



Crocus Expo IEC  
October 11 - 14, 2022

Dear exhibitors,

There is very little time left before the exhibition **Weldex 2022**. We want to remind you of some important points relevant at the final stage of preparation for the exhibition.

## 1. EXHIBITION SCHEDULE

<b>SATURDAY</b> October 8	<b>08:00 – 12:00</b> <b>12:00 – 19:45</b>	<b>Area layout by the General Developer</b> <sup>1</sup> Installation of booths (non-equipped area) <sup>2,3</sup>
<b>SUNDAY</b> October 9	<b>08:00 – 19:45</b>	Installation of booths (non-equipped area) <sup>2,3</sup>
<b>MONDAY</b> October 10	<b>08:00 – 19:45</b> <b>14:00</b> <b>16:00</b> <b>16:00</b>	Installation and decoration of booths (including equipped area) <sup>2,3</sup> The latest time when the exhibitors must arrive at their booths All equipment (exhibits) must be unpacked <b>Final cleaning of aisles.</b> All booths (including the equipped area) must be ready and clean; the aisles shall be cleared
<b>TUESDAY</b> October 11	<b>08:00 – 19:00</b> <b>10:00 – 18:00</b>	Opening hours of pavilions <sup>4</sup> The exhibition is open to visitors
<b>WEDNESDAY</b> October 12	<b>09:00 – 19:00</b> <b>10:00 – 18:00</b>	Opening hours of pavilions <sup>4</sup> The exhibition is open to visitors
<b>THURSDAY</b> October 13	<b>09:00 – 19:00</b> <b>10:00 – 18:00</b>	Opening hours of pavilions <sup>4</sup> The exhibition is open to visitors
<b>FRIDAY</b> October 14	<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>	Opening hours of pavilions <sup>4</sup> The exhibition is open to visitors <b>Exhibitor</b> vehicles entry for exhibits removal <b>Developer</b> vehicles entry for exhibits removal and dismantling The equipped area shall be vacated <sup>5</sup>
<b>SATURDAY</b> October 15	<b>08:00 – 16:00</b> <b>16:00 – 18:00</b>	Dismantling. Opening hours of pavilions <sup>5</sup> <b>Final cleaning.</b> The pavilion must be vacated; the equipment and booth structures must be dismantled and removed <sup>6</sup>

<sup>1</sup> **Exhibitors and contractors shall not be allowed into pavilions until the layout completion.**

<sup>2</sup> Contact the Technical Service Department of ITE Group for the possibility of extending the installation/dismantling period. Extension of installation shall be documented at the Service Centre of your pavilion until 18:00. Extension on the last day of installation shall be possible only upon agreement with the Organizer.

<sup>3</sup> The timing of large and heavy equipment and exhibits installation must be agreed in advance with the Technical Service Department of ITE Group. The Organizer shall have the right to suspend construction of particular booths to organize delivery of large-sized exhibits to the exhibition according to the Arrival Schedule.

<sup>4</sup> Only exhibitors with exhibitor badges shall be allowed to enter the pavilion. Installation work at the booths shall be prohibited; installation passes shall be invalid.

There will be visitors in the pavilion at 10:00 already. Please make sure your booth is ready for them!

<sup>5</sup> All exhibits and equipment must be removed. Otherwise, the exhibiting company bears the further responsibility for their safety (or total disposal of disposable structures) (except the goods, which shall be removed on another day under the delivery/removal schedule).

<sup>6</sup> All civil materials, structures and bulky waste must be removed from the exhibition centre territory or disposed of in garbage containers at the expense of the exhibitor or its developer.

If necessary, developers/exhibitors must pre-order waste disposal services through the Service Centre. If this rule is violated, fines shall be imposed on the exhibitor or its developer.

## 2. EXHIBITION OFFICE OF THE ORGANIZER

The organizer's office will work for you in **Hall 8, Pavilion2, Booth A4101** during the installation and during the exhibition days. Please contact us with any questions regarding your participation.

+7 969 192 76 10

(Valid only on October 8 - 14, 2022)

## 3. PASSES

You may receive **badges (exhibitors' passes)** valid during the exhibition, installation and dismantling **at the registration desk** in the lobby of Pavilion 2 on **October 10 from 09:00 to 19: 00**. The exhibitor's badge must be always with you.

