

Crocus Expo IEC  
November 28– December 01, 2023

Dear exhibitors,  
a little time is left to the **WOODEX 2023** exhibition. We would like to remind you of some important matters that are relevant for the final stage of exhibition preparations.

## 1. EXHIBITION WORK SCHEDULE

<b>FRIDAY</b> November 24	<b>08:00 – 19:45</b>	Installation of booths (non-equipped area) <sup>1,2</sup>
<b>SATURDAY</b> November 25	<b>08:00 – 19:45</b>	Installation of booths (non-equipped area) <sup>1,2</sup>
<b>SUNDAY</b> November 26	<b>08:00 – 19:45</b>	Installation of booths (non-equipped area) <sup>1,2</sup>
<b>MONDAY</b> November 27	<b>08:00 – 19:45</b> <b>14:00</b> <b>15:30</b> <b>16:00</b>	Installation and decoration of booths (including equipped area) <sup>1,2</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> November 28	<b>08:00 – 19:00</b> <b>10:00 – 18:00</b>	Opening hours of pavilions <sup>3</sup> The exhibition is open to visitors
<b>WEDNESDAY</b> November 29	<b>09:00 – 19:00</b> <b>10:00 – 18:00</b>	Opening hours of pavilions <sup>3</sup> The exhibition is open to visitors
<b>THURSDAY</b> November 30	<b>09:00 – 19:00</b> <b>10:00 – 18:00</b>	Opening hours of pavilions <sup>3</sup> The exhibition is open to visitors
<b>FRIDAY</b> December 01	<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>3</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>4</sup>
<b>SATURDAY</b> December 02	<b>08:00 – 19:45</b>	Dismantling. Opening hours of pavilions <sup>5</sup>
<b>SUNDAY</b> December 03	<b>08:00 – 16:00</b> <b>16:00</b>	Dismantling. Opening hours of pavilions <sup>5</sup> The pavilion must be vacated; the equipment and booth structures must be dismantled and removed <sup>4</sup>

<sup>1</sup>For the possibility and cost of extending the set-up/dismantling period, contact the Technical Service Department, ITE GROUP. The extension of the set-up period shall be documented in the service center of your pavilion until 18:00. The extension on the last day of set-up is only possible by agreement with the Organizer.

<sup>2</sup>The dates of set-up of large and heavy equipment shall be preliminarily approved by the Technical Service Department, ITE GROUP. The Organizer has the right to suspend the construction of some stands to manage the delivery of large exhibits to the exhibition as per the Entry Schedule

<sup>3</sup>Access to the pavilion is only allowed for the exhibitors having an exhibition participant badge. Set-up activities on the stands are prohibited, the assembly passes are invalid. At 10:00, visitors will already be in the pavilion. Please make sure that your stand is ready to receive them!

<sup>4</sup>All exhibits and equipment shall be removed. Otherwise, any further liability for their safety (or complete disposal of non-reusable structures) will be borne by the participant.

<sup>5</sup>All construction materials, structures and bulky waste shall be removed from the exhibition center premises or disposed of in waste containers at the expense of the exhibitor or its builder. Where appropriate, builders/exhibitors shall order the waste disposal services in advance via the service center. If this rule is violated, the exhibition participant or its builder will be fined (see the appendix Basic Requirements during the Events Held by Crocus Expo IEC).

## 2. LABOR PROTECTION

All persons who are on the Exhibition Area during the installation and dismantling works must use protective helmets, as well as other personal protective equipment necessary to perform specific types of work.

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

In connection with the above, we ask you to consider the need for you and your colleagues to be in the exhibition halls during the installation and dismantling of the event exclusively in helmets.

## 3. OFFICE AT THE EXHIBITION

The Organizer's office will be open for you in **Hall 1, Pavilion 1, Stand A6081** during the set-up period and on the exhibition days. Please contact us with any questions regarding your participation.

