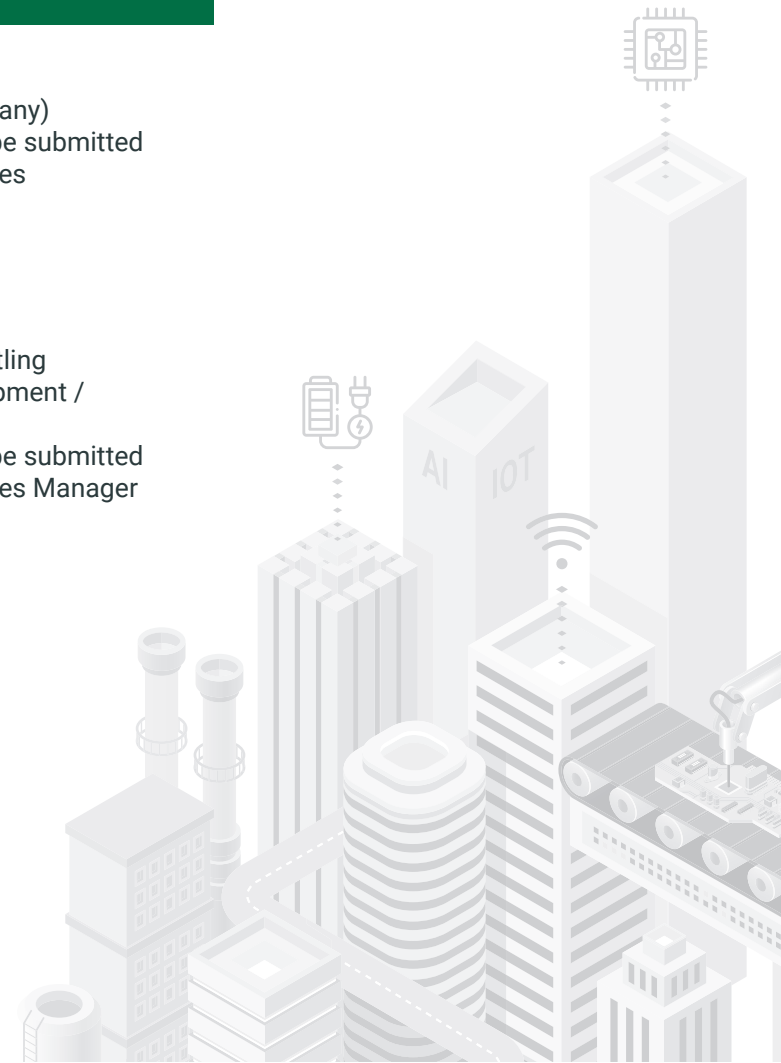
Demonstration of the equipment  
in operation (if any)  
Please send your approval request  
to Oleg Anatolievich Ilin: [Oleg.Ilin@ite.group](mailto:Oleg.Ilin@ite.group)



Installation and dismantling  
of large and heavy equipment /  
exhibits (if any)  
Approval request shall be submitted  
to your Technical Services Manager



Stand design project  
(for unequipped space)  
Approval request shall be submitted  
to your Technical Services Manager



# ENTRY PROCEDURE

## I HAVE MANY ITEMS WHICH EXCEED THE SIZE OF A HAND LUGGAGE

Large-sized items are allowed to the exhibition at Crocus Expo only through the Loading and Unloading zone. You can enter this area only by car using a paid passage.

- **Exhibitor's Badge** (you may obtain at the lobby of 3 Pavilion on 26-28<sup>th</sup> of March 09:00 till 18:00)\*
- **Goods in/out letter**- filled in 3 copies, certified, and issued on a company's letterhead (if there are 2 vehicles, 6 applications are required; in case of 3 vehicles, 9 applications are to be filled etc.)\*\*
- **Loading and Unloading Zone Pass**
- **Passport** (all exhibitors are required to have their ID documents with them)

\*\*All applications are submitted at the time of admission, no need to send them in advance!

