EXHIBITOR MANUAL

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Dear Exhibitors,

Welcome for the event!

ITE Group, as the organizer of this event, will make every effort to ensure your stand is presented as effectively as possible. Please contact us with any issues that arise during your preparation for the exhibition.

This Exhibitor Manual contains important information and order forms for technical services and additional equipment.

ITE Group is constantly striving to improve the service it offers exhibitors. We are offering several types of Standard Premium – good value stands of original design, with a choice of decorative elements.

To ensure your stand is unique and fully consistent with the image of your company, we also offer custom build stands.

You can find sketches of Standard Plus and Premium booths in the order forms for technical services.
Several of the forms included in this Manual must be completed by you and returned to the exhibition organizer **no later than the specified deadline**. These are included:

- For equipped stands (**Standard Plus and Premium**) – Form T for technical services, the plan of the stand, T2.1 and T3
- For space only sites - Form T for technical services and Form T2.1

The remaining forms must be filled out by you, if necessary, but the orders made on them must be confirmed in Form T.

ITE Group, has launched a new online service for ordering technical services for your stand. TechStore is an online portal where you will be able to order all the technical services you may need in the format of a familiar online store. You will receive the registration data for entering the portal to your e-mail (or ask your technical manager).
Website of the online portal: https://techstore.ite.group

If you want to cancel an order, you should send us (at least 1 month before the exhibition) an official letter signed and stamped by your company director. Otherwise, the order will be processed, and an invoice issued to you must be paid.

Please pay special attention to the fire safety rules. These rules apply to all exhibitors. The local fire safety authorities ensure compliance with these rules.

We recommend you follow our deadlines and procedures for submitting forms, as late orders are subject to surcharges in accordance with the Exhibition Centre's rules.

If you have any problems while filling out the forms, please do not hesitate to contact us. Our address, phone numbers and email addresses can be found in the «Contact us» page on the Exhibition's site.

We look forward to seeing you at the exhibition.

With best regards,

ITE Group Operations Department

Exhibition Timetable:
MosBuild 2025

FRIDAY 28 March	**08:00 – 19:45**	Stands set-up (Indoor space only stands) [1,2,3]
SATURDAY 29 March	**08:00 – 19:45**	Stands set-up (Indoor space only stands) [1,2,3]
SUNDAY 30 March	**08:00 – 19:45**	Stands set-up (Indoor space only stands) [1,2,3]
MONDAY 31 March	**08:00 – 19:45** **14:00** **15:30** **16:00**	Installation and decoration of booths (**including equipped stands**) [1,2,3] Latest Time at which exhibitors can arrive at their stands All exhibition goods must have been delivered and unpacked and the containers removed. All construction equipment, ladders and other tools of developers should be taken to the installation gate or removed to the stand. Garbage must be disposed of. **Finishing cleaning** All stands must be ready and cleaned (including equipped stands)
TUESDAY 01 April	**08:00 – 19:00** **10:00 – 18:00**	Working hours of pavilions [4] Exhibition open for visitors
WEDNESDAY 02 April	**09:00 – 19:00** **10:00 – 18:00**	Working hours of pavilions [4] Exhibition open for visitors
WEDNESDAY 03 April	**09:00 – 19:00** **10:00 – 18:00**	Working hours of pavilions [4] Exhibition open for visitors
FRIDAY 04 April	**09:00 – 19:45** **10:00 – 16:00** **16:00 – 19:45** **19:45**	Working hours of pavilions Exhibition open for visitors **Only participant's** vehicle entry for dismantling[3] **Builder's** vehicle entry for dismantling is **PROHIBITED** Equipped stands must be vacated [5]
SATURDAY 05 April	**08:00 – 19:45** **08:00 – 19:45**	**Builder's** vehicle entry for dismantling[3] Dismantling. Working hours of pavilions[3]
SUNDAY 06 April	**08:00 – 16:00** **16:00**	Dismantling. Working hours of pavilions [6] **Final cleaning.** Pavilion must be vacated, equipment and stands must be dismantled and moved out [5]

1 Please contact ITE Group Technical Service Dept. for availability and prices for extra set-up/dismantling hours. Extension of working hours is ordered in Service Centre of the pavilion before 18.00. Extension of working hours on the last day of the set-up period must be agreed with the Organiser.

2 The deadlines for setting up large and heavy equipment must be agreed in advance with ITE Group Technical Service Dept.
The Organiser reserves the right to suspend the construction works at certain stands to organize the delivery of large-scale exhibits according to the Timetable.

3 Vehicle access to the loading and unloading zone until 19:30. Vehicles leave the loading and unloading zone until 20:00. Assembly gates in the halls are closed at 19:45. Access to the halls through the entrance groups until 19:45

4 Only exhibitors with exhibitor badges will be permitted entry to the pavilions. Set-up at stands is not permitted and work passes are not valid.
At 10.00 the exhibition is open for visitors. Please make sure that you stand is ready.

5 All exhibitor materials and structures must be removed from the venue. Otherwise, the exhibitor will bear responsibility for their safety (or fully recycle disposable structures). Except for large-sized exhibits according to the move-out schedule

6 All building materials, construction and bulky waste must be removed from the exhibition centre by the exhibitor or builder. If necessary, stand builders / exhibitors must pre-order containers for disposal. In case of violation of this rule the exhibitor or builder will be fined.

See the appendix General terms of participating in exhibitions at IEC Crocus Expo. **Web-site:** https://eng.crocus-expo.ru/docs/

Exhibition Centre

Address

International Exhibition Centre “Crocus Expo”, 16, 18, 20 Mezhdunarodnaya street Krasnogorsk 143402 Moscow Region, Russian Federation

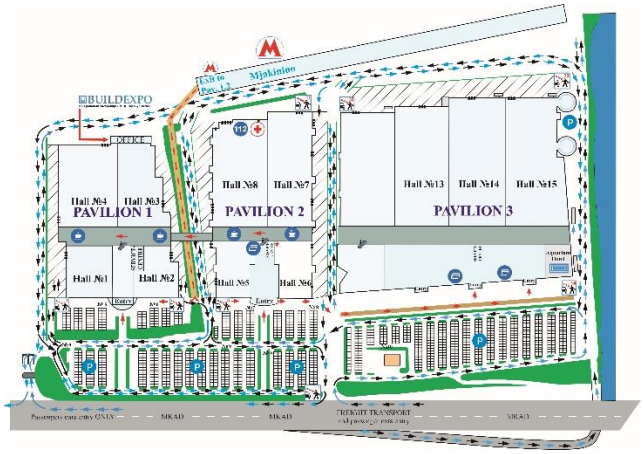
See the layout of the exhibition centre in this Manual.

There is a thoroughfare from Myakinino metro station to Crocus Expo. Parking in the streets around the exhibition centre is limited.

Parking near the entrances of Exhibition Centre is possible only with a pass, which must be purchased in advance. For more information, please see Parking passes in the General and additional services section.

When planning your journey by car to Crocus Expo, please refer to the online map.

http://eng.crocus-expo.ru/contacts/



Pavilions specifications

Ceiling heights in Pavilions

Pavilion	**max. / min. height**
Pavilion **1**	900 / 410 cm (hall 1 и 2)
Pavilion **2,** floor **1**	795 / 400 cm (hall 8)
Pavilion **2**, floor **2**	785 / 765 cm
Pavilion **3,** floor **1**	950 cm
Pavilion **3**, floor **2**	850 cm

Please contact ITE Group Technical Service Department if you are unsure which height applies to your location.

The height of the stand must not exceed that permitted (please see ITE Group requirements for stand projects and design).