**Installation passes.** Developers, contractors engaged by the exhibitors need installation passes for access to the Exhibition site during the installation and dismantling periods.

**A letter for installation passes** shall be issued on the company's letterhead (**see the sample letter A at the end of the document**) with the director's signature and stamp, specifying the Exhibition, work location (pavilion, hall, booth) and a list of employees.

The letter may be issued by counterparty companies that have contractual relations with Crocus Expo, the General Developer or the Organizer. Requests from external companies that are not the Exhibition participants will not be accepted.

To obtain installation passes, submit the agreed **Letter for delivery/removal** along with the **Letter for installation passes**. If nothing is delivered, then the Organizer must put the mark (confirming the approval) on the Letter for Installation Passes.

To reduce the waiting time for receiving the passes, you can send a Letter for Installation Passes to the Service Centre by e-mail in advance to prepare the required number of passes.

**Installation passes shall not be valid during the exhibition!**

**Installation passes for developers** shall be obtained in advance from Buildexpo during accreditation.

You can receive **VIP parking passes** ordered and paid in advance at the organizer's office from the first day of installation. VIP parking passes shall not be valid for trucks and minibuses, as well as vehicles with promotional information of any kind. These passes shall give you the right to park from 8:00 to 20:00.

## 4. ISSUE OF EXHIBITS DELIVERY/REMOVAL LETTERS

Exhibits and equipment shall be delivered and removed based on the letters, issued according to the below procedure:

1. Prepare a letter **on your company's letterhead with the Director's signature and stamp with a detailed description of the delivered equipment and materials**, in 3 copies (refer to the sample letter B). Contractors or transport agents must have a power of attorney or delivery letters issued on behalf of your company **on your company's letterhead**;

**Please note that the Service Centre shall accept letters in strict accordance with the sample.**

2. Approve the letter in electronic form at the Organizer or at the Organizer's office (**in Hall 8, Pavilion 2, Booth A4101**), **and then** at the Service Centre of the pavilion. A Service Centre employee will assign a number to the letter and stamp it: **"DELIVERY ALLOWED"** and **"REMOVAL ALLOWED"**. Please remember this number. **The letter must necessarily specify the vehicle registration number for the exhibits and materials delivery.**

3. You may pay or receive (if pre-paid) passes for the vehicles entry into the handling zone online or at the Service Centre. Passes can also be purchased locally at the Service Centre desk. **Passes can only be purchased upon submittal of an issued exhibits delivery/removal letter**

One copy of the letter shall remain in the Service Centre; the second copy shall be handed over to the security officer at the installation gate when the exhibits are delivered. The exhibits shall be removed after the exhibition basing on the letter copy, remained with you.

**Paid passes to the handling area must be pre-registered on the site (if the vehicle number is known) or during installation at the Service Centre desk.**

**Service Centre of Pavilion 2** Phone: +7 (495) 727-1138 [Service2@Crocus-Expo.ru](mailto:Service2@Crocus-Expo.ru)

Please note that to enter the handling area, you must provide vehicle details:

- specify in the Delivery/Removal Letter. The registered pass shall be sent by return letter to the data submittal email address;

- enter the data on the pass registration page on the [Crocus Expo](http://Crocus-Expo.ru) website. The registered pass shall be sent to the email address provided in the registration form.

You can change the vehicle data only if the pass has not been used by contacting the Service Centre department (the Information and Service Desk)

If the vehicle data are not known during the delivery/removal letter issue in electronic form, then they must be provided later before entering the handling area (through the SC or on the website).

You can find up-to-date information on the website of [Crocus Expo IEC](#)

Additional exhibits may be delivered during the exhibition days **only from 09:00 to 10:00** (on the first exhibition day from 08:00) and **from 18:00 to 19:00**.

Please, in this case, issue letters for additional delivery of products to your booth in advance. (See the procedure above).