+7 969 192 76 10

(Valid from November 23 to December 01, 2023, only)

## 4. PASSES, BADGES

**The badges (participant passes)**, that will be valid during the exhibition opening hours, the set-up, and dismantling periods, can be requested at **the registration desk** in the lobby of **Pavilion 1 on:**

**November 26 from 09:00 to 18:00.**

**November 27 from 09:00 to 18:00.** Have the participant badge always with you.

**Working passes** for your personnel involved in set-up/dismantling will be issued in the service center of the pavilion from 08:00 to 20:00 on the days of set-up and dismantling. Working passes will be invalid during the exhibition working hours.

To obtain **assembly passes**, you shall apply to the service center specifying the participating company, surname, name, patronymic, and passport data of the personnel involved in set-up (**Application Form A is enclosed**).

The application may be submitted by contracting companies having contractual relations with Crocus Expo, the General Builder, or the Organizer. Requests from outside companies, which are not participants of the Event, shall not be accepted.

To receive **working passes**, the corresponding **letter for Entry/Exit** must be presented along with the **letter for working passes**. If nothing is being brought in, the Organizer's mark (confirming approval) is required on the letter for working passes. To reduce the waiting time when you receive the passes, you can send a Letter for working passes to the Service Center via email in advance to prepare the required number of passes.

**During the exhibition working/assembly passes are not valid!**

**Assembly passes for builders** should be obtained in advance from BuildExpo, during the accreditation process.

**VIP parking passes** ordered and paid for in advance, you can get in the Organizer's office from the first day of installation. VIP parking passes are not valid for trucks and vans, as well as vehicles with advertising information of any kind. These passes give the right to park from 8:00 to 20:00

## 5. GOODS IN/GOODS OUT LETTERS FOR BRINGING AND REMOVING EXHIBITS

Exhibits and equipment may be **brought and removed** based on applications submitted as follows:

1. Prepare the application on **your company's letterhead, signed by the head**, in 3 copies (Application Form B). Contractors or transportation agents shall have a power of attorney or applications for bringing materials issued on **behalf of your company**.

**Please note that the Service Center accepts letters, strictly in accordance with the sample.**

2. Have the application certified online or by the Organizer's office (**Hall 1, Pavilion 1, Stand A6081**), **and then** by the service center of the pavilion. A Service Center employee will assign a number to the letter and stamp: "**ENTRY ALLOWED**" and "**LEAVE ALLOWED**". Please remember this number.

3. You can pay for or receive (if previously paid for) passes for the cargo area online or at the Service Center. Passes can also be purchased on-site at the service center desk.

**Passes can only be purchased upon presenting an authorized letter for import and export of the exhibits.**

One copy of the letter stays at the Service Center, the second is given to the security guard at the cargo gate when the exhibits are brought in. The remaining copy of the letter is used carry the exhibits out at the end of the exhibition.

**Service Center of Pavilion 1** Tel.: +7 (495) 727-2626; [Service1@Crocus-Expo.ru](mailto:Service1@Crocus-Expo.ru)

**Up-to-date information can be found on the [Crocus Expo website](#).**

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

Please prepare letters for bringing products to your stand in advance in this case. (Please see procedure above).

**It is not allowed to open the cargo gates during the opening hours of the exhibition for visitors.**

**On the last exhibition day, builders' vehicles will be admitted to the Loading and Unloading Zone after 18:00.**

## 6. ACCESS TO THE TERRITORY and UNLOADING OF EXHIBITS

Load-carrying vehicles may only access the territory of Crocus Expo IEC through the first exit from the Moscow Ring Road. **Access to the territory of Crocus Expo IEC under the arch is prohibited.**

Along the perimeter of the pavilions, there is a Loading and Unloading Zone. To access the Loading and Unloading Zone, you need to have a **paid Loading and Unloading Zone pass**. You can send a message to [Service1@Crocus-Expo.ru](mailto:Service1@Crocus-Expo.ru) specifying the number and type of the pass needed as well as attach the company's bank details or purchase them in the service center of the pavilion on the basis of the application for bringing exhibits.