Floor Loading

The maximum permitted loads on the pavilion floor are:

Pavilion **1**..... 20 000 kg per м^2
Pavilion **2,** floor **1**..... 20 000 kg per м^2
Pavilion **2**, floor **2**.....750 kg per м^2
Pavilion **3,** floor **1**..... 2 500 kg per м^2
Pavilion **3**, floor **2**.....750 kg per м^2

The pavilion floors may have small deviations or irregularities in certain areas. Point loading is not allowed; stress must always be distributed.

Columns, hatch, and/or utility connection points

Columns, pillars, fire points and/or utility connection points for your or other stands can be located within your stand area.

In this case, power cables and pipes with a diameter of 50mm, as well as electrical cabinets and breaker boxes can be placed in aisles or your stand area **without additional consent**.

Please consider the possibility when planning to cover the area with a podium or floor tiles.

For additional information please contact ITE Group Technical Service Department.

Terms of participating in exhibitions

Organisers, exhibitors, visitors, builders, contractors, and any other third party operating at Crocus Expo are obliged to comply with the requirements of the General terms of participation in exhibitions held at Crocus Expo.

Please read the text of the general terms of participating at Crocus Expo

Web-site: https://eng.crocus-expo.ru/
https://eng.crocus-expo.ru/services/
https://eng.crocus-expo.ru/docs/

Opening hours and access to the venue

The pavilion usually is open 08:00-19:45 during set-up and dismantling, and 09:00-19:00 on the days of the exhibition (from 8:00 only on the exhibition opening day).

For more details see Exhibition Timetable.

Entrance to the exhibition halls is carried out with a pass.

Exhibitors

Exhibitor badges allow exhibitors and their staff access to the pavilions during the set-up/dismantling period and during the exhibition.

Stand builders

Work passes (not valid during the exhibition) will be issued by the Service Centre of your pavilion to all staff engaged during set-up and dismantling.

For more details see section Opening hours and access to the venue

Delivery / Removal goods

For importing and exporting goods to and from the exhibition complex a permit system is used.

⚠.. Exhibitors must not bring or use their own cranes and/or loading devices at Crocus Expo.

For more details see sections Opening hours and access to the venue, Delivery / Removal goods and Freight, delivery and customs.

Services for exhibitors

Business Trip Certificates

Business trip certificates can be signed in the Service Centre or Organiser’s office on-site.

First Aid

There is a small medical cabinet for minor problems in pavilion 2 hall 8 (please see the Exhibition Centre layout).

Tel. +7 (985) 410 8789

In case of a medical emergency, dial 112.

Service Centre

It provides paid services using a computer, printing and photocopying services, international phone, etc.

Wi-Fi

You can use Wi-Fi free in foyers and food courts of the Exhibition Centre (access may not be possible everywhere).

Bureau de Change and ATMs

There are cash machines in the lobbies of the 2 and 3 pavilions. You can exchange foreign currency in the bank located in the lobby of pavilion 3 or at exchange points in the shops “Crocus City Mall”, “Tvoi Dom” and “Vegas”. (please see Exhibition Centre layout)

Restaurants/Cafes

There is a restaurant and a food court in every exhibition pavilion.

General requirements for stand project and participation in the exhibition

ITE GROUP REQUIREMENTS FOR STAND PROJECTS AND DESIGN

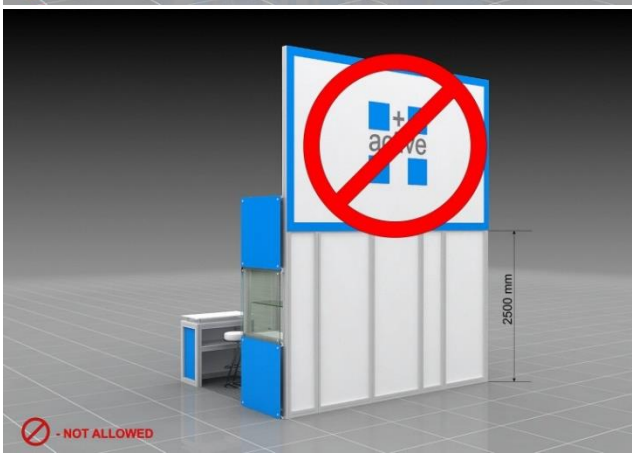
1. Each stand must be completed with a floor covering (e.g., carpet) and rear and side walls of a minimum height of 250 cm.
2. Construction may exceed a height of 250 cm, but only with permission in writing from ITE Group, on receipt of the proposed stand design, prior to the exhibition (example of minimum package - 3 views are given below). Maximum height of one-storey stand stand should be no more than 5 metres (and 6 metres for two-storey stand) if there are no height restrictions at a particular location in the pavilion.
3. No part of the stand structure (including spotlights, flags, and decor elements) may extend beyond the boundaries of the site allocated including vertical perspective of the stand, exception can be made for light-weight spotlights installed at a minimum height – 4 m from floor.

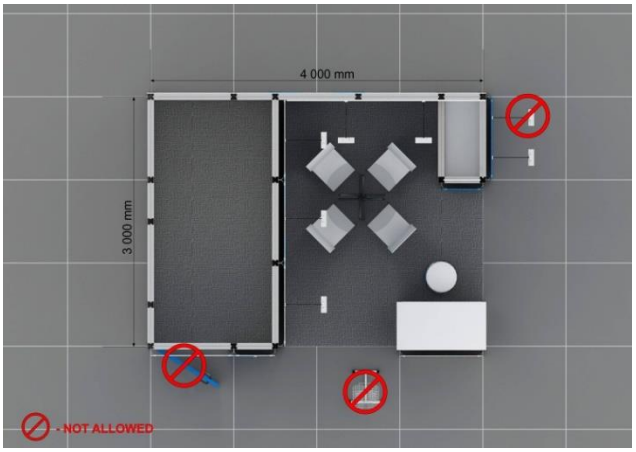
4. The open sides of the stand according to the space application form and general floor plan of the exhibition shall not be closed by the exhibitor without permission in writing from ITE Group.
5. Please note that company names, logos and graphics are <u>not</u> permitted on the reverse side of your wall overlooking neighbouring stands. The reverse side of your wall/s visible from aisles and if it overlaps the height of those on neighbouring stands (2.5 m shell scheme) must be of neat appearance (only white colour accepted).
6. To ensure the safety of visitors to the exhibition, storerooms, offices, and other premises with doors at your stand and which open directly to the aisles between stands must be equipped either with sliding doors or doors which open to the inside.
7. The stand must be equipped with general light switcher that should be placed directly on the outer wall nearby the passageway. Leaving the pavilion at the end of the working day exhibitor or builder should make sure the lighting on the stand is switched off.
8. Stand design should not block access to any fire, electricity or emergency exits points.
9. There is a surcharge on the space occupied by double decker stands. Double decker stands must be booked and paid through the space application form. Construction of double decker stands will only be permitted after payment of the surcharge.

In case of violation of the requirements specified in the permit, the Organizer reserves the right to suspend the stand set up

10. It is prohibited to use chipboard as a load-bearing frame of the stand structure, except for non-standard sizes, considered on an individual basis.