**Assembly gates shall not be open during the exhibition opening hours for visitors.**

**Developers' vehicles shall be allowed into the handling area after 18:00 on the last day of the exhibition.**

## 5. ENTRY TO THE TERRITORY and EXHIBITS UNLOADING

Cargo transport shall enter the Crocus Expo IEC territory only via the first exit from the Moscow Ring Road. **Access to the IEC Crocus Expo territory through the arch is prohibited.**

The handling area is located around the pavilions perimeter. The handling area shall be entered using **paid passes to the handling area**. Fill in the "[Application for purchase of a handling area pass](#)" and send it to the Service Centre or order the pass directly at the Information and Service Desk.

**A paid pass shall be issued for one vehicle and provide the right for independent loading or unloading to/from a vehicle of a certain type once a day during the Exhibition installation and dismantling period according to the standard periods (see below).**

**The pass shall not be replaced, if the vehicle is changed!** The type of pass to the handling area (passenger car, passenger car with a trailer, cargo) shall be determined by the vehicle type, specified in the vehicle registration certificate.

Parking time in the handling area shall be **limited and recorded** at the entrance and exit using electronic turnstiles:

- a truck — 2 hours.
- a car — 1 hour.
- a car with a trailer - 2 hours.

The vehicle must leave the handling area immediately after unloading. An **extra fee** in the amount of 1000 RUB shall be charged for every 30 minutes over the specified limit. **Payment shall be required** at the pavilion's Service Centre before 20:00.

**Please consider these limitations when planning delivery and loading/unloading at the exhibition!**

Loading, unloading, installation and dismantling using lifting equipment shall be performed by **the experts of the Transport and Logistics Department of the Crocus Expo IEC only using their own equipment.**

**Requests for loading and unloading operations shall be accepted no later than 09/27/2022.**

The schedule of arrival to the exhibition mandatory for all exhibitors shall be prepared based on your requests. **In case of goods arrival outside the schedule, delivery to the booth shall not be guaranteed.**

You can view the rates and get the application form via the link:

<http://www.crocus-expo.ru/services/pograzgr.php>

+7 (495) 727-25-87 (Monday - Friday 09:30 to 18:30)

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

Handling operations shall be performed from 08:00 to 19:45 (break from 13:00 to 14:00) only in the handling areas.

**Independent loading, unloading and transportation of cargo** using lifting equipment of any type and any transport equipment (cranes, loader cranes, electric and hydraulic stackers), as well as reloading from vehicle to vehicle shall **be forbidden**. Personnel/trolleys entry into the handling area for unloading shall be only permitted from the cargo gates of the showrooms.

The Crocus Expo IEC administration shall **levy penalties** for violations.

## 6. BOOTH CONSTRUCTION AND DECORATION RULES

Please, carefully read the ITE Group's requirements for booth construction and decoration, provided in the Exhibitor's Technical Manual. If these requirements are violated, the Organizer shall reserve the right to suspend your booth construction.

Two-story booths shall be constructed with the exhibitor's payment of an extra charge for the exhibition space on the second floor.

### A. EQUIPPED BOOTHS

The exhibitors who ordered an equipped area via the Organizer must arrive at their booth no later than **14:00 on October 10**. Keys to doors, locks for document cabinets and showcases shall be issued from **12:00 October 10** by the General Developer (Buildexpo), **in Hall 8, Pavilion 2, Booth A5097**.

A security deposit of 1000 RUB shall be required for each key and lock.

Coolers, bottles of water and coffee makers ordered by you will be delivered to the booth also after making a deposit in the amount of 9000, 1500 and 3500 RUB, respectively. The deposit shall be returned from 12:00 to 18:00 on the last day of the exhibition, after you return the keys and equipment.

Wall panels and other additional structural elements must not be damaged after the exhibition.

**It is strictly forbidden to attach your equipment to the booth structures, independently paste the panels, racks and other booth and furniture elements, drill holes, attach advertising and other materials with buttons, adhesive tape, etc. The cost of damaged structural elements and equipment will be charged to the exhibitor.**

Installation of exhibition equipment, prefabricated "joker" structures and connection of electrical equipment (excluding exhibits) within a standard booth shall be considered as an independent construction and shall be subject to paid technical expertise. These requirements shall also apply to lamps, mobile booths and showcases with electrical connections.