**Paid Loading and Unloading Zone pass will be valid for 1 vehicle and allow one-time entry during the period of set-up and dismantling.**

**There is no replacement of the pass if the car must be changed! The Loading and Unloading Zone pass type (light vehicle, light vehicle with a trailer, heavy vehicle) will depend on the vehicle type specified in the Vehicle Registration Certificate.**

The parking time in the Loading and Unloading Zone is **limited** and **recorded** at the entrance and exit by electronic barrier gates:

- cargo vehicle — 2 hours;
- passenger car — 1 hour;
- passenger car with trailer — 2 hours.

Vehicles must leave the Loading and Unloading Zone immediately after the unloading. **An extra payment** amounting to RUB 1,000 will be imposed for every 30 minutes more than the specified limit. The **extra payment** shall be paid in the service center of the pavilion before 20:00.

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

Loading, unloading, set-up and dismantling by means of lifting gears shall **only** be carried out by **the personnel of the Transport and Logistics Department of Crocus Expo IEC using own equipment. The requests for loading/unloading operations are accepted by no later than 10.11.2023.**

Your requests will be used as a basis for drawing up the schedule of arrivals at the exhibition that is compulsory for all the participants. **If loads arrive outside of the schedule, delivery to the stand will not be guaranteed.**

To check the rates and get the request form, follow this link:

<http://eng.crocus-expo.ru/services/>

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

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

Loading/unloading operations will be carried out from 08:00 to 19:45 (lunch time from 13:00 to 14:00) in the Loading and Unloading Zones only. **The independent loading, unloading and transportation of loads** by means of any type of lifting gears and any transportation equipment (cranes, loader cranes, electric and hydraulic stacking trucks), as well as reloading from one vehicle to another, are **prohibited**. The entry of personnel/carts to the Loading and Unloading Zone for unloading is only allowed through the loading gate of exhibition halls.

In the event of violation, the administration of Crocus Expo IEC will **impose fines**.

When passing through the central entrances and metal detectors into the Crocus Expo pavilions, visitors can carry hand luggage (weight maximum 20 kg, dimension maximum 60x60x60 cm for a total of 180 linear cm), provided they can be inspected by the security personnel of the exhibition center. Hand carried luggage includes handbags, shopping bags, suitcases, backpacks, paper folders, overcoats, umbrellas and canes, strollers, wheelchairs for the disabled. Items not related to hand luggage: equipment of any kind and purpose; furniture items and components; boxes; packaging materials; items and materials for decoration (banners, posters, balloons, plants, etc.); advertising structures; exhibits of any size, quantity, and type of packaging to be exhibited are allowed to be carried only through the loading gates in the Materials Handling areas (access by vehicle passes).

### 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](mailto:marina.filippova@dmw-expo.ru)

**To deliver international cargo** (i. e. cargo without Customs Union goods status) to the territory of the exhibition center, 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 center, your freight forwarders shall contact one of the above official customs freight forwarders of Crocus Expo.

Please check the information on the website: <http://www.crocus-expo.ru/services/expeditors.php>.

## 7. STAND CONSTRUCTION AND DECORATION RULES

Please read the stand construction and decoration requirements of ITE GROUP presented in **the Exhibitor Manual**. If you violate these requirements, the Organizer reserves the right to suspend the construction of your stand.

The construction of double decker stands assumes that the participant pays an **extra charge** for the exhibition area of the **double decker**.

### A. EQUIPPED AREA

Participants who ordered an equipped area via the Organizer shall arrive at their stands no later than **14:00 on November 27, 2023**. The keys to the doors, locks for cabinets and showcases will be provided from **12:00 on November 27, 2023**, by the General Developer (BuildExpo), **in the lobby of Pavilion 1**. A deposit of RUB 1,100 shall be made for each key and lock.

