

INTERNATIONAL SPECIALIZED EXHIBITIONS
September 9-11, 2025, Moscow, Crocus Expo,
Pavilion 2, Halls 9, 10, 11



EXHIBITOR'S GUIDEBOOK*

* Valid as of 1.05.2025

www.hhexpo.ru

www.styhome.ru

Table of Contents

Contacts	4
Crocus Expo IEC Infrastructure	5
Registration of Participants	6
Registration fee	6
Exhibition space	6
Additional Services and Release of Payment	7
Exhibition Schedule.....	9
Exhibition Center.....	9
Address and Location Map	9
Technical Specifications of the Pavilions	9
General Conditions of Exhibition Participation	9
Working Hours and Access Conditions	9
Cargo delivery and removal	9
Service for Exhibitors	9
Wi-Fi.....	10
Health and Safety Regulations.....	10
Regulation of Fire Safety.....	10
Use of technical means and special effects; animals at the exhibition.....	10
Show programs and presentations held at the booth.....	10
Coffee breaks, receptions, catering.....	10
Cooking and tastings sessions at the stand.....	10
Area with standard construction.	11
Exclusive stand construction.....	11
Installation/Dismantling	12
Accreditation of individual constructions	12
Cleaning.....	12

Security	12
Parking passes.....	12
Power supply.....	13
Water supply and drainage	13
Telecommunications	13
Artwork and full-color printing.....	13
Technical suspensions.....	13
Late order. Deadlines. Payment.....	13
Loading and unloading. Delivery. The Customs.....	13
Local cargo.....	13
Customs cargo	14
Execution of documents for arrival at the exhibition.....	14
Registration for entry to the exhibition pavilion.....	14
Registration of exhibit delivery and removal.....	14
Letter of attorney	15
Letter for equipment and exhibits delivery and removal.....	16
Letter for installation passes	17

CONTACT INFORMATION

Exhibition Organizer

HouseHold Expo, Stylish Home:

Mayer CG, "MOKKA Expo Group" LLC

10 Letnikovskaya st., 3rd floor, building 4, Moscow, Russia, 115114, tel.: +7 (495) 363-50-32/33

www.hhexpo.ru,

www.styhome.ru,

www.housetechexpo.ru,

www.outdoordacha.ru,

www.zooexpoplace.ru

DIRECTOR OF THE EXHIBITIONS

Olga Dvinyaninova

+7 (910) 429-47-50

olga@luxuryhits.ru

CURATORS OF EXHIBITION PROJECTS

Elena Sharovatova:

+7 (916) 830-79-47 sharovatova@mayer.ru

Natalya Gordeeva:

+7 (919) 784-17-90 gordeeva@hhexpo.ru

Ekaterina Kazanina:

+7 (910) 423-87-97

kazanina@mayer.ru

DEPARTMENT OF INTERNATIONAL PARTNERSHIP

Maria Nikovskaya:

+7 (919) 784-19-72

maria@luxuryhits.ru

EXHIBITION CENTER

Crocus Expo

143402, Moscow region, Krasnogorsk district,

city of Krasnogorsk,

16 Mezhdunarodnaya St., 16th km of MCAD

Phone number/Fax: +7 (495) 727-11-38

www.crocus-expo.ru

BUSINESS PROGRAMME PRODUCER -

Galina Shevchenko: +7 (910) 426-01-61

galina@hhexpo.ru

PR AND ADVERTISING DIRECTOR –

Ksenia Ionova: +7 (903) 242-64-83

ionova@hhexpo.ru

TECHNICAL DEPARTMENT

Technical Director – Lilia Yakuba:

+7 (916) 676-74-89

lily@mayer.ru

Technical Manager – Ekaterina Soloreva:

+7 (919) 784-17-90

soloreva@mayer.ru

GENERAL CONSTRUCTION

COMPANY of the Exhibition Center

BuildExpo

+7 (495) 727-26-12

e-mail: info@buildexpo.ru

www.buildexpo.ru

INFRASTRUCTURE OF CROCUS EXPO INTERNATIONAL EXHIBITION CENTER



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

1. REGISTRATION OF PARTICIPANTS

- 1.1. In order to register their participation in the exhibition, the Exhibitor shall send an application form to MOKKA Expo Group LLC (hereinafter referred to as the Organizer).
- 1.2. The application in the form prescribed by the Organizer shall be submitted in a single copy and signed by an authorized person (the head of the organization or a person acting on the basis of a power of attorney issued by the organization).
- 1.3. Payment rates for the use of the exhibition area, the amount of the registration fee, the installation dates, as well as operation and dismantling of the exhibition dates, the deadline for accepting applications – for each exhibition are determined by the Organizer and published in the official information materials (including electronic media). The data presented in the information materials is not definite and may be changed by the Organizer.
- 1.4. After all the conditions of participation were negotiated, an agreement (contract) for participation in the exhibition is concluded between the Organizer and the Exhibitor. The General Terms and Conditions of Participation including all annexes, amendments and additions, constitute an integral part of the agreement.
- 1.5. The Exhibitor is obliged to comply with the rules established in the Crocus Expo IEC and the General Construction Company of BuildExpo LLC. The Exhibitor is obliged to read and acknowledge these rules on the website www.crocus-expo.ru
 - The general requirements for holding events at the Crocus Expo IEC 2025
https://www.crocus-expo.ru/upload/all/2025/Основные_требования_МВЦ_Крокус_Экспо_23.12.2024.pdf
 - Rules of access and stay on the territory of the Crocus Expo IEC and attendance of events held there
https://www.crocus-expo.ru/upload/all/2025/Правила_доступа_и_пребывания_на_территории_МВЦ_Крокус_Экспо_и_посещения_мероприятий_проводимых_в_нем_23.12.2024.pdf
 - Instructions on fire safety measures during the installation (dismantling) of expositions and events held in pavilions
https://www.crocus-expo.ru/upload/all/2024/Инструкция_о_мерах_пожарной_безопасности_01.11.2024.pdf
 - Procedures for equipment and exhibits delivery to and removal from the Crocus Expo IEC territory
https://www.crocus-expo.ru/files/2025/ПОРЯДОК%20ВВОЗА%20И%20ВЫВОЗА%20ОБОРУДОВАНИЯ%20И%20ЭКСПОНАТОВ_23.12.2024.pdf
 - The general requirements of the General Construction Company of BuildExpo LLC for the arrangement of exhibition events in the Crocus Expo IEC
<https://www.buildexpo.ru/upload/buildexpo/doc/2025/Осн%20требования%202025.pdf>
- 1.6. The Exhibitor shall submit the applications for additional services (electric power connection, cleaning, etc.) no later than one month prior to the start of the exhibition installation. Services are paid for according to the Organizer's bills.
- 1.7. The agreement (contract) for participation in the exhibition, annexes and additions to it, must be signed by authorized persons.
- 1.8. In order to promptly resolve issues related to the preparation and conducting of the exhibition, the ORGANIZER and the Exhibitor may conclude an agreement and transfer documents by exchanging e-mail with the obligatory subsequent sending of the original documents.

2. REGISTRATION FEE

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

3. EXHIBITION SPACE

- 3.1. The exhibition space is provided to the Exhibitor for use during the installation, operation and dismantling of the exhibition in a condition suitable for the exhibition booth (stand) placement. Acceptance and delivery of the exhibition area is executed by bilateral acts signed by authorized representatives of the Organizer and the Exhibitor and certified by seals.
- 3.2. The exhibition space is provided to the Exhibitor in accordance with the participation agreement for both exclusive and standard construction. The Exhibitor's orders for installation, dismantling, decoration and other types of work on equipping exhibition space with standard construction is carried out by the General Construction Company of the Crocus Expo IEC, BuildExpo LLC (hereinafter referred to as the "General Construction Company"). The Organizer offers additional services for the design and installation (construction) of exclusive exhibition stands.
- 3.3. The fee rate for the use of the exhibition space also includes:

- the cost of general electric lighting, heating, ventilation of the enclosed exhibition area (pavilion, hall);
 - the cost of the general security of the territory of the exhibition center and the exhibition pavilion;
 - ensuring access control arrangements;
 - the cost of cleaning the territory of the exhibition pavilion (hall), aisles and outdoor areas (cleaning of exhibition booths is carried out at the Exhibitor's expense and is paid additionally);
 - the cost of garbage removal, as well as disposal of containers and small construction waste to specially designated places during the installation, operation and dismantling of the exhibition (disposal of large-sized construction waste and structures is to be paid additionally);
 - the cost of passes (badges) issued by the Organizer according to the lists submitted by the Exhibitor and in accordance with the standards of the Crocus Expo IEC, with the exception of passes for the Exhibitor's vehicles, which are additionally paid according to the tariffs of the Crocus Expo IEC;
 - the Exhibitor's civil liability insurance for damage to life or health and/or damage to property of third parties, including the Organizer, exhibitors and visitors of the exhibition, which remains in force the entire exhibition period.
- 3.4. The space provided for the Exhibitor may not be transferred to other companies on a paid or gratuitous basis without consent of the Organizer in the written form.
- 3.5. Fees for space usage are due to the Organizer's account as per the agreement for participation in the exhibition. The Exhibitor will not be allowed to participate without paying in full, pursuant to this agreement, the Exhibitor will not be refunded.
- 3.6. If the Exhibitor does not occupy the exhibition space/booth by 17:00 on September 8, 2025, the Exhibition Participation Agreement will be canceled by the Exhibitor. In this case the Exhibitor must pay 100% of the money owed and a penalty of 10% (as per Article 310(3) of the Civil Code of the Russian Federation). The Organizer reserves the right to withhold any sums received from the Exhibitor. The Exhibitor's losses will not be recuperated. The exhibition space is considered free, and the Organizer has the right to dispose of it.
- 3.7. Under any circumstances the Organizer shall not be responsible:
- for loss of or damage to exhibits or other tangible property belonging to the Exhibitor, its agents, or personnel employed by or invited by the Exhibitor, nor for any damages resulting from fire, explosion, water damage, wind damage, lightning strikes, or other hazards;
 - for any injury or harm to persons employed by or invited by the Exhibitor, irrespective of the terms of their engagement or the cause of such injury or harm.
- 3.8. The Exhibitor bears responsibility arising from their participation in the Exhibition, including but not limited to, liability for failure to adhere to the regulations governing conduct within the Crocus Expo IEC premises, safety protocols, fire safety regulations, as well as any violations of public order and requirements established by the legislation of the Russian Federation, the IEC, the General Construction Company, and the Organizer.

4. ADDITIONAL SERVICES AND RELEASE OF PAYMENT

- 4.1. The Organizer may provide additional services upon the Exhibitor's orders at their expense, a list of which the Exhibitor can obtain from the Organizer. All orders for services are issued by additional applications to the agreement for participation in the exhibition. Services are provided subject to payment (receipt of funds to the Organizer's current account).
When submitting a request for electrical, plumbing, or other engineering services, the Exhibitor shall provide the Organizer, for further approval, with exhibit booth plans and diagrams indicating the placement of electrical power equipment and lighting; specifications of the technical characteristics of each unit of the Exhibitor's technological equipment (including but not limited to: voltage, maximum power consumption, compressed air consumption, water consumption, etc.); electrical connection points to power sources; and plumbing connection diagrams.
- 4.2. In case of cancellation of paid services, the Exhibitor shall not be entitled to a refund of any money paid, and such funds shall be retained by the Organizer as liquidated damage for the Exhibitor's unilateral breach of its obligations.
- 4.3. The Exhibitor shall, prior to the completion of dismantling, return all equipment leased from the Organizer in proper condition, as verified by handover act. In the absence of a signed handover act to the Organizer's representative, the Exhibitor is not allowed to remove any property from the exhibition area.
- 4.4. Communication and audiovisual services at the exhibition complex are provided exclusively by authorized Crocus Expo IEC organizations at their own rates.
- 4.5. The organizer also provides services for conducting business programs related to exhibitions (symposiums, conferences, seminars, presentations, etc.).