## WHAT TO DO

- Please obtain the **Exhibitor's Badge**
- Please **visit the Organiser's office**, Hall 15, Pavilion 3, H3017 Booth, put «Exhibitor» stamp on all applications for exhibits move-in and out, if you have booked the Loading and Unloading Zone Pass, please collect the pass
- Return to the **Service Center in the lobby to put a stamp «Move-in Permitted»** - 1<sup>st</sup> copy of application shall be left at the ServiceCenter, 2<sup>nd</sup> copy is for the driver, 3<sup>rd</sup> copy is kept with you in order to move your exhibits out after the exhibition is over (please put a stamp «Move-out Permitted» at the Service Center on the departure date).

\*Exact dates and locations of badge issuance will be shown in the information letter, which you will receive 2 weeks prior to the event

## I HAVE ONLY HAND LUGGAGE WITH ME

Hand luggage (small trolley bags, 55\*40\*25 cm, light-weight bags) may be carried through the main entrance

- **Exhibitor's Badge** (you may obtain at the lobby of 3 Pavilion on 26-28<sup>th</sup> of March 09:00 till 18:00)\*
- **Passport** (all exhibitors are required to have their ID documents with them)

## WHAT TO DO

In order to enter the pavilion, please scan your badge at the turngate. Turngates are out of order during stand setup and dismantling. Please show your badge to the security at the entrance.



Parking for passenger vehicles in front of the Crocus Expo is free of charge (if a car does not have any advertising stickers)



Your driver will be able to enter the Loading and Unloading zone based on the certified goods in/out letter and Loading and Unloading Zone Pass



No night parking, truck parking (for more than 24 hours), car wash or repairs are allowed at the Crocus Expo International Exhibition Center

# DEPARTURE PROCEDURE

## UNEQUIPPED SPACE

Exhibitors that booked an unequipped space may depart from the stand at 16:00 on the last day of the event.

To move exhibits out, please do the following:

- **Visit the Service Center** in the lobby of your pavilion, put a stamp «Move-out Permitted» on the 3<sup>rd</sup> copy of the Goods in/out letter.
- **Please submit this copy of the application** to the driver, make sure the driver has the Loading and Unloading Zone Pass certified with «Exhibitor» stamp; if the driver is to enter the pavilion, he/she shall have the work pass.

!Large and heavy equipment shall be moved out according to the pre-approved schedule.

## IMPORTANT! PLEASE COMMUNICATE THIS TO YOUR CONTRACTORS!

- On the last day of dismantling, the pavilion must be vacated from exhibits, construction and waste.
- Dismantling stands by tilting structures and dropping individual elements of the stand on the floor from a height is strictly prohibited!
- If you have booked a waste container, it can only be placed on the following day after the exhibition end date.
- Upon finishing dismantling and having removed the floor covering, the exhibitor and/or contractor must remove adhesive tape from the pavilion floor and put it in waste containers.

## EQUIPPED SPACE

Exhibitors that booked an equipped space may depart from the stand at 16:00 on the last day of the event, the space shall be cleared by 19:45.

Please remember to return keys for doors and display windows, coffeemachines, as well as other equipment provided for a deposit.

All panels shall be cleared of any traces of stickers and scotch tape.

To move exhibits out, please do the following:

- **Visit the Service Center** in the lobby of your pavilion, put a stamp «Move-out Permitted» on the 3<sup>rd</sup> copy of the Move-in/Move-out Application
- **Please submit this copy of the application** to the driver, make sure the driver has the Loading and Unloading Zone Pass certified with «Exhibitor» stamp; if the driver is to enter the pavilion, he/she shall have the work pass.



On the last day of the Exhibition, only Exhibitor's vehicles are permitted to enter the Loading and Unloading Zone after 16:00 (the Pass shall have the «Exhibitor» stamp). Stand constructor's vehicles may enter the area only after 18:00

**Please make sure you do not leave your personal belongings unattended during the dismantling!**

# WHAT ELSE MAY BE REQUIRED?



*On headed company paper* *in a single copy*

Service Centre Crocus Expo IEC  
Exhibition \_\_\_\_\_

\_\_\_\_\_ (name of company)  
 \_\_\_\_\_ (address, telephone, e-mail)  
 \_\_\_\_\_ (number of pavilion, hall and stand)