Water coolers, bottles and coffee machines ordered by you will also be delivered to the stand after you make a deposit amounting to RUB 9,900, RUB 1,650, and RUB 3,850 accordingly. The deposit will be returned from 11:00 on the last exhibition day after you return the keys and equipment. Wall panels and other extra structural elements shall not be damaged after the exhibition and shall be cleared of posters, adhesive tape residues, etc.

**You cannot attach your equipment to the stand structures. Using self-adhesive materials on the panels on your own, making holes, attaching promotional and other materials with pins, hard-to-remove adhesive tape, etc. are prohibited. The cost of damaged structural elements and equipment will be paid by the exhibitor.**

The set-up of exhibition equipment and the connection of electric equipment (other than exhibits) at a standard stand will be considered as independent construction and shall be subjected to a paid technical expert review. These requirements apply, among other things, to the luminaries, mobile stands, joker constructions and showcases with electric connections.

Your stand shall be completely ready and **cleaned by 15:30 on the last day of set-up**. The packing materials and cartons of the exhibits shall be put in the waste containers near the assembly gate of the pavilion.

The equipped area shall be vacated **at 19:45 on the last exhibition day**. All the exhibitor's exhibits, materials and own structures shall be removed, otherwise any further liability for their safety will be borne by the company that participated in the exhibition (except for goods, the export of which depends on the schedule of import / export on another day).

### B. UNEQUIPPED AREA

Companies that manage the construction of their stands on their own, and/or the builders, shall take the following actions **in advance**:

**1. Get approval of the stand design from the Organizer, i.e. ITE GROUP.** To obtain the approval, send the conceptual design of your stand to the Organizer. The design review period is up to 5 business days.

**Fedor Ryabov**

[Fedor.Ryabov@ite.group](mailto:Fedor.Ryabov@ite.group)

**Ruslan Yudin**

[Ruslan.Yudin@ite.group](mailto:Ruslan.Yudin@ite.group)

**2. Obtain a paid technical expert review from BuildExpo.**

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

+7 (495) 727-26-71

**Companies that fail to obtain a technical expert review will not be allowed to build their stands.**

All the materials and structures without a fire safety certificate (namely: wooden structures, carpets, combustible decorations, draperies, etc.) shall be treated with an appropriate fire-retardant compound. For details and the list of documents required for the technical expert review, please go to [www.buildexpo.ru](http://www.buildexpo.ru).

Pay special attention to the safety requirements for design and construction of double-decker stands (see [Basic Requirements of the General Builder](#)).

**Before stand set-up**, make sure that it is positioned correctly relative to the general layout; if necessary, seek assistance from the Organizer's office at the exhibition.

Please note that all the stands shall be ready and cleaned no later than **15:30 on the last day of set-up**, all construction activities shall be completed, equipment and cartons removed. Extension of set-up on the last day of event set-up is possible only by agreement with the Organizer.

During set-up, dispose of small construction debris by putting it in containers in the aisles. To remove packing materials and bulky construction waste, the builders shall order their disposal in the service center of Crocus Expo or remove them from the territory of the exhibition center on their own.

**Please bring this information to the attention of the builders of your stand.**

## 8. CATERING, COOKING AND ORGANIZATION OF DEGUSTATIONS AT THE STAND

According to paragraph 8.9 of the Basic Requirements of Crocus Expo IEC – The involvement of organizations for catering services is allowed only in agreement with Crocus Expo IEC.

You can get this approval only through the Organizer.

If you are planning catering at the stand, please inform the Organizer no later than **10.11.2023**. Please send us the following information: [Stand Number]; [Name of your catering company]; [Catering brief description]; to

[Catering1@ite.goup](mailto:Catering1@ite.goup)

**Cooking and organization of degustation at the stand is possible only by agreement with the Organizer and subject to the following requirements:**

1. only electric stoves, ovens, etc. may be used for cooking at the exhibition.
2. the booth must be equipped with a professional cooker hood with filters to neutralize unpleasant smells.
3. no open fire, smoke or pungent unpleasant smells are allowed.
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 employees of the Crocus IEC Fire Department.
5. degustation must be organized in compliance with sanitary norms. The participant must ensure that garbage is disposed of, and that the stand and adjoining passes are kept clean.
6. in case of complaints from other participants, the Organizer has the right to suspend the cooking and degustation process.