NOT ALLOWED





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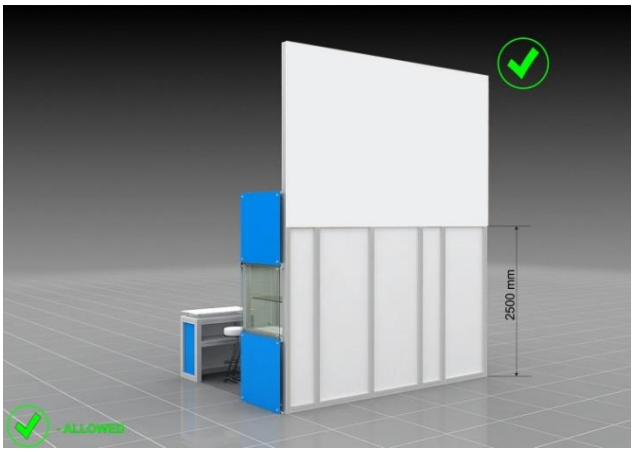

Safety requirements for the design and construction of double-decker stands.

1. **Requirements for supporting structures of two-storey exhibition stands:**

- The podium under the stand must withstand a load of at least 500 kg/m². The parts of the podium supporting the load of the load-bearing structure of the two-storey stand must be able to withstand a load of at least 2500 kg/m².
- Podium elements bearing the load from the load-bearing structure of the two-storey stand must be able to withstand a load of at least 2,500 kg/m²;
- The load-bearing structure of the two-storey stand and the floor slab of the second floor must withstand a load of at least 400 kg/m²;
- It is prohibited to use scaffolding and stage trusses as a supporting structure of two-storey stands

2. **Requirements for exhibition stand fencing and railings:**

- open spans of the second floor must be equipped with guardrails.
- Second floor walls with storefront glazing, as well as walls where lightweight infills are used, must be equipped with guardrails.
- second floor fencing structures and staircase railings must be at least 1100 mm high from the second-floor level and prevent various objects from falling.
- second floor envelopes and stair railings must be able to withstand a lateral load of at least 100 kg/m.
- second floor enclosures should be equipped with a floor barrier to prevent the risk of objects rolling and falling onto the first floor.
- the construction of fences should not allow standing, climbing and scrambling on the fences, i.e. have a solid filling (shields) or posts (bars) located strictly vertically with no more than 100 mm between the posts.

3. **Requirements for ladders and stairs:**

- The main ladder of the stand can only be a marching type, the use of a spiral ladder is allowed only as an auxiliary ladder.
- The ladder structure must be able to withstand a load of at least 500 kg/m²
- The width of the ladder should be at least 900 mm; the angle of inclination of the ladder should be no more than 38°
- The depth and height of the steps should be the same throughout the whole ladder
- The design of the ladder should include a handrail on both sides of the ladder.
- The depth of the steps should be between 250 and 350 mm.
- The height of the steps should be between 150 and 210 mm.
- The design of the staircase should provide for the presence of sub step.
- If the area of the second floor is more than 100 m² and (or) the second floor can accommodate more than 50 people, there must be two ladders (it is allowed to install one ladder with a width of at least 2 000 mm.).
- It is forbidden to install doors or other elements of the stand construction that prevent people from free descent

Requirements ITE Group for the placement of screens and video walls

1. Screen elements shall have reliable attachment (metal frame).
2. If no frame is provided, the screen should be installed in a niche.
3. The screen shall be fixed in the niche along the perimeter with metal angles and screws.
4. There should be no apertures between the fixing elements and the niche plane.
5. The upper edge of the screen can be not installed in the niche if the structure holds the screen reliably. The weight of the structure should exceed the screen weight.
6. For screens exceeding 3 m in width or height, the niche shall have a vertical beam (every 3 running meters minimum).
7. The beam shall be strong enough to secure the screen from falling down. When a timber beam is used, its section should be 50x75 mm minimum.
8. The screen should be securely attached to the beam with slings or belts.
9. When screens are mounted on hangers, they shall have independent points for attachment to ceiling beams.

Health and safety

ITE Group applies the HSE policy mandatory for all exhibitors, builders, contractors, and other persons.

All persons on the exhibition area during the set-up and dismantling period shall wear safety helmets and other personal protective equipment required for specific types of work.

This requirement applies to all persons staying in the halls during installation and dismantling of the event.

Exhibitors and their stand contractors have a duty of care to other exhibitors, visitors and public.

Insurance against risks

Exhibitors shall provide third party civil liability insurance to the extent stipulated by their exhibitor contracts.

In case of an insured event, the insurer shall be notified thereof as soon as possible.

Exhibitors shall also notify the Organiser about the insured event as well as request information and documents that can be forwarded to the insurer for the purpose of insurance case intiation consideration.

The Organiser shall cooperate with the Exhibitor concerned and insurer during the insurance case investigation and provide them all with any necessary information and documents upon reasonable request.

Exhibitors are recommended to arrange additional insurance (for example, insurance against injury, loss of capacity for work of the Exhibitor's representatives at the exhibition, damage to showpieces and other property used as a part of participation or loss thereof).

Fire safety rules

Exhibitors are advised to pay particular attention to the to "Instruction of fire safety measures during set-up (dismantling) of exposition and events that take place in pavilions and open areas of Crocus Expo IEC.

(https://eng.crocus-expo.ru/docs/)

These instructions are to be adhered to when designing and constructing, decorating (with fabric, panels etc.) and setting up your stand. Please pass on a copy of Fire safety regulations to your stand builder.

Smoking in the pavilions is prohibited. Smoking areas are provided in outdoor areas at the Exhibition Centre.

Using open fires, pyrotechnics, and smoke effects, or storing and using flammable substances and combustible pressurized gases are prohibited.

All exhibits, models or samples being presented at the exhibition that do not comply with fire safety regulation documents (wooden houses, gazebos, etc.), must be treated with a fire-retardant substance and the following documents must be presented when importing the items into Exhibition Centre:

• A copy of the license (from the Ministry of Emergency Situations) of the organization engaged in the fire-retardant treatment

• A copy of the materials' certificate for flame retardancy

• A certificate confirming the flame-retardant treatment

Any deviations from these rules must be accompanied by the written permission of the Fire Department of Crocus JSC.

If the fire certificates are not in Russian, exhibitors also need to provide a translation of the document/s into Russian.

Dmitry Bogachuk
bogachuk@crocus-expo.ru
Tel.: +7 916 547 0451

Installing and presenting exhibits

The pavilion floors may have small deviations or irregularities in certain areas. Please bear this in mind when installing exhibits.

Please note that the weight of your exhibits must not exceed the maximum load on the pavilion floor (see Technical specifications of the pavilion).

Times for installing and dismantling oversized and heavy exhibits must be agreed **in advance**.

For more details, please contact ITE Group Technical Service Department.

If the equipment you are presenting is loud, has a specific odour or light effects that may cause complaints from other exhibitors and/or visitors, you must obtain **permission** in advance and agree on a **presentation schedule** with the organisers.

All equipment parts, including extendable parts, must be kept within the space of your rented stand.

The exhibitor is obliged to install protective fencing, screens etc. to ensure the safety of exhibitors and visitors when presenting the exhibit.

If you planned to demonstrate the equipment in action at the stand, please inform the Organizer **in advance**.

Oleg Ilin
E-mail: Oleg.Ilin@ite.group
Тел.+7 (495) 799 55 85

Disposal processes for waste created when demonstrating equipment must be arranged with the organiser in advance. Please note that the exhibition centre does not provide disposal facilities for liquid waste.

Please, see ITE Group requirements to the equipment set up and demonstration on the next page.

ITE Group requirements to the equipment set up and demonstration

1. All the equipment parts including extendable parts during its demonstration must be kept within the space of your rented stand.

2. The exhibitor is obliged to install protective fencing, screens etc. to ensure the safety of exhibitors and visitors when presenting the exhibit.