Exhibition schedule:

FRIDAY September 5	08:00 – 19:45	Installation of stands (area for an exclusive stand) ^{1,2,3}
SATURDAY September 6	08:00 – 19:45	Installation of stands (area for an exclusive stand) ^{1,2,3}
SUNDAY		

September 7	08:00 – 19:45	Installation of stands (area for an exclusive stand) ^{1,2,3}
MONDAY	08:00 – 19:45	Installation and decoration of stands (including equipped area) ^{1,2,3}
September 8	14:00	The latest time a participant must arrive at their booth
	15:30	All equipment and exhibits must be unpacked, all packing materials removed. All construction equipment, ladders, and other tools used by builders must be removed to the loading doors or stored within the booth. All waste materials must be disposed of.
	16:00	Final aisle cleaning. All the booths/stands (including the equipped area) must be ready and cleaned, all the aisles vacated
TUESDAY	08:00 – 19:00	Working hours of pavilions ⁴
September 9	10:00 – 18:00	The exhibition is open to visitors
WEDNESDAY	09:00 – 19:00	Working hours of pavilions ⁴
September 10	10:00 – 18:00	The exhibition is open to visitors
THURSDAY	09:00 – 19:45	Working hours of pavilions ⁴
September 11	10:00 – 16:00	The exhibition is open to visitors
	16:00 – 19:45	Entry of participants' vehicles for the export of exhibits ³
	18:00 – 19:45	The entrance of the construction company workers' vehicles for the removal of exhibits and dismantling ³
	19:45	The equipped area should be vacated ^{3,5}
FRIDAY	08:00 – 19:45	Dismantling. Working hours of pavilions ³
September 12	19:45	The pavilion must be vacated, the equipment and structures of the stands dismantled and removed ^{5,6}

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

². The terms of installation of large and/or heavy equipment and exhibits must be agreed in advance at MOKKA EXPO GROUP Technical Service Department.

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

⁴. The entrance to the pavilion is allowed only for exhibitors with badges of the exhibition participants. Installation work at the booths is prohibited, installation passes are invalid.

Visitors are allowed to enter the pavilion from 10:00.

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

⁶. All construction materials, structures and bulky debris must be removed from the exhibition center or disposed of in dumpsters at the expense of the exhibitor or their construction company.

In case waste disposal services are needed construction workers/exhibitors should book them in advance at the IEC service center. Non-compliance with this requirement will result in the imposition of penalties, in amounts determined by Crocus Expo IEC, upon the exhibition participant/exhibitor or their construction company.

See "The general requirements for events held in Crocus Expo IEC **Web-site**: <https://www.crocus-expo.ru/docs/>

⚠ In case representatives of the Exhibitor and/or its construction company are present in the exhibition hall after the operating hours of the pavilion, the Exhibitor will be charged a penalty in the amount invoiced by Crocus Expo IEC. This penalty must be paid in no later than 10 business days from the date of receipt of the corresponding demand from the Organizer.

Exhibition Center

Address and Location Map

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

See Layouts of the exhibition center in this Guidebook.

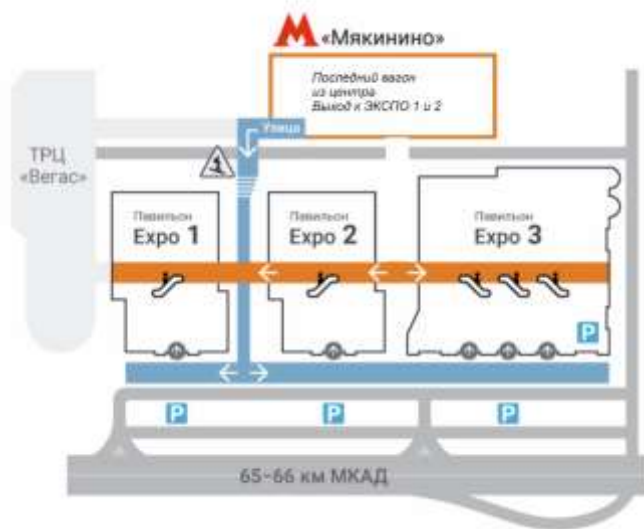
Take the metro to Myakinino station, with direct access to the Crocus Expo IEC pavilions.

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

Parking in close proximity to the entrances of the exhibition pavilions is available via paid parking passes, which must be purchased in advance. See the "Parking Passes" section within "General and Additional Services" for more details.

When planning your route by car, please refer to the layout available on the Crocus Expo IEC website

Web-site: www.crocus-expo.ru



Technical Specifications of the Pavilions

The ceiling height in the pavilions

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

To confirm the ceiling height in the pavilion at your booth location, please contact MOKKA EXPO GROUP Technical service department.

The height of your booth must not exceed the permitted limit (see "Requirements for the Design and Decoration of Exhibition Stands").