## 9. CLEANING

Every morning, before the exhibition opens, aisles between the stands will be cleaned. The waste left in a plastic bag or carton in front of your stand on the previous day will also be taken away.

Any cleaning in the exhibition center will only be carried out by Crocus Expo, except the cleaning, wiping, polishing of exhibits. No third-party companies will be allowed to clean any areas in the exhibition center. **Independent cleaning of any areas in the exhibition center by means of equipment (vacuum cleaners, washing equipment, etc.) is prohibited.**

## 10. UTILITY CONNECTIONS

Water will be supplied in the connected hoses with an inner diameter of 12.5 mm and disposed of in the connected hoses 32 mm in diameter. Compressed air will be supplied in the connected hoses with an inner diameter of 15 mm. Hoses with a different diameter and/or adapters shall be provided by the exhibitor or ordered from BuildExpo (if available).

**ATTENTION!** The Organizer will only ensure the connection of standard sanitary appliances ordered via the exhibition participant's management.

The hoses will be connected to the exhibitor's appliances/equipment and the connections will be maintained **in the exhibition period by your company's personnel or the builders of your stand.**

Electric power, water and compressed air will be supplied to stands during the exhibition opening hours only. If you need the connection of water or compressed air earlier **to adjust the equipment**, please, obtain a relevant approval from the Organizer 5 working days before set-up.

The utility lines (cables, hoses) of your stand **shall be covered**. The utility lines shall be laid by the exhibitor's personnel or the builder of your stand. Cord protection covers can be rented from BuildExpo.

During set-up and dismantling, you should use battery-powered tools or connect your professional extension cord to one of the sockets in the pavilion. Protect the extension cable from mechanical damage.

**Please turn off the lighting at the stand at the end of the working day for fire safety reasons. The General Builder of Crocus Expo Exhibition Complex reserves the right to disconnect the general power supply to the stand from the exhibition complex networks in case the lighting has not been switched off by the participant.**

## 11. ADVERTISEMENT, BANNERS, AND TECHNICAL SUSPENSIONS

No advertising structures (banners, flags, etc.) may be put on the floor, walls, any parts of the pavilion and in the open area without the Organizer's permission. For the placement of advertisement, contact **Julia Leontieva** ([julia.leontieva@ite.group](mailto:julia.leontieva@ite.group))

Orders for placing banners/technical suspensions on the ceiling structures will only be accepted via the Organizer, after the full package of suspension documents is approved by the engineering services of Crocus Expo IEC. For the placement of suspensions on the ceiling structures of pavilions, contact **Dmitry Shishanov**, Technical Manager ([Dmitry.Shishanov@ite.group](mailto:Dmitry.Shishanov@ite.group)).

## 12. SECURITY

The area rent rate includes the cost of **general security services in the pavilion**. To safeguard the exhibits and personal belongings, make sure that **an employee** from your company **is present** at the stand during the exhibition period from the opening of halls to their complete clearance and closing by security guards.

Your stand (valuable exhibits as well as laptops, cell phones, personal belongings, etc.) shall be watched over by your personnel from the opening of halls to their closing (see the Exhibition Work Schedule).

The Organizer and the administration of Crocus Expo IEC will not be liable for any losses during the specified period. **ATTENTION!** Equipped stands shall be cleared on the last exhibition day.

## 13. DISPLAY OF EXHIBITS

Please read the ITE GROUP requirements for set-up and display of exhibits set out in the exhibitor manual.

If you violate these requirements, the Organizer may prohibit you to display the exhibits.