Your booth must be completely ready and cleaned **by 16:00 on the last day of installation**. Small-sized exhibit containers and boxes must be removed to garbage containers at the assembly gates of the pavilion.

The equipped area must be vacated **at 19:45 on the last day of the exhibition**. All exhibits, materials and the exhibitor's own structures must be removed, otherwise, the exhibiting company bears the further responsibility for their safety (except the goods, which shall be removed on another day under the delivery/removal schedule).

## **B. NON-EQUIPPED AREA**

The companies that independently organize construction of their booths, and/or developer companies, must do the following **in advance**:

**1. Agree the booth design with the Organizer - ITE Group.** For approval, send the design project of your booth to the Organizer. The design review period shall be 5 working days.

**Roman Rulev**

[Roman.Rulev@ite.group](mailto:Roman.Rulev@ite.group)

**2. Pass a paid technical examination** in Buildexpo.

[ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)

+7 (495) 727-26-71

**Companies that have not passed the technical examination shall not be allowed to booths installation.**

All materials and structures without fire safety certificates (namely: wooden structures, carpeting, combustible decorations, draperies, etc.) must be treated with an appropriate flame retardant. See the detailed information and a list of documents required for technical examination on the website [www.buildexpo.ru](http://www.buildexpo.ru).

Pay special attention to safety requirements during double deck booths design and construction (refer to [Key Requirements of the General Developer](#)).

**Before the booth installation** make sure that it is correctly positioned relative to the general layout, if necessary, contact the Organizer's office at the exhibition for help.

Please note that all stands must be ready and cleaned **no later than 16:00 on the last day of installation**, all construction work must be completed, equipment and boxes removed. Installation operation extension on the last day of installation shall be possible only upon agreement with the Organizer.

During installation, discard small construction debris into containers in the aisles. Developers must order disposal at the Service Centre for packaging and large waste of construction materials or independently remove them from the Exhibition Centre territory.

**Please bring this information to your booth developers.**

## **7. COOKING AND ORGANIZING TASTING EVENTS AT THE BOOTH**

**Cooking and organizing tasting events at the booth shall be possible only upon agreement with the Organizer and subject to the following requirements:**

**1.** Electric stoves, ovens, etc. shall be only allowed for cooking at the exhibition.

**2.** The booth must be equipped with a professional exhaust c/w filters to neutralize unpleasant odours.

**3.** Do not use open flames, smoke or strong unpleasant odours.

**4.** The Exhibitor must meet Fire Safety Rules. Any violations of these Rules shall be allowed under a written permission of experts of JSC Crocus Fire Department.

**5.** Tasting events must be organized in compliance with sanitary standards. Exhibitors must ensure garbage disposal and keep the booth and adjacent aisles clean and tidy.

**6.** If there are complaints from other exhibitors, the Organizer shall have the right to suspend the cooking and tasting process.

## 8. CLEANING

The aisles between the booths shall be cleaned every morning before the exposition opening. Garbage left by you the day before in front of the booth in a plastic bag or box will also be discarded.

Any cleaning operations in the exhibition centre shall be performed by Crocus Expo only, except exhibits cleaning, wiping, and polishing. Never involve third-party companies to clean areas on the exhibition centre territory. **Self-cleaning on the exhibition centre territory using technical means (vacuum cleaners, washing equipment, etc.) is prohibited.**

## 9. TECHNICAL CONNECTIONS

Water shall be connected with hoses ID 12.5 mm; outlet connections shall be using hoses ID 32 mm. Compressed air shall be connected by hoses ID 12.5 mm. Hoses of other diameters and/or adapters must be provided by the Exhibitor or ordered from Buildexpo (if available).

**ATTENTION!** The Organizer shall provide plumbing connections only for standard equipment ordered via the exhibitor's manual.

**Your company's experts or your booth developers** shall connect the hoses to the Exhibitor's equipment and maintain the connections **during the exhibition period.**

Power supply, water and compressed air are shall be supplied to the booths only during the Exhibition. If you need to connect water or compressed air at an earlier time **to set up the equipment**, please agree with the Organizer 5 working days before installation.

Your booth utilities (cables, hoses) **shall be covered with ladders.** The Exhibitor's experts or your booth developer shall perform works on utilities arrangement within your booth. You may rent the ladders from Buildexpo.