Pavilion Floor Load Capacity

The maximum permissible floor load capacity in the pavilions is as follows:

Pavilion 2, 2nd floor	750 kg per m ²
-----------------------	---------------------------

The pavilion floors might be sloped have slight unevenness in some areas. It is necessary to distribute the load evenly and avoid gathering heavy items in one spot.

Columns, Hatches, and Technical Utilities

Columns, hatches, electrical enclosure, and/or technical connection points for your or neighboring booths can be located within your exhibition space.

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

Please take this into account, especially when planning flooring and/or platforms for your booth.

For additional information, please contact MOKKA EXPO GROUP Technical service department.

General Conditions of Exhibition Participation

The exhibition organizer, participants, visitors, construction companies, contractors, and all third parties operating on the grounds of Crocus Expo IEC must comply with the following requirements:

"General requirements for holding events"

https://www.crocus-expo.ru/upload/all/2025/Основные_требования_МБЦ_Крокус_Экспо_2_3.12.2024.pdf

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

https://www.crocus-expo.ru/upload/all/2025/Правила_доступа_и_пребывания_на_территории_МБЦ_Крокус_Экспо_и_посещения_мероприятий_проводимых_в_нем_23.12.2024.pdf

"INSTRUCTIONS ON REGULATIONS OF FIRE SAFETY"

https://www.crocus-expo.ru/upload/all/2024/Инструкция_о_мерах_пожарной_безопасности_01.11.2024.pdf

Working Hours and Access Conditions

During the exhibition installation and dismantling, the pavilions are open from 08.00 to 19.45. During the exhibition days, the pavilion is open from 09.00 to 19.00 (but from 08.00 on the first day of the exhibition). For more information, see the section "Exhibition schedule".

Access to the exhibition center is granted upon presentation of passes.

Participants

An **Exhibitor badge** serves as a pass to the exhibition center, granting personnel of participating companies access to the exhibition center during setup, installation and dismantling periods.

Exhibition participant badges are issued to the Exhibitor by the Organizer in case there is no debt for services/work under the agreement.

The Exhibitor receives badges at a rate of 1 badge per 3 m² of exhibition space occupied by the Exhibitor's booth.

Additional exhibition participant badges can be purchased by submitting a pre-order request to your coordinator. The cost per badge is 1,000 rubles.

Exhibition participant badges are valid for entering Crocus Expo IEC during the setup, installation, and dismantling periods of the exhibition.

!!! Exhibitors can receive their badges from the organizer's office after August 15, 2025, from Monday to Thursday, from 10:00 to 17:00, at the following address: Letnikovskaya St., 10, building. 4, 3rd floor.

Installation passes (not valid during the exhibition) will be issued at the service center in Pavilion 2 to the Exhibitor's personnel involved in the installation, decoration, and dismantling of your booth.

Passes are issued at a rate of **1 pass per 5 m²** of exhibition booth area.

See "Exhibition Schedule" and "Access to the Exhibition Center. Delivery. Customs" sections for more detailed information.

Cargo delivery and removal

There is a system of entry and exit passes that is used for cargo delivery and removal on the territory of exhibition center.

⚠ Participants are prohibited from bringing and/or using their own cranes and/or loaders on the territory of exhibition center.

See "Exhibits delivery and removal" and "Loading and unloading" sections for more detailed information. Delivery. The Customs.)

Service for Exhibitors

Business trip certificates

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

Medical service

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

Telephone number: +7 (985) 410-87-89

In case of emergency, call 112.

Service center of the Crocus Expo IEC

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

Wi-Fi

Free Wi-Fi access is available in the lobby and food courts of the exhibition center.

ATMs and currency exchange

The ATMs are located in Lobby 2. You can change currency in cash at the exchange offices located in the shopping malls Crocus City Mall, "Tvoy Dom" or shopping mall Vegas.
(See the layout of the exhibition center)


Cafes and restaurants

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

Health and Safety Regulations

Crocus Expo operates under a Health and Safety Policy that is mandatory for all exhibitors/participants, construction companies, contractors, and other individuals taking part in the exhibition.

Exhibitors/participants, contractors, and construction companies are required to exercise due diligence regarding the health and safety of other participants and visitors.