3. All the equipment parts that have open sharp, stabbing, cutting surfaces (whether they move or not) must be covered with appropriate protective casing (covers, pads, etc.) to prevent injury to exhibitors and visitors.

4. Demonstration of equipment in action is permitted only by a trained operator controlling the specified equipment. It is forbidden to leave working equipment at the stand without supervision of the machine operator.

5. To ensure the safety of visitors equipment exhibited in action shall be placed at a distance of at least 1.0 m from the stand borders. If you plan to demonstrate the equipment in action, you must inform the Organizer in advance.

In case of violation of the requirements specified in the permit, the Organizer reserves the right to suspend the demonstration of equipment

Non-standard operational practices / Animals

Animals are prohibited at the Exhibition Centre, except for guide dogs.
Using any technical special effects or unauthorised activities are prohibited. Any exceptions should be agreed with the Organiser in advance.
No flying vehicles (quadcopters etc.) or gyroscooters, scooters, electric unicycles, Segways etc. are allowed at the fairground.
When using a holographic fan (3d fan) on the stand, it is strictly forbidden to touch and insert foreign objects into the blades of the device while the fan is running. Holographic fans must be installed at a minimum distance of 1.5 m or at a height of 2.5 m from visitors and at a minimum distance of 0.2 m from any objects (If a protective acrylic box is used, then the minimum distance is not considered).
⚠ Any advertising activity outside the rented space is prohibited

Show-programs and presentations at the stand

Holding lotteries, shows, presentations and other events designed to draw a crowd to your stand, must be agreed with the organisers in advance.

Events must take place within the space of your rented stand.

Noise levels above 75 dB are not permitted.

We ask you to respect other exhibitors and their guests. In the event of complaints from other exhibitors, the organisers reserve the right to turn off the noise source, or where it is not possible, to turn off the electricity to the stand in accordance with the Act, signed by both a representative of ITE Group and the exhibitor, which exists in 2 copies.

⚠ Repeat violations of the rules will lead to closure of the stand without warning.

Coffee breaks, drinks receptions, catering

The involvement of organizations for catering services is allowed only in agreement with Crocus Expo IEC.
You can get this approval only through the organiser.
If you are planning catering at the stand, please inform the organiser about it In advance.

E-mail: catering1@ite.group

The catering services include: developing of menu, calculating the optimal number of dishes and drinks, selecting serving and decorative elements of tables, selection of personnel, controlling the banquet service. If you are interested in this service, please fill out a special form and send it to the organiser via email.

Angelina Timofeeva
E-mail: Angelina.Timofeeva@ite.group

Cooking and organizing tastings at the booth.

Cooking and organization of tastings at the stand is possible only upon coordinating with the Organizer and in compliance with the following requirements:

1. Only electric stoves, ovens, etc. may be used for cooking at the exhibition.
2. The booth should be equipped with a professional exhaust hood using filters to neutralize unpleasant odors.
3. Open flames, smoke or strong unpleasant odors must not be used.
4. The participant is obliged to comply with the Fire Safety Rules. Any deviations from these Rules are allowed with the written permission of the Fire Department of Crocus Expo.
5. Tastings must be organized in compliance with sanitary norms. The Exhibitor shall ensure the disposal of garbage and keep the stand and adjacent aisles clean.
6. If there are complaints from other participants, the Organizer has the right to suspend the process of food preparation and tastings.

Trade at the exhibition

Trading at the exhibition is not allowed.

Deadlines On-site

All stands must be ready for inspection on the last day of set-up according to the exhibition Timetable. Therefore, it is essential that you are present at your stand in the morning of the last day of set-up at the latest to ensure that your stand is completely and correctly built for you to have time to additionally equip and decorate it.

Any boxes/cartons must be unpacked and removed from the stand on the last day of set-up. Any boxes/cartons which have not been unpacked on the last day of set-up must be removed from your stand at your expense

The exhibition will be closed according to the exhibition Timetable on the last day so that the forwarding agent can begin with the delivery of empty packages. The removal and packing of exhibits are not allowed before the close of the exhibition.

⚠ Equipped stands must be vacated until 19:45 last day of exhibition. The dismantling of stands is not allowed before the morning of the first day of dismantling.

On the last day of dismantling the pavilion must be vacated from exhibits, constructions and rubbish

For more details, see section Exhibition Timetable.

Equipped space. Type of stands.

The construction of equipped spaces is provided by the organisers, ITE Group.

Please make a note of the type of stand you have chosen and what equipment is included in the price. Refunds will not be provided for equipment not used.

You can use the Exhibitor Manual to order various types of Standard Plus or Premium stands, or Individual construction of your space only stand.

If you would like to change your stand from Standard Plus to Premium, please use the Order forms for technical services in this manual.

To stabilize the stand it may be necessary to include additional supporting poles and beams or wall panels, which are not shown on your stand layout plan. Should you need to remove these supports temporarily due to the delivery of large exhibits to your stand please contact the ITE Group Technical Service Department.

All electrical devices and equipment to be plugged in must be certified. Connecting individual devices to the electricity circuit not through the plugs provided is considered as your own stand construction and must be accredited by general stand builder of the venue (see section Space only sites and Regulations for electrical work).

It is not permitted to attach your own equipment to the stand, glue on to panels, apply logos, drill holes or attach advertising and other materials with drawing pins, adhesive tape etc.

Wall panels and other stand elements must be returned after the exhibition undamaged without holes, chips, scratches and any marks of adhesive tape as well.

⚠ The cost of repair or replacement of damaged equipment will be charged to the exhibitor.

When decorating your stand with fabric, banners etc. you must have fire safety certificates for each material used. For details see Fire Safety Regulations.

Locks for cupboards and showcases can be collected from the general stand builder office – BuildExpo LLC, close to the organisers' office.

Standard Plus stands

Standard Plus stands will be built using Octanorm aluminium poles, beams and laminated panels. The overall size of the wall panels used as standard is ~ 100 x 250 cm with a face size of ~ 95 x 235 cm.

Premium stands

R8+ and Octanorm aluminium structures are used in the construction of Premium stands. The height of the structure is 3-4 m and the height of the walls 2.5-3.5 m.

If you want to know the precise dimensions of the stand, please contact ITE Group Technical Service Department.

Additional equipment for Standard Plus and Premium stands can be ordered via this manual (see Stand construction, furniture for Standard Plus stands and Stand construction, furniture for Premium stands). Images of the equipment are available there.

Custom build stands

If you want your stand to fully reflect your corporate identity, using original and interesting design solutions to demonstrate your products and services as effectively as possible, we can help you.

Detailed information you may learn from technical services application forms.

If you are interested in this service, please contact Head of Custom Build Department, ITE Group.

Stanislav Astashevskiy
Tel.: +7 (495) 799 55 85
Email: Stanislav.Astashevskiy@ite.group

Space only sites

The exhibitor or contractor hired by the exhibitor is responsible for building space only sites (inside and outside the pavilion).

Please provide your stand builder with a copy of the Exhibitor Manual.

When planning the construction of your stand, ITE Group's requirements for designing and building exhibition stands must be complied with, as well as all rules in effect at the exhibition centre (see General requirements for participating in the exhibitions at Crocus Expo).

Carrying out of setup/dismantling and design works by exhibitors using their own resources or involving third party builders is possible only upon the condition of building non-Standard and Custom Build exhibition stands. Set-up is allowed to be carried out by organisations which have signed a contract with BuildExpo.

Shell Scheme and Modular stands must be ordered exclusively from ITE Group.