Use battery-powered tools or connect your professional extension cord to one of the sockets available in the pavilion during installation and dismantling. At that provide the extension cable protection against mechanical damage.

**We kindly ask you to turn off the booth lighting at the end of the working day for fire safety purposes. The General Developer of the Crocus Expo Exhibition Complex shall reserve the right to cut off the booth general power supply from the Exhibition Complex mains if the Exhibitor has not turned off the lighting.**

## 10. ADVERTISING, BANNERS AND TECHNICAL SUSPENSIONS

No advertising structures (banners, flags, etc.) may be placed on the pavilion floor, walls, and other parts and in the open area without the Organizer's permission. For advertising, please contact Marketing Manager **Yulia Zubkova** ([Julia.Zubkova@ite.group](mailto:Julia.Zubkova@ite.group))

An order for placing banners / technical suspensions on the pavilion ceiling structures shall be accepted only via the Organizer, after approval of the complete documentation package for the suspension in the engineering and technical services of Crocus Expo IEC. Please, contact the Technical Manager **Dmitry Shishanov** regarding installation of suspensions on the pavilion ceiling structures ([Dmitry.Shishanov@ite.group](mailto:Dmitry.Shishanov@ite.group))

## 11. SECURITY

The area rent shall include the cost of **the pavilion general security.** To ensure safety of exhibits and personal belongings, ensure the **presence of your company's employee** at the booth during the exhibition from the moment of opening until complete vacation and halls closing by security.

Your booth (valuable exhibits, as well as laptops, mobile phones, personal belongings, etc.) must remain under your employees supervision from the moment of opening until the halls closing (see Schedule of the Exhibition).

The Organizer and Crocus Expo IEC administration shall not be responsible for any loss incurred during the specified period. **ATTENTION!** Equipped booths must be vacated on the last day of the exhibition.

## 12. DEMONSTRATION OF EXHIBITS

Please carefully read the ITE Group's requirements for exhibits installation and demonstration specified in the Exhibitor's Manual.

If these requirements are violated, the Organizer shall have the right to suspend the exhibits demonstration.

If you plan to demonstrate the equipment in action at the booth, please inform the Organizer in ADVANCE.

**Oleg Anatolyevich Ilyin** ([Oleg.Ilin@ite.group](mailto:Oleg.Ilin@ite.group))

## 13. FIRE SAFETY RULES

Pay special attention to the fire safety rules valid on the exhibition centre territory (see the Exhibitor's Manual). Follow these rules both during your booth design and construction, and its decoration with various materials (fabrics, panels, etc.) and the exposition decoration.

All promotional materials and exhibits must be located only within your booth. Fire safety rules do not allow to store containers at the booth. You can order storage of consumables, containers and exhibits at the Transport and Logistics Department of Crocus Expo IEC.

Smoking in pavilions is prohibited, including electronic cigarettes. Smoking areas shall be equipped on the outdoor area of the Exhibition Centre.

It is forbidden to use open fire, pyrotechnic and smoke effects at the Exhibition, store and use flammable substances and combustible compressed gases. If these substances (paints, oils, emulsions, etc.) are your products exhibited at the Exhibition, empty containers (models) shall be demonstrated instead.

When decorating your booth and locating exhibits, consider the following:

- Exhibitors must provide documents (certificates, conclusions, etc.) on the used materials compliance with requirements of the fire safety standards of the Russian Federation for all booth design elements and exhibition samples/exhibits;
- Never use materials for walls, ceilings finishing with a fire hazard class above KM0 (НГ - non-combustible), and flooring materials with a fire hazard class above KM2 (Г1 - slightly combustible; B1- flame retardant; Д1–Д2 — with low and moderate smoke-generating ability; T1–T2 — low-hazard and moderately hazardous based on toxicity group, ПП1–ПП2 — based on surface flame propagation speed - non-propagating and poorly propagating).