 All persons present in the exhibition area during installation and dismantling operations **must use safety helmets**, as well as other personal protective equipment necessary for performing specific types of work.

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

Regulation of Fire Safety

The Exhibitors/their construction companies shall read and comply with the "Instructions on fire safety measures during the exposition installation (dismantling) and events in pavilions and outdoor areas of the Krasnogorsk branch of CROCUS EXPO of CROCUS JSC." https://www.crocus-expo.ru/upload/all/2024/Инструкция_о_мерах_пожарной_безопасности_01.11.2024.pdf

The Exhibitor is responsible for all the violations of the Instructions detailed above, including the case of violation by the Exhibitor's Construction company.

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

During the exhibition it is prohibited to use open fire, pyrotechnic and smoke effects, storage and use of flammable substances, and combustible compressed gases.

If exhibits with fire safety characteristics do not meet the requirements of fire safety regulations, it is mandatory to cover them with fire retardant and be ready to provide the following documents when bringing them onto the territory of the exhibition center:

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

Dmitry Anatolyevich Bogachuk

bogachuk@crocus-expo.ru

Telephone number: +7 (916) 5470-04-51

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


Animals are prohibited on the exhibition territory, with the exception of guide dogs accompanying individuals with disabilities.

The use of technical means and special effects is prohibited at the exhibition. Any exceptions must be approved by the Organizer in advance.

The operation of aircraft (including quadcopters) and the use of personal mobility devices, including but not limited by gyroscoters, scooters,

monowheels, and segways, is prohibited on the exhibition territory.

While using a holographic fan (3D fan) at the exhibition booth, it is strictly prohibited to touch it or put foreign objects between the blades of the operating device. Holographic fans must be installed at a minimal distance of 1.5 m from visitors or at a minimal height of 2.5 m; the distance between the fans and any other objects must be not less than 0.2 m. (In case a protective acrylic box is being used, the minimum distance is not taken into account.)


 Advertisement outside the exhibition booth is prohibited.

Show programs and presentations held at the stand

Holding lotteries, shows, presentations, and other events at the exhibition booth/stand that may attract a large number of visitors must be approved by the Organizer in advance.

Events must take place strictly within the exhibition booth. Noise levels must not exceed 75 dB.

Upon receiving complaints, the Organizer has the right to disconnect the noise source or, in case it cannot be done, to cut the power supply at the booth off.

 In case of a repeated violation of this rule, disconnection of electrical service will occur without additional warning.

Coffee breaks, receptions, catering

Organization of catering services shall be involved only with the approval of the Crocus Expo IEC.

For additional information, please contact with the Organizer. In case you are planning catering at the booth/stand, please inform your manager in advance.

Cooking and tastings sessions at the stand

Cooking and tastings at the exhibition booth are only possible with the approval of the Organizer and shall meet the following requirements:

1. Only electric stoves, ovens, etc. are allowed to be used for cooking during the exhibition.
2. The exhibition booth should be equipped with a professional exhaust hood with odor neutralizing filters.
3. The use of open flame, the formation of smoke or pungent unpleasant odors is prohibited.
4. The participant must comply with Fire Safety Regulations. Any of these Regulations may be deviated from with the written permission of the staff of the UPR of Crocus JSC.
5. Tasting sessions should be organized in compliance with sanitary standards. The exhibitor is obliged to ensure the disposal of garbage, as well as to keep the exhibition booth and adjacent aisles clean.
6. If complaints arise, the Organizer is eligible to suspend the cooking and tasting sessions.

Area with standard construction

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

The exhibition booth is constructed from lightweight aluminum and laminated panels by Octanorm. Each wall panel is 250 cm in height and 100 cm in width (including the upper and lower slats) and a face size of about 235 x 95 cm.

The components of the standard exhibition booth package are not subject to approval or modification and are determined by the booth area size exclusively.

Additional fasteners, electrical panels and other equipment can be used to stabilize the structure and power supply of the exhibition booth. Note that the image of such equipment is not included in the sketch design of the booth. If the Exhibitor needs to temporarily remove equipment (for example, in order to install large-sized exhibits), he must get an approval of such actions at the technical department of the exhibition in advance.