For setting up the exhibition equipment and exhibits of \_\_\_\_\_ (stand area, m<sup>2</sup>)  
 please provide us with passes for admission of personnel

No	Full name	Passport number

Responsible for Health & Safety on the stand \_\_\_\_\_ (name, mobile)

Responsible for Fire safety on the stand \_\_\_\_\_ (name, mobile)

Person in charge: \_\_\_\_\_ (signature) / \_\_\_\_\_ (name) /

Place stamp here



*On headed company paper* *in three copies*

Service Centre Crocus Expo IEC  
Exhibition \_\_\_\_\_

\_\_\_\_\_ (name of company)  
 \_\_\_\_\_ (address, telephone, e-mail)  
 \_\_\_\_\_ (number of pavilion, hall and stand)

For decoration of exhibition Stands you are kindly requested to allow entry (with subsequent removal) of the following equipment and exhibits\*:

No.	Description of equipment	Quantity	Notice**

Responsible for Health & Safety on the stand \_\_\_\_\_ (name, mobile)

Responsible for Fire safety on the stand \_\_\_\_\_ (name, mobile)

Person in charge: \_\_\_\_\_ (signature) / \_\_\_\_\_ (name) /

Place stamp here

**Blank drafts** of Move-in-Move-out Applications and Work Passes (issued on your company's letterhead, duly signed and stamped) in case the installation will require additional labour force or you will need to move something in.

**Vehicle Certificate of Registration** (when purchasing the Loading and Unloading Zone Pass, the type of a vehicle will be specified based on the Vehicle Registration Certificate)

If you wish to move in additional items during the Exhibition, Assembly gates will be opened from 08:00 to 10:00 and from 18:00 to 19:00 on the first day, and from 09:00 to 10:00 and from 18:00 to 19:00 on the second and all other days of the Exhibition.


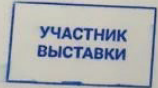


## LIFT-ON / LIFT-OFF AREA PASS

### THE LOADING AND UNLOADING ZONE IS AROUND THE PERIMETER OF THE PAVILIONS

- Loading and Unloading Zone Pass is **available through** the Organiser (ITE) and/or Crocus Expo.
- Information about the vehicle (license plate) may be filled in at entrance. **There is no need to provide information about the vehicle and the driver** (neither to ITE, nor to Crocus Expo offices).
- **The type of the pass** depends on the vehicle type (passenger car, passenger car with a trailer, truck), which is specified based on the type shown in the **Vehicle Certificate of Registration**.
- **No need to show information about the driver!**
- **Any exchange of the** Loading and Unloading Zone Pass can be done (for a vehicle of the same type) on the next day by the manager of the Transport and Logistics Department in the Service Center of your pavilion. The Pass is a final sale. The quickest way is to purchase the pass at the Service Center in the lobby right before the vehicle enters the Loading and Unloading Zone Area.

**Important! If the driver is to take part in the loading/unloading process, he/she shall be supplied with the Exhibitor's Badge or Work Pass!**

VALID THROUGHOUT THE BUILDUP AND DISMANTLING PERIOD. THE PASS SHALL BARE THE «EXHIBITOR» STAMP EXAMPLE OF A PASS - MINING WORLD RUSSIA 2019

<b>Пропуск</b>		6802
В зону погрузо-разгрузочных работ*		 0779297384253
<small>* Незаполненный пропуск является недействительным.</small>		
Выставка	Горное оборудование/MiningWorld Russia-2019	
Павильон	1	Зал 1, 2, 3
Данные транспортного средства		Период действия пропуска
Тип	Грузовой	начало 19.04.19
Марка		окончание 26.04.19
Номер		Per.№Д/ 117736/10 04.04.19
	Время нахождения в зоне погрузо-разгрузочных работ:	
	Легковой транспорт	1 час
	Легковой транспорт с прицепом	2 часа
	Грузовой транспорт	2 часа
За каждые начавшиеся 30 минут превышения нормативного периода взимается дополнительная плата в размере 1 000 руб.		
Нахождение грузовых автотранспортных средств на территории торгового-выставочного комплекса «Крокус Сити» более одних суток не допускается.		
		