If the booth exhibits with fire-technical properties do not meet fire safety regulatory requirements (wooden houses, arbors, etc.), they shall be fire-retardant treated and complete with following documents at their delivery to the Exhibition Centre territory: a copy of the license (Ministry of Emergency Situations) of the fire-retardant treatment organization; a copy of the fire safety certificate for the flame retardant; certificates of fire-retardant treatment of combustible materials within the exhibit. Any violations of these Rules shall be allowed under a written permission of a representative of the Fire Safety Group.

Ivan Vasilyevich Romanishin [I.Romanishin@Crocus-Expo.ru](mailto:I.Romanishin@Crocus-Expo.ru), +7 (916) 547 0451

#### 14. FIRE AND WELDING WORKS (DECORATION)

Dear Exhibitors! For preliminary verification of documentation during hot work at the booth, you can submit them to Ivan Vasilyevich Romanishin (Leading Expert of the Fire Safety Group of Crocus Expo Maintenance Service, CROCUS JSC, Office 133, Mezhdunarodnaya st., 20, Krasnogorsk, Krasnogorsk district, Moscow Region, Russia, 143401)

Documentation for approval - <https://weldex.ru/Rus/ognevye-raboty>

#### 15. DELIVERY OF AUDIO AND VIDEO EQUIPMENT

To deliver LCD and plasma panels, projector units, sound amplification and concert equipment into Crocus Expo IEC territory, pass a paid approval from the General Developer, Buildexpo LLC. Provide company details and a power of attorney or passport of an individual for payment.

If the above equipment is the property of your company, and you provide a unified consignment note ТОПГ-12 or accounting form OC-6, then the approval shall be provided FREE OF CHARGE. **Companies not approved by Buildexpo may be subject to various enforcement actions.**

You can submit the documents for approval in ADVANCE and make payment by bank transfer, or submit the documents for approval to the box office of Buildexpo LLC and pay in situ:

Opening hours of the box office in Pavilion 1: daily from 09:00 to 18:00, lunch break from 13:00 to 14:00. Office section entry from the subway side. Have an identity document with you.

Ryzhov Sergey

[ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)

+ 7 (495) 727 2671

#### 16. ADDITIONAL ORDERS

The orders submitted by Exhibitors during the installation and exhibition shall be subject to a 100% mark-up and shall be accepted if technically possible, BUT after execution of the Rehov orders submitted within the deadlines set by the Organizer.

Additional services ordered at the Exhibition must be paid immediately at the Organizer's Office by bank card ONLY. No refund shall be provided in case of refusal of the services ordered and paid in advance.

#### 17. NOISE LEVEL

**DURING SHOW PROGRAMS AND AUDIO/VIDEO PRESENTATIONS AT THE BOOTH  
NOISE LEVEL ABOVE 75 dB SHALL NOT BE ALLOWED.**

If there are complaints from other exhibitors, the Organizer shall have the right to turn off the noise source or, if this is not possible, power supply at your booth based on the report made in two copies, signed by the person in charge of the ITE Group and handed over to the Exhibitor.

**In case of repeated violation, the shutdown shall be performed without additional warning!** Please treat other exhibitors and their guests with respect.

## 18. ACCOUNTING DOCUMENTS

Closing accounting documents can be obtained at the Organizers' office starting from **9:00 on October 12, 2022**.

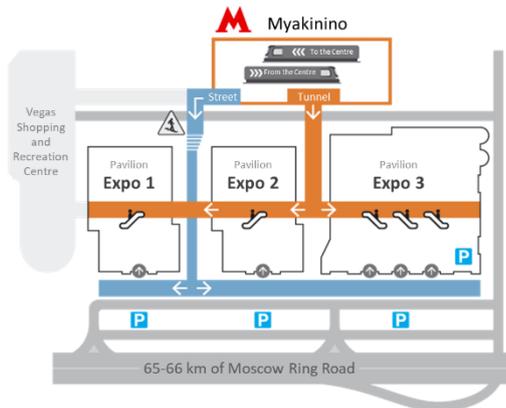
## 19. HOW TO GET TO CROCUS EXPO IEC

**Public transport:** Myakinino Subway Station (Arbatsko-Pokrovskaya Line) — exit towards Expo-3.

**Personal transport:** on the outer side of the Moscow Ring Road (66 km) - exit to the Crocus City territory after Volokolamsk Highway, Crocus City Sign.