If you plan to demonstrate some equipment in operation at your stand, please inform the Organizer **IN ADVANCE**.

Oleg Ilin ([Oleg.Ilin@ITE.group](mailto:Oleg.Ilin@ITE.group)).

## 14. FIRE SAFETY RULES

Pay special attention to the fire safety rules of the exhibition center (see the exhibitor manual). Follow these rules when designing and building your stand as well as decorating it with various materials (fabrics, panels, etc.) and arranging the display.

All promotional materials and exhibits shall only be placed within your stand area. No packing materials and containers are allowed at the stand according to the fire safety rules. You may order a storage of consumables, packing materials/containers and exhibits in the Transport and Logistics Department of Crocus Expo IEC.

Smoking, including electronic cigarettes, in the pavilions is prohibited. Designated smoking areas are provided outdoors in the territory of the exhibition center.

Using open flame, pyrotechnic and smoke effects, storing and using flammable matter and combustible compressed gases at the exhibition is prohibited. If these substances (paints, oils, emulsions, etc.) are your products displayed at the exhibition, substitute them for empty vessels (dummies).

When decorating your stand and placing exhibits, please, note the rules mentioned in the Fire Safety Instructions of Crocus Expo [https://www.crocus-expo.ru/upload/all/2023/FireSafetyInstructions\\_2023\\_eng.pdf](https://www.crocus-expo.ru/upload/all/2023/FireSafetyInstructions_2023_eng.pdf)

Any deviations from the above-mentioned rules are allowed if there is a written permission from the Fire Safety personnel.

Dmytriy A. Bogachuk  
[bogachuk@crocus-expo.ru](mailto:bogachuk@crocus-expo.ru),  
+7 (916) 547 0451

## 15. BRINGING AUDIO AND VIDEO EQUIPMENT

To bring LCD and plasma panels, projectors, sound reinforcement and concert equipment to the premises of Crocus Expo IEC, you shall obtain a paid approval from the general builder BuildExpo, LLC. To be able to proceed with the payment, submit the company details and the power of attorney or the passport of an individual.

If the equipment listed above is owned by your company and you provide the unified delivery note TORG-12 or the accounting form OS-6, then the approval will be FREE OF CHARGE. **Companies that fail to obtain the approval may be subjected to various enforcement measures by BuildExpo.**

You can send the documents for approval and process the payment by bank transfer IN ADVANCE, or present the documents for approval at the cash desk of BuildExpo, LLC, and pay on the spot:

- Pavilion 1, service entrance - daily (10:00 – 17:00), lunch break (13:00 - 14:00)

Semyon Ryzhov

[ingener@buildexpo.ru](mailto:ingener@buildexpo.ru); + 7 (495) 727 2671

## 16. ADDITIONAL ORDERS

Orders placed by the participant during set-up and exhibition working days will be subject to a **100% surcharge** and will be accepted only if it is technically possible, BUT after the execution of all orders placed in the period established by the Organizer.

Additional services ordered at the exhibition shall be paid immediately in the Organizer's office **only with a bank card**. If you refuse the services ordered and paid in advance, the money will not be returned.

## 17. NOISE LEVEL

**THE LEVEL OF NOISE DURING SHOWS AND AUDIO/VIDEO PRESENTATIONS GIVEN AT THE STAND MAY NOT EXCEED 75 DB.**



If there are any complaints from other exhibition participants, the Organizer has the right to switch off the source of noise or, if it is impossible, to cut off power supply at your stand based on a record that shall be made in two copies, signed by the employee in charge of ITE GROUP and handed to the exhibition participant.

**In case of repeated violation, the switching off/cutting off will be done without any additional warning!** Please respect other exhibitors and their guests.