## HOW TO OBTAIN A WORK PASS?

- On a company's letterhead, prepare and certify a letter for obtaining work passes, which shall contain names of all persons involved in buildup process, as well as their passport information.
- Submit the letter to the Service Center in your pavilion. Based on the application, the Crocus Expo employee will issue Work passes. In order to enter the pavilion, all persons enlisted in the letter for obtaining work passes shall have ID documents with them! If one has already obtained the Exhibitor's Badge, no WorkPass is required.

\* Constructors shall obtain Work Passes on their own through BuildExpo!

**Important! It is strictly prohibited to enter the pavilion using Work Pass during the Exhibition! If the driver is to take part in the loading/unloading process, he/she shall be supplied with the Exhibitor's Badge or Work Pass. No Power of Attorney is required to collect the said documents in the Organiser's office!\*\* To clarify the procedure for collection of documents related to services provided within Crocus Expo, please call:**

Pavilion 1: +7(495) 727-2626

Pavilion 2: +7(495)727-1138

Pavilion 3: +7(495) 727-2524



## WHAT EXHIBITS REQUIRE ADDITIONAL APPROVAL FROM CROCUS EXPO?



LCD/Plasma screens with over 28



Projection equipment



Sound amplification sets with power over 150W



Video-walls (ORION, LED screens etc.)



Light sources (incl. mobile lighting constructions and display windows)

- To approve audio and video equipment, please provide a list of the equipment to be moved in or an application to BuildExpo, which shall be accompanied by TORG-12 delivery notice or OS-6 accounting form.
  - If you have no such forms, approval process will be performed in return for a fee. To get a paid approval, please provide your company's bank details along with the equipment list in order to be issued an invoice.
  - To approve lighting equipment to be used on mobile stands and display windows, please address Technical Service Department at BuildExpo.
- \*At the time of admission, please stamp documents confirming approval in the BuildExpo office located at the back of Pavilion 1.

For more detailed information about the approval process, please [click here](#).  
For more detailed information about approval for constructors, please address: BuildExpo,

Tel.: + 7 (495) 727 26 71  
E-mail: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)



## WHAT EXHIBITS REQUIRE ADDITIONAL APPROVAL FROM CROCUS EXPO?



The exclusive rights to provide commercial catering services at Crocus Expo have been assigned to catering company Backstage. This includes all types of catering from coffee breaks to gala dinners. Any other company wishing to provide commercial catering services at Crocus Expo must acquire permission from Backstage Catering by Crocus Group in advance.

**To get approval, please contact Backstage representatives:**

**Tel.: +7 916585 5955**

**E-mail: [info@backstagecatering.ru](mailto:info@backstagecatering.ru)**

**Web-site: [backstagecatering.ru](http://backstagecatering.ru)**

**IMPORTANT!**

**Please print out the approval and bring it with you to the Exhibition!**



## HOW TO BRING INTERNATIONAL CARGO TO THE STAND?



To deliver international cargo (i.e. cargo not qualified as Customs Union cargo) to the Exhibition, please use the services provided by official customs freight forwarders of Crocus Expo IEC or an officially recommended freight forwarder BTG Expo GmbH.

If you use services of any other freight forwarders to deliver your cargo to the Russian Federation, your freight forwarders shall contact one of the official customs freight forwarders of Crocus Expo in order to deliver your goods to the exhibition center.