On the inner side of the Moscow Ring Road (66 km) - exit under the bridge upstream the Volokolamsk Highway, Crocus City Sign.

See the map on the exhibition website when planning the car travel route.



**19. SAMPLE LETTERS**

A) For personnel (installers) entry

**ON THE EXHIBITOR'S LETTERHEAD**

one copy

To Directorate of  
Weldex 2022 Exhibition \_\_\_\_\_  
\_\_\_\_\_  
(Company)  
\_\_\_\_\_  
(address, phone, e-mail)

For decoration of booths \_\_\_\_\_  
(number of pavilion, hall and booth)

at Weldex 2022 Exhibition please, allow access of the following employees:

No.	Full Name

Person in Charge of the booth safety:  
\_\_\_\_\_  
(Full name, contact phone number)

Person in Charge of the booth fire safety:  
\_\_\_\_\_  
(Full name, contact phone number)

Manager \_\_\_\_\_ / \_\_\_\_\_ /

Stamp

(signature)

(Full name)

B) A letter for equipment and exhibits delivery and removal with a detailed description of the delivered equipment and materials shall be issued on the company's letterhead with the Director's signature and stamp.

**A LETTER FOR EQUIPMENT AND EXHIBITS DELIVERY AND REMOVAL** with a detailed description of the delivered equipment and materials shall be issued on the company's letterhead with the Director's signature and stamp.

**Please note that we accept only letters containing the full text of the sample "Letters for equipment and exhibits delivery and removal" for approval!**

If you have all the necessary approvals (stamps), you can send a letter in advance to the Service Centre Department by e-mail to obtain a delivery/removal permit, as well as a pass to the Handling Area.

Service Centre Department:

Pavilion 1 – [service1@crocus-expo.ru](mailto:service1@crocus-expo.ru)

Pavilion 2 – [service2@crocus-expo.ru](mailto:service2@crocus-expo.ru)

Pavilion 3 – [service3@crocus-expo.ru](mailto:service3@crocus-expo.ru)

**LETTER FOR EQUIPMENT AND EXHIBITS DELIVERY AND REMOVAL**

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

To be filled by an employee of the Service Centre Department

The Client	The Client company (or full name of the individual client) under the contract. Companies that have contractual relations with Crocus Expo, the General Developer of the Exhibition Centre, BuildExpo LLC, or the Event Organizer can issue a "Letter for equipment and exhibits delivery and removal".		
Client category	Specify: The Organizer, Developer, Exhibitor		
The Company, performing the equipment and exhibits delivery and removal	Specify if different from the Client		
Event			
Dates			
Location	Pavilion	Hall	Booth

**LIST OF EQUIPMENT AND EXHIBITS**

	The delivered equipment or exhibits (specify the plant number for equipment)	Quantity
1.		
2.		
3.		
4.		
5.		
6.		

**VEHICLE DETAILS for obtaining passes to the Handling Area**

	Contract-Request No./Date or Pass Number/Print Date	Type	Brand	Number
1.	D/000000000 of 01.01.21 or 000000/1 of 01.01.2022	Car/Truck/Car with a trailer		A111AA111
2.				

I hereby confirm:

- All delivered equipment, exhibits and other material assets are agreed (if necessary) with the General Developer of the Exhibition Centre, BuildExpo LLC, Maintenance Service of Crocus Expo and the Fire Safety Group of Crocus Expo and do not include anything prohibited for delivery to the Crocus Expo IEC territory according to the rules in force in the Exhibition Centre;
- The Company's employees shall be responsible for the delivered property safety during the Build Expo Event General Period, handover of passes to the Handling Area to third parties;
- The involved Company's employees are familiar with the General Event Requirements of Crocus Expo IEC, General Requirements of the General Developer, BuildExpo LLC, for exhibition events organization at Crocus Expo IEC, Fire Safety Guidelines for expositions installation (dismantling) and holding exhibition events in pavilions and outdoor areas of IEC Crocus Expo.

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

Contact details of the person in charge of work on the Exhibition Area:

Full name \_\_\_\_\_ Phone: \_\_\_\_\_

We wish you successful work at the Exhibition!

Organizer of Weldex 2022 Exhibition

ITE Group