Non-standard stand: any stand higher than 2.5 meters custom-made of non-standard exhibition elements and equipped with original furniture and electrical equipment.

Exclusive stand: any stand custom-made of non-standard exhibition systems, elements and materials using special creative and technological solutions, which are not subject to duplication.

A custom/exclusive stand that uses in its decoration furniture which is made of a light exhibition structure (showcases, info/bar counters, shelf units, etc.) of a builder/exponent, is equated to an equipped type of stand and can be ordered only from an organizer of an exhibition – ITE Group. Stands that do not abide this rule will NOT be approved and allowed to be built

Set-up rules

Before set-up, please ensure that your stand is in the correct location as specified on the floor plan. If a stand is built in the wrong space, you will have to dismantle your stand at your own expense and build it again in the correct space.

⚠ To comply with the requirements of the Crocus Expo IEC, it is necessary to completely free the aisles from the equipment for the final cleaning by 15:30. All equipment must be taken to the mounting gate or removed to the stand. After 15:30, all garbage must be disposed of. It is forbidden to throw garbage into the aisles. A fine may be imposed on the violator for violating these rules.

The exhibitor and/or the developer of the stand are obliged to remove containers and remnants of construction and installation materials from the territory of the exhibition center, and take out packaging, small waste of construction materials and garbage into containers before 15:30 on the last day of installation.

⚠ It is prohibited to use chipboard as a load-bearing frame of the stand structure, except for non-standard sizes, considered on an individual basis.

⚠ Construction work, and access by stand builders to the pavilions, is not permitted during the exhibition, including on the opening day.

Prohibited:

- To clutter the aisles between the stands and escape routes with equipment, packaging and building materials
- To mount structures in the areas allocated to board power panels, firefighting equipment and other engineering equipment and block access to them during the exhibition
- To bring woodworking and timber sawing equipment, carrying out sawing, planning and other woodwork for producing stand structures
- To varnish and paint if it is connected with the covering of the whole construction of an assembling stand
- To apply paint, varnish, glue or other coat difficult to remove to the floor, walls and pillars of any pavilion
- To drill holes in the floor, walls and pillars
- To suspend structures and adverts from the pavilion ceiling
- To drive over the booth carpet when unloading cargo to the exhibition stands
- to be present in the mounting area of the exhibition booth without the need
- To place or store materials, clothing, shoes or other personal items outside the stand area
- To use other exhibitors' stands, furniture or equipment for building your stand, relaxing or eating
- To bring in exhibition furniture and equipment outside of the set-up period
- To lean any building structures or materials against the walls, pillars, windows or doors of the exhibition hall.
- To stick or place any signs on the walls, glass, pillars, floor, fire cabinets, or other elements in the exhibition hall
- To damage the pavilion floor or tarmac or paving in the outdoor areas at Crocus Expo
- To dismantle stands by tilting structures and dropping individual elements of the stand on the floor from a height.

On 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.

⚠.To remove large construction waste, the exhibitor and/or contractor must arrange their own waste container. All damages to the pavilion structure, additional cleaning and removal of debris caused by the exhibitor and/or co-exhibitor will be charged to their account.

Double-decker stands must be fitted with fire alarm sensors. Please see Fire safety regulations for more information.

The structure of the stand must meet all safety standards and have the necessary certificates.

Technical evaluation

⚠ **Attention!!! For companies not having a stand built by ITE Group:**

The design plan of your stand specifying all the dimensions (including height) must be approved by ITE Group Technical Service Department. We accept your designs only by email, **no later than 1 month before the first day of the exhibition set-up**. It will take us no longer than 5 working days to confirm. Your design must meet ITE Group requirements for stand projects and design. Detailed information on this matter can be found in Your Stand section of this manual.

⚠ Installation works may be performed by organizations that have concluded an agreement with BuildExpo LLC, General Builder of the Exhibition Centre. Permission to carry out assembly and design works is granted based on the results of control over compliance of technical documentation for the booth, **performed on a commercial basis.**

Exhibitors who have ordered space only or do some sort of construction within an equipped stand must present to LLC "BuildExpo" (General Builder in the territory of the exhibition centre), **not later than 14 days before the set-up,** the full technical documentation to carry out the **obligatory technical expertise of the project** (there is a charge for this expertise; submission of documents at a later date is subject to surcharges).

You can find the list of required documents and the procedure for concluding the contract on the BuildExpo website.

Consultation regarding questions about filling in and approval of documents can be received from the managers of BuildExpo's Technical Department.

Crocus Expo, Pavilion 1, room №119, service entrance
Tel.: +7 (495) 727 2671
E-mail: ingener@buildexpo.ru
Web-site: www.buildexpo.ru

General and additional services

All services ordered through this manual are available only during the official dates of the exhibition. Any exceptions must be agreed with the organiser in advance.

Temporary personnel

Interpreters, stand attendants and supporting staff can be ordered using Form T1. If you bring your own personnel, please make sure that you provide them with badges.

The Organizers do not provide labor for the handling of goods and other items. See section Freight, delivery and customs.

Cleaning

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, if they are placed in plastic bags or cartons in front of the stand in the evening.

All types of cleaning of floor covering at the Exhibition center are made only by Crocus Expo, except for cleaning, wiping and polishing of exhibits. It's not allowed to enlist the services of the third-party companies for cleaning at the Exhibition center's area. Self-dependent cleaning by using technical equipment at the Exhibition center's area is forbidden.
To have individual daily cleaning of floor covering for your stand, place an order using Form T1.
For all types of stands: All construction work must be finished and the aisles cleared of all empty packages, left over materials and rubbish on the last day of set-up. See Exhibition Timetable and Set-up rules.
If this rule is violated, the exhibitor must compensate all costs for cleaning adjacent aisles and stands and cover all other costs and losses this might have caused.
For space only sites:
Removal of the stand after dismantling, including ordering a waste container for large waste, must be arranged by the contractor of the stand. More details please see section Set-up rules.

Security

The pavilion is usually open 08:00-19:45 during set-up and dismantling, and 09:00-19:00 on the days of the exhibition (from 8:00 only on the exhibition opening day).

Any security personnel of your own are not allowed to stay in the pavilion overnight.

General security for the pavilion is included in the cost of renting a stand space. It is recommended to always have at least one member of your company at the stand, from when the exhibition opens to when the hall is closed by the security team, to ensure the security of your exhibits and personal items (see Exhibition Timetable).

When the pavilion is open, your stand (valuable exhibits, as well as laptops, mobile phones, personal items etc.) must remain under the supervision of your staff.

The Organisers and exhibition centre administration do not bear responsibility for any losses occurred from when the pavilion opens to when the hall is closed by the security team.

Equipped stands must be vacated at last day of exhibition.
Individual stand security can be ordered using Form T1.

Parking passes

Parking in the streets around the exhibition center is limited. Car passes allow parking in specially allocated parking areas next to the entrances to Pavilions. The parking pass does not allow access to the loading/unloading zones.

Parking passes can be ordered on Form T1. Ordered and paid car passes may be collected from the Organizers office from the first day of set-up. Please note that the vehicle registration number must be entered in the car pass. The pass is not exchangeable.

If you need to enter the venue for the unloading or loading of local goods, please follow the respective procedure described under Delivery / Removal goods.

You can also order passes to the loading/ unloading zone on **Form T1.**

⚠ Parking spaces should not be used for promotional purposes.

Electricity

Electricity will be supplied for the exhibition. During set-up and dismantling exhibitors or their contractors should use battery powered tools or bring an extension cable drum to reach one of the few on-site plug sockets. With the latter it is necessary to protect the cable from mechanical damage.