#### 18. ACCOUNTING DOCUMENTS

Closing accounting documents will be available in the Organizer's office starting at **9:00 a.m. on November 29, 2023.**

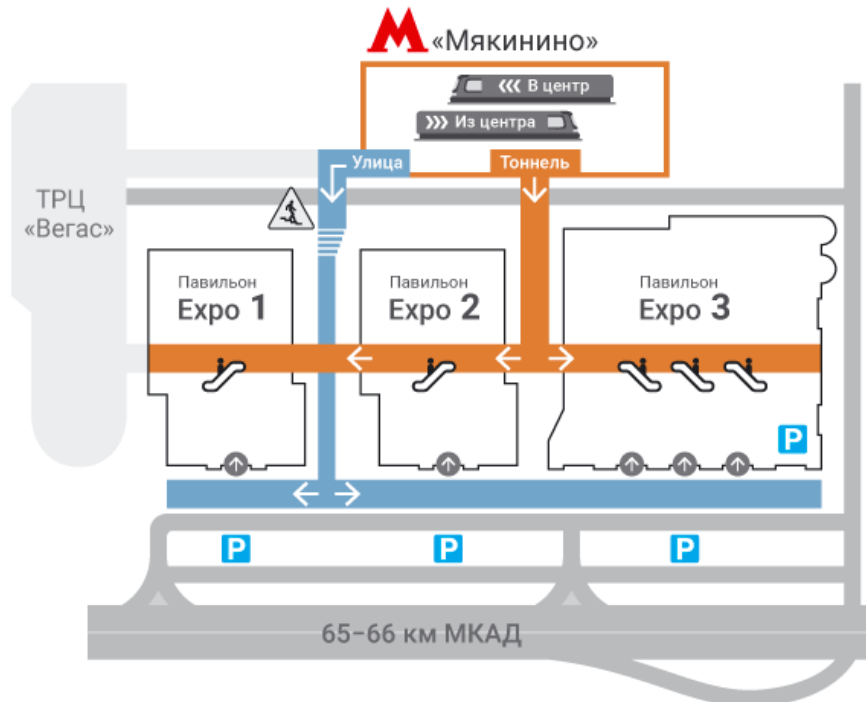
#### 19. HOW TO REACH CROCUS EXPO IEC

##### Travel by public transport:

Metro station "Myakinino" (Arbatsko-Pokrovskaya line), exits to the Exhibition Center pavilions (Expo 2).

##### Travel by car:

Crossing of MKAD (66 km, outer side) and Volokolamskoye Shosse.



We wish you all the best at the exhibition!

WOODEX 2023 Organizer

ITE Group

**21. LETTER FORMS**

**A) For access of personnel (assemblers)**

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

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:**

Pavilion 1 – [Service1@Crocus-Expo.ru](mailto:Service1@Crocus-Expo.ru); +7 (495) 727-2626

**A LETTER FOR INSTALLATION PASSES**

Exhibitor	Name of the exhibitor's company / Full name of the individual customer under the contract		
Event			
Date			
Location	Pavilion	Hall	Stand

**LIST OF PERSONNEL**

Full name of worker	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Sign \_\_\_\_\_

stamp

Contact details of the person responsible for the works on the Exhibition Area:

Name \_\_\_\_\_

Date \_\_\_\_\_

**B) For entry and removal of equipment/exhibits.**



The **GOODS IN/GOODS OUT** letter with a detailed description of the equipment and materials to be transported is written on the company's letterhead and signed and stamped by the director.

**Please note that letters containing the full text of the sample "GOODS IN/GOODS OUT letter are accepted for approval!**

If you have all the necessary approvals (stamps), you can send an email in advance to the Service Center Department for an in/out permit, as well as a permit to enter the cargo area.

Service Center Department:

Pavilion 2 – [Service1@Crocus-Expo.ru](mailto:Service1@Crocus-Expo.ru); +7 (495) 727-2626

## LETTER FOR EXHIBITS AND EQUIPMENT MOVE IN AND MOVE OUT

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 Organizer.		
Customer status	Specify: Organizer, 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: \_\_\_\_\_