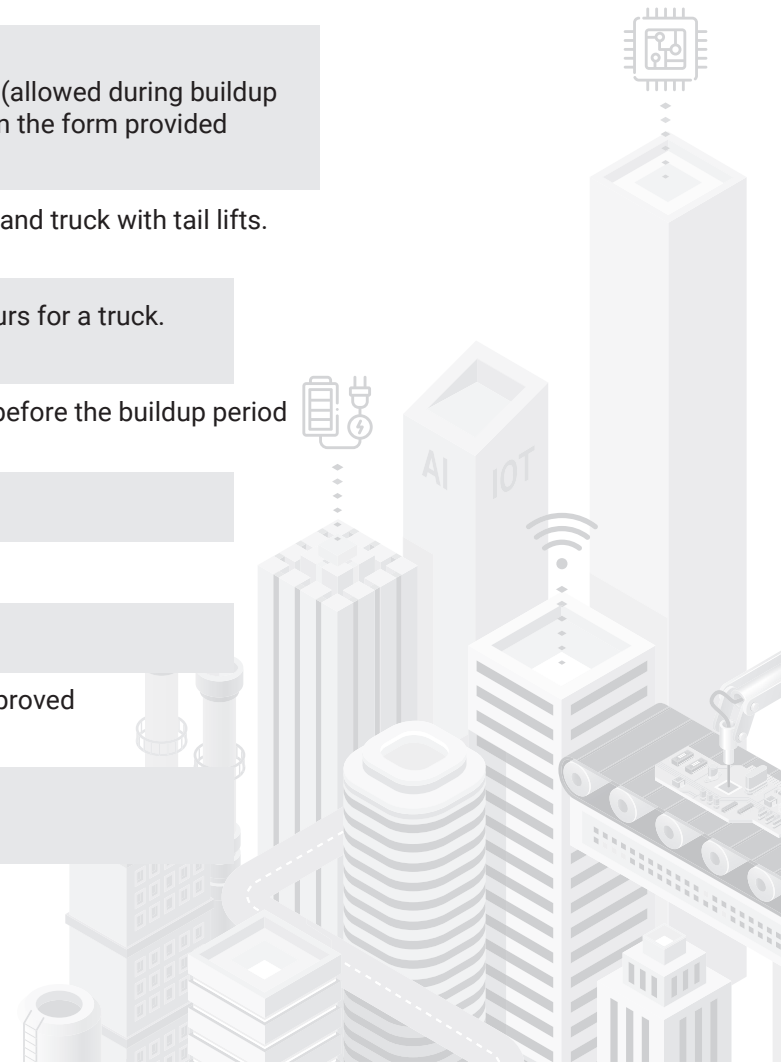
**BTG Expo GmbH**  
**Eric Awater**  
Tel. +49 69 408987 102; Mob.: +49 151 52640472  
eric.awater@btg-expo.com

**Official freight forwarders and customs  
representatives of Crocus Expo**  
<http://www.crocus-expo.ru/services/expeditors.php>



## PLEASE DO THE FOLLOWING PRIOR TO BUILDUP

- You cannot clean your stand **using technical means** (e.g. vacuum cleaners, Kaercher, etc.) during the Exhibition (allowed during buildup period only), as well as use services of third-party companies for cleaning. To order cleaning services, please fill in the form provided by ITE or go to the Service Center
- You **cannot use your own cranes and/or loading devices**: you may only use your own wheeled cart, pallet jacks, and truck with tail lifts. You may book a wheeled cart at the Service Center if needed
- You shall **not stay in the Loading and Unloading zone** longer than permitted: 1 hour per passenger car and 2 hours for a truck. If the time is not sufficient, please drive out and then drive in again to restart the timer
- You are **not allowed to setup/dismantle your stand during the Exhibition**. All installation work shall be finished before the buildup period end date. Setup of lighting equipment, power sockets, and stickers at the stand is also an installation!
- You may **not use lighting equipment** not approved by BuildExpo
- You may **not use audio and video equipment** not approved by BuildExpo
- It is **not allowed to use catering** services not approved by Backstage
- It is **forbidden to create noise** over 75 dB. Any event attracting huge amount of people to your stand shall be approved by the Organiser
- You shall **not use aerial devices** (e.g. quadrocopters), as well as scooters, monowheels, segways, hoverboards, and other vehicles within the exhibition area
- You may **not hand out promo materials without a promoter badge** and use technical means (e.g. robots) for marketing and advertisement purposes outside the rented space





**EXPO  
ELECTRONICA**

**Let us know  
if you have  
any questions**

Send an email  
to [Dubai.CS@ite.group](mailto:Dubai.CS@ite.group)  
to get in touch with our  
Customer Success Team



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[expoelectronica.ru](http://expoelectronica.ru)