When connecting computers and other devices sensitive to power cuts and voltage drop, we strongly recommend the use of an uninterruptible power supply (UPS). In this case Organizers are not responsible for failure in operation or damage at the equipment

For space only sites

Electricity consumption and supply **are not included** in the cost of the space and must be ordered on Form T2.1. Make sure that you have ordered the power capacity you need.

Connection of electric supply to stands should be done by exhibitors themselves (or their stand builders) in observation of the Regulations for electrical work.

If 24-hour supply during the show is required, please advise the ITE GROUP Technical Service Department.

Stands must be equipped with a fuse box, and a cable corresponding to the section load (at least 30m in length) must be supplied from the stand to the power source.

Electrical equipment is connected to the power source after measuring the insulation resistance of the electrical circuit. Please see sections Regulations for electrical work and Technical evaluation.

⚠ For fire safety reasons at the end of your day please turn off lights at your booth. General builder at Crocus Expo exhibition Centre reserves the right to disconnect the main power supply to the booth from the mains of the exhibition complex in case, if the lighting has not been turned off by the participant.

For Shell Scheme stands

Please check the stand specifications in your contract.

You can order necessary power supply on Form T2.1.

Additional sockets and spotlights can be order on Form T4.2 and T4.4.

Setting up exhibition equipment, any type of floor/wall covering (carpeting, artificial grass, etc.), jocker beams (any other type of exhibition structures) and electric equipment (except for exhibits) within the standard stand is rated as self-custom building and must pass **chargeable technical evaluation**.

These requirements also apply to mobile stands that have electric lighting equipment and showcases.

The use of extension cord for the lighting equipment and electrical appliances is **forbidden**. For the lighting equipment used at mobile stands and in showcases approval is necessary to contact with technical department of BuildExpo.

Water and drainage

Water connection and single fill/removal into a container can be order on Form T2.1. Sinks can be ordered on Form T4.2 and T4.4 only for equipped stands.

⚠ If you have more than 1 item to be connected, please order the according number of connections.

Water pipes have a diameter of ½ inch (12,5 mm- inner diameter) and the drainage pipes 32 mm. Any other pipes or adapters need to be provided by the exhibitor or stand builder.

⚠ The organisers will provide plumbing connections only for standard equipment ordered through the exhibitor manual. Connecting hoses to equipment being presented and handling the connection during the exhibition must be carried out by specialists from your company or contractors working on your stand.

Water is usually provided during the exhibition only. If you need a water connection before the exhibition opens, please arrange with the organisers 5 days before set-up.

Hoses leading to equipment on your stand must be covered by ramps or protectors.

It is forbidden to dispose of processed technological fluids into the sewage system.

Compressed air

The maximum available pressure is 5.8 bar. Please place your order on Form T2.1.

⚠ If you have more than 1 item to be connected, please order the according number of connections.

Using your own compressors at the exhibition is prohibited.

Pipes have a diameter of ½ (12,5 mm - inner diameter) inch. If you need another diameter, you should provide your own adapter.

The connection of the equipment to the pipes must be made by a specialist of the exhibitor or his stand builder. In some areas compressed air cannot be provided, please check with the ITE Group's Technical Department.

Compressed air is usually provided during the exhibition only. If you need compressed air before the exhibition opens, please arrange with ITE Group's Technical Department 5 days before set-up.

Hoses leading to equipment on your stand must be covered.

Telecommunications

Internet connections can be ordered on Form T2.2.

In accordance with clause 26.1 of the Rules for the Provision of Data Communication Services (approved by the Russian Federation Government Resolution No. 32 dated January 23, 2006), the exhibitor is obliged to provide the Organizer with personal data of persons using user (terminal) communication equipment. ITE Group undertakes to process the provided data, observing its confidentiality and security in accordance with the current legislation. In case of failure to provide information, the telecom operator has the right to suspend the provision of services.

You can order audio and video equipment on Form T2.2. Audio and video equipment not listed in Form T2.2. can be ordered upon request.

⚠ To enter the territory of the exhibition center with LCD and plasma panels, projection systems, sound-amplifying, lighting and concert equipment, it's obligatory to receive approval from BuildExpo LLC which is extra-cost. To proceed with the payment, you must provide company details and a power of attorney.

If the above equipment is your company property, you can send the following documents via email to BuildExpo LLC:

• TORG-12 commodity invoice or

• OS-6 statement

In this case entrance of equipment will be approved free of charge.

⚠ **Deadline for submitting documents is three business days before the exhibition.** In case of failure of deadlines, approval of audio\video equipment will be possible only on a paid basis.

For consultation about agreement of documents you can contact Technical Department Managers of BuildExpo LLC.

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

Web-site: www.buildexpo.ru

Graphic works

We kindly ask you to state the company name in Form T3 which will be printed on the stand fascia. You can also order additional fascia inscriptions, company logo or other graphic works.

Usually organizers place stand numbers on special plastic plate on each stand.

Additional equipment for Standard Plus and Premium shell scheme

Please refer to your space application form to see what is included in the type of stand you have booked.

Installation and using of exhibitor's own furniture assembled from lightweight constructions (showcases, information and bar counters, shelves etc.) at Standard Plus and Premium stands is prohibited.

You can order additional furniture, kitchen equipment, lighting etc. for Standard Plus on Form T4.1-T4.2 and on Form T4.3-T4.4 for Premium.

Please indicate the positions of all ordered items on the Sketch of equipped stand and return it with the order forms to the ITE Group Technical Service Department.

If you are interested in ordering special items not listed on Forms T4.1-T4.4, please do not hesitate to contact ITE Group Technical Service Department for information about availability and cost.

⚠ The organisers will not provide additional equipment for furniture for space only stands.

TechStore Portal

ITE Group, has launched a new online service for ordering technical services for your stand. TechStore is an online portal where you will be able to order all the technical services you may need in the format of a familiar online store. You will receive the registration data for entering the portal to your e-mail (or ask your technical manager).

Website of the online portal: https://techstore.ite.group

Technical suspensions from the ceiling

Placing advertising and technical suspensions from the ceiling in the exhibition complex must be ordered through Organizers.

⚠ Suspensions from the ceiling are not possible in all parts of pavilions. Organising a suspension over your stand is possible **in advance** with ITE Group's Technical Department. In the case of changes to the structure of the suspension or the stand re-locating, permission must be re-obtained.

To place banners / technical suspensions from the pavilion's ceiling structure, documents set out in Form T5 and the Application form for hanging suspensions must be presented to ITE Group's Technical Department for agreement no later than **1 month before the start of set-up.**

.⚠. No advertising structures (street banners, flags etc.) can be placed on the floor, pavilion structures, walls and on other pavilion parts as well as at the open area without Organizers permission. On issues relating to placement and distribution of advertising materials please contact ITE Group Technical Service Department.

The organisers accept orders for suspensions only after having agreed on the full package of required technical documents.

For installing a suspension and/or its precise positioning, you may need to order additional services such as lifting mechanisms (a hoist) or additional suspension points (guying).

Prices for additional services are in the Form T5.

For banners, a fire safety certificate must be presented. See section Fire safety regulations.

Regulations for electrical work and Technical evaluation must be adhered to when installing suspended fixtures with lights and/or dynamic elements and laying electric cables. (see the Regulations for electrical work and Technical evaluation parts).

Deadlines, payments & late orders

Form T, and the order forms, should be sent to ITE Group Technical Service Department before the deadlines specified.

The procedure and deadlines for payments are set out in the contract and corresponding agreements and invoices for technical services.

Orders received less than two months before set-up are subject to a 20% surcharge, increasing to 50% six weeks, and 100% two weeks, prior to the start of set-up.

Technical orders received less than 1 week before the set-up of the exhibition cannot be processed.

Any services that are ordered during set-up are subject to a 100% surcharge. Please be informed that some services may no longer be available. Payments for additional services ordered during set-up must be made immediately in the organisers' office by credit card.

Freight, delivery, and customs

Freight forwarding and handling on-site.

Loading and unloading but be carried out in accordance to the Exhibition Timetable and only in cargo handling areas. Opening loading gates when the exhibition is open for visitors is prohibited.

Entry of vehicle transport into loading and unloading zone is organised through paid passes. Importing and exporting exhibits and equipment

must take place in accordance to the procedure set out in the section Entry procedure for exhibition.

You can use the services of an officially recommended freight forwarder – DMW Expo – to deliver local goods to the exhibition.

Yury Kharchenko

Tel.+7 495 974-61-73; **Mob**.+7 (977) 260-93-51

E-mail: yuri.kharchenko@dmw-expo.ru

⚠ The exclusive right for providing services on loading/unloading and handling of local cargo (i.e. cargo with the status of goods of the Customs Union) in the territory of the exhibition centre belongs to the Transport and Logistics Department of Crocus Expo IEC.

Exhibitors are prohibited from loading, unloading and transporting cargo using hoisting devices or any type of lifting and transporting equipment (cranes, truck-mounted cranes, fork-lift trucks and other hoisting devices of any type) themselves. A fine will be issued for any violation.

Orders for cargo handling (loading, storing goods and containers, delivering exhibits to stands) must be applied for in advance (no later than 10 working days before the first day of the exhibition set-up). Please

contact Crocus Expo's Transport & Logistics Department for the application form for cargo handling, as well as information on the cost of these services and passes for the loading and unloading zone.

Attention! Orders for cargo handling submitted later than 10 working days before the first day of the exhibition set-up can be subject to extra charges.

In line with the fire safety regulations, storing containers at the stands is prohibited.

Tel.: +7 (495) 727 2587

E-mail: trans@crocus-expo.ru

On the basis of your applications, we will prepare the schedule of exhibition equipment and exhibits delivery obligatory to all exhibits. In case the goods and exhibits arrive off-schedule the delivery is not guaranteed.

Customs clearance

You can use the services of an officially recommended freight forwarder – DMW Expo – to deliver international goods to the exhibition.

Marina Filippova

Mob.: +7 (915) 224-47-27

E-mail: marina.filippova@dmw-expo.ru

To deliver international cargo (i. e. cargo without Customs Union goods status) to the territory of the exhibition centre, please use the services of official customs freight forwarders of Crocus Expo IEC

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

Please check the information on the website

https://eng.crocus-expo.ru/services/.

Entry procedure for exhibition

Enter of exhibition venue

Exhibitor badges are issued at the registration desks in the pavilion foyer on the last day of set-up.

Additional goods may be brought in from 09.00 (from 08.00 at first day of the exhibition) to 10.00 and 18.00 – 19.00 only, once authorisation from the organisers and the Service Centre in your pavilion has been granted and a pass for the loading and unloading zone has been purchased and obtained. Access to the cargo gates will be on the basis of an authorised Goods in/out letter (1 copy remains in the Service Centre, 1 to be presented to security on arrival, 1 to remain with the exhibitor to be presented on leaving) and a purchased pass for the loading and unloading zone, which can be acquired from the Service Centre on the basis of a Goods in/out letter.

Please note that a pass to the loading and uploading zone can be issued for the one vehicle and grants the right to perform independent loading or unloading from/to a vehicle of a certain type once a day during the set-up and dismantling of the Event according to the regulatory periods
More information about the cost of passes to the loading and unloading zone and current terms you can learn from the Service Centre managers.

Web-site: https://eng.crocus-expo.ru/services/ http://www.crocus-expo.ru/services/pograzgr.php

Information on the price of passes for the loading and unloading zone can be found at the Service Centre.

⚠ If additional goods and/or advertising material are brought in during the exhibition, these items must be added to both copies of the Goods in/out letter (your copy and the one at the Service Centre) to avoid problems when removing the items.

For stand builders and exhibitors who have ordered loading and unloading services from the Transport and Logistics Department of Crocus Expo, access to the loading and unloading zone is free of charge.

You can get loading and unloading zone passes (preordered by Form T1 and prepaid) in the Organizers' office from the first day of set-up.)

⚠ Standing time at the loading and unloading zone is limited:

- cargo vehicle - 2 hours;
- passenger vehicle - 1 hour.

Exhibitor Badges allow exhibitors and their personnel access to Pavilions during the set-up/dismantling period and during the exhibition.

⚠ Exhibitor badges are printed with your name and company according to the information provided in the personal exhibitor account.

Stand builders: Apply for these passes at the General Stand Builder of the venue company" BuildExpo" during the expertise/accreditation procedure and can receive them in the Service Centre during set-up.

To receive work passes for **other set-up personnel** you need to present 2 copies of a letter listing name of the company names of the set-up personnel specifying the event work area (pavilion, hall and stand number) to the Service Centre not earlier than two weeks before the set-up.

To receive work passes you need present approved goods in/out letter.

If you have nothing to import, then Organizer's mark (confirming approval) is required only on letter for obtaining work passes.

Please note that letter for obtaining work passes can be agreed in advance by e-mail - first with the Exhibition Organizer ITE Group, then at the service center of your pavilion.

Passes are valid during set-up and dismantling upon presentation of identification documents. Staff must keep passes on them at all times. Security staff are given strict instructions not to allow access to the pavilions for individuals without passes.

Registration Entry/Exit of exhibits

Procedure for Goods in/out letters and arrival rules:

For importing goods that are not subject to customs clearance at the exhibition, 3 copies of your Goods in/out letter must be prepared on headed paper, signed and stamped by your company director, and authorised:

- At the organisers office
- Then at the Service Centre in your pavilion

Please note that goods in/out letter can be agreed in advance by e-mail - first with the Exhibition Organizer ITE Group, then at the service center of your pavilion.

The administration of Crocus Expo will impose fines for overstaying in the loading and unloading zone.

Transport must exit the confines of Crocus Expo territory directly after dropping off exhibits and equipment.

Night parking, car wash and repair are prohibited on the territory of the Crocus Expo.
During set-up and dismantle period special parking zone for heavy-duty truck will be organized on the territory of Crocus Expo.

To bring mobile exhibits into halls and to open exhibition spaces, services for their accompaniment must be ordered.

REMOVING equipment and exhibits is permitted only after the exhibition has closed to visitors.

⚠ The entrance for contractor's vehicles in the loading and unloading zone at the last day of the exhibition is allowed from 18:00.

Please refer to the Exhibition Timetable for the permitted times for removing goods.

Sample letters

A LETTER FOR THE IMPORT AND EXPORT OF EQUIPMENT AND EXHIBITS with a detailed description of the imported equipment and materials is issued on the company's letterhead with the signature and seal of the head.
Please note that letters containing the full text of the sample "Letters for the import and export of equipment and exhibits" are accepted for approval!
If all necessary approvals (seals) are available you can send a letter to the Service Center Department by e-mail in advance to obtain an import/export permit, as well as a pass to the PRR Area.
Service Center Department:
Service@crocus-expo.ru

Goods in/out letter

Ref No. _____
To be completed by the Service center department employee

Customer	Company name (or full name of the individual contracting authority) under the contract. The Letter for Exhibits and Equipment Move in and Move out may be issued by companies having contractual relations with Crocus Expo, BuildExpo LLC, Crocus Expo General Builder, or the Event Organiser.		
Customer status	Specify: organiser, builder, exhibitor		
Company to move in/move out exhibits and equipment	Specify if other than the customer		
Event			
Dates			
Location	Pavilion	Hall	Stand

LIST OF EXHIBITS AND EQUIPMENT

	Description of moved in equipment or exhibit (specify serial number for technical devices)	Quantity
1.		
2.		
3.		
4.		
5.		
6.		

We hereby confirm that:
- all moved in equipment, exhibits and other material assets are agreed (if necessary) with the Crocus Expo General Builder BuildExpo LLC, Crocus Expo Technical Maintenance Service, Fire Safety department and do not include anything prohibited for move into the territory of Crocus Expo according to the rules in force in the Exhibition Center;
- moved in equipment, exhibits and other goods do not have the customs status of "temporary importation";
- company employees are responsible for the safety of moved in property during the Overall Event Period, transfer of passes to the materials handling area to third parties;
- involved company employees are made aware of the General Terms of Holding Events at Crocus Expo; the Basic requirements of BuildExpo LLC, the General Builder of the Exhibition Centre, for works during exhibition events at Crocus Expo; the Fire Safety Regulation during Buildup (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor Areas of Crocus Expo.

Full name _____ Date _____
Job title _____ Signature _____

Stamp

Contact data, person responsible for works on the expo grounds:
Full name _____ Phone: _____

A LETTER FOR OBTAINING WORK PASSES is issued on the company's letterhead with the signature and seal of the head.

Counterparty companies that have contractual relations with Crocus Expo, the General Developer or the Organizer of the Event can issue a letter. Requests from third-party companies
that are not participants of the Event are not accepted.
To obtain installation passes, it is necessary to present an agreed Letter for import/export together with a Letter for installation passes. If nothing is imported, then the mark of the Organizer (confirming the approval) is necessary on the Letter for the installation passes.
In the presence of all necessary approvals (seals) you can send a letter to the Service Center Department by e-mail in advance to prepare the required number of passes.

Service Center Department:
Service@crocus-expo.ru

GOODS IN/OUT LETTER

Customer	Company name (or full name of the individual contracting authority) under the contract		
Event			
Dates			
Location	Pavilion	Hall	Stand

LIST OF PERSONNEL

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

Full name_____ Date_____

Job title_____ Signature_____

Stamp

Contact data, person responsible for works on the expo grounds:

Full name _____ Date _____

Appendix

Map of exhibition Centre

Regulations for electrical and plumbing work

Electrical work:

1. Installation booth wiring shall be carried out in accordance with the "Rules for Operation of Customers' Electrical Installations", requirements of "Safety Rules for Operation of Customers' Electrical Installations" and guidelines "On Fire Safety in the Premises of IEC Crocus Expo".
2. Each independent electrical installation (booth, machine and etc.) should be equipped with a separate device protecting against short circuits and overload (switchboard and PCD – protective cutout device) with rated triggering current. This device should be installed in an easily accessible place at the height of 1.8 m above floor level.
3. Prior to holding an Event, each Individual Contractor shall agree the electrical diagrams of the booths with the General Developer indicating the necessary capacity with breakdown into groups within the terms and according to the procedure established in the "Basic Requirements of the General Developer BUILDEXPO LTD for arrangement of Events at IEC CROCUS EXPO".
4. All electrical works carried out in booths by Individual Contractors must be performed by trained and certified electrical personnel with access category not lower than grade 3. The Access Certificate shall allow electrical personnel to service electrical devices of the organization where they were certified and received access of the relevant category from the manager in charge of electrical facilities.
5. Prior to connecting the booths to the electrical network of IEC Crocus Expo, electrical check measurements shall be performed and the Certificate of Operational Responsibilities shall be signed. All current-conducting elements of the booth should be secured against accidental touching.
6. All switchboards, necessary for layout of internal wiring in the booths of Individual Contractors shall be equipped with protective cutout devices (PSD). The feeding cable from the booth switchboard to the terminal point of the IEC electrical network shall be provided by the contractor. Minimum cable length: 30 m. Mandatory requirement to the cable – 5 wires.
7. The Feeding cable from the electrical hatch or mobile switchboard to the cutout device should be shielded against mechanical damage, placed in cable channel kind of Legrand 90-18 (black) or hall defender (kind of Adam Hall Defender III). The maximum length of the electrical hatch or mobile switchboard cable should not exceed 1.5 m. The Independent Contractor or Exhibitor should place the excess cable within the booth.
8. Cable wire connections should be connected using closed fork connectors. Connections by twisting wire pairs, pull boxes and making connection with the help of lay-up as well as build-up (extension) of wiring with terminal blocks are not allowed. The booth wiring should be secured excluding the possibility of mechanical impact.
9. It is forbidden to carry out electrical works placing the open channel of the bus duct facing "up" or "side". The bus duct should be installed at a height of not less than 2.5 m above floor level with the open channel facing down. Installation of bus ducts at a height of less than 2.5 m and/or with the open channel of the bus duct facing "up" or "to the side shall be possible subject to protection of the bus duct against mechanical damage and ingression of foreign objects.
10. It is prohibited to fasten electrical equipment generating heat during operation (projectors, lighting, etc.) using caprone and plastic straps. This equipment should be fastened with metal fixings. Lighting and sound equipment located on the outboard structures must be additionally insured by metal cables or chains. In the case of non-compliance with this requirement, a suspension mounting structure will be banned.
11. All metal structural elements of the exposition (booth), housings of electrical switchboards, metal chutes, metal wiring pipes, etc. shall be earthed.
12. Connection of the booth shall be carried out only subject to compliance with all the above requirements.

Regulations for Plumbing Installations at Exhibitors' Stands:

1. Plumbing and maintenance of the water supply and drainage system at exhibitors' stands shall only be carried out by persons complying with professional requirements and having the relevant qualification for existing standards and regulations in Russia.
2. Plumbing work should only be carried out after the water supply to the relevant parts has been turned off.
3. When laying exposed water supply and drainage lines provided no mechanical damage is possible, pipes with a fire resistant covering must be used; in places where people pass, pipes must be covered by special ramps.
4. The laying of water supply and drainage lines near electrical wires and equipment must comply with existing Russian standards and regulations.
5. Water supply lines on stands and at places connected to structures shall be equipped with water pressure valves.
6. Free access must be provided to water input devices.
7. Upon completion of plumbing work, the pavilion's engineering and technical service will check the quality of the installation and connect the installed equipment to the water supply, according to the plan of the exhibition.
8. The water supply to the stand is turned on a representative of the engineering and technical service in the presence of the stand builder and exhibitor.
9. The engineering and technical service shall supervise the state of the plumbing equipment installed and operated at exhibitors' stands for the duration of the exhibition.
10. At the end of the exhibition, the water supply to the stand will be turned off by the engineering and technical service at the request of the stand builder or exhibitor.
11. The dismantling and disconnection of plumbing equipment must be carried out by the same personnel who carried out the installation.
12. During the exhibition, and set-up and dismantling periods, plumbing equipment at stands, including pipes and valves, shall be operated by the installer.
13. The engineering and technical service has the right to turn off the water supply in case of emergency and to prevent accidents which may be caused by gross violations of the PTEEP and PTB regulations.
14. Exhibitors and stand builders may not connect additional water supply lines not specified in the exhibition plan to the water mains without obtaining the permission of the engineering and technical service.