⚠ It is prohibited

- to attach exhibits and design elements to exhibition booth structures, electrical equipment, spotlights and other parts of the stand;
- to conduct independent panel pasting;
- to remove and take out the equipment transferred for temporary use;
- to use adhesive tape and other gluing materials in panel (booths) decoration including product information and advertisement;
- to use staplers to attach materials including but not limited to advertisement;
- to drill the structures of the booths;
- to use chairs or other furniture as stepladders;
- to conduct any electrical installation work at the exhibition booth independently from the General Construction Company (including the installation of additional lighting, extension cords and power strips);
- to place or install any of the exhibition equipment and structures, items/pieces of furniture, display cases, advertising banners and any other elements that are not included in the exhibition booth package and are not exhibits.
- to deflate the following types of waste into the sewage system of sinks in exhibition halls: food residues (including vegetables), polyethylene, construction waste, acids and other substances of aggressive environment. In case of blockage and up to its elimination, the General Construction Company is allowed to cut the water supply at the booths of the Exhibitors connected to the emergency (clogged) sewer section.

In this case, the General Construction Company and the Organizer:
- are not responsible for the lack of water supply at the stands connected to the emergency section of the sewer system; no damages or penalties are reimbursed to the General Construction Company or the Organizer;
- are considered to have fulfilled contractual obligations connected with water supply to the Exhibitors, whose stands are connected to the emergency section of the sewer system.

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

⚠ The Exhibitor is obliged to pay the market value of the damaged exhibition booth/stand structures, elements and additional equipment on the basis of the relevant invoice from the Organizer in no later than 10 days from the date of its receipt.

All materials (fabrics, banners, etc.) used for decoration must be approved with Fire safety Certificates. For detailed requirements, see the section "Regulations of Fire Safety".

When ordering a utility room or an office with a lockable door, as well as archive cabinets and display cases, keys and locks for them can be obtained upon the security at the technical department of the exhibition.

Standard exhibition stand configuration

Содержание стандартного стенда



1. Столы из пластика (2)
2. Кресла из пластика (2)
3. Фурн. (пластиковые) стулья (3 шт.)
4. Стул - 1 шт.
5. Стул - 1 шт.



1. Столы из пластика (2)
2. Кресла из пластика (2)
3. Фурн. (пластиковые) стулья (3 шт.)
4. Стул - 1 шт.
5. Стул - 1 шт.
6. Стул из пластика (1 шт.)
7. Стул из пластика (1 шт.)
8. Стул из пластика (1 шт.)
9. Стул из пластика (1 шт.)
10. Стул из пластика (1 шт.)



1. Столы из пластика (2)
2. Кресла из пластика (2)
3. Фурн. (пластиковые) стулья (3 шт.)
4. Стул - 1 шт.
5. Стул - 1 шт.
6. Стул из пластика (1 шт.)
7. Стул из пластика (1 шт.)
8. Стул из пластика (1 шт.)
9. Стул из пластика (1 шт.)
10. Стул из пластика (1 шт.)
11. Стул из пластика (1 шт.)



1. Столы из пластика (2)
2. Кресла из пластика (2)
3. Фурн. (пластиковые) стулья (3 шт.)
4. Стул - 1 шт.
5. Стул - 1 шт.
6. Стул из пластика (1 шт.)
7. Стул из пластика (1 шт.)
8. Стул из пластика (1 шт.)
9. Стул из пластика (1 шт.)
10. Стул из пластика (1 шт.)
11. Стул из пластика (1 шт.)

Exclusive stand construction

In order to fully benefit from the participation, the Exhibitor should make sure that their stand reflects corporate identity, advantageously showcases products/services, and uses original modern design solutions.

The Organizer, on their part, offers services for the design and installation (construction) of exclusive exhibition stands with maximum financial benefit. You can request detailed information on the construction of the exhibition booth/stand from the technical director of the exhibition.

Yakuba Lilia

Telephone number: +7 (916) 676-74-89, **E-mail:** lily@mayer.ru

If an exclusive stand is installed by an Exhibitor without involving the Organizer, **PLEASE** provide a copy of the Exhibitor's Manual to construction company workers.

During planning and construction, it is necessary to ensure that the Basic Requirements for holding events at the Crocus Expo IEC and the BASIC REQUIREMENTS OF the GENERAL CONSTRUCTION COMPANY BUILDEXPO LLC for arranging exhibition events at the Crocus Expo IEC (2025) are met.

https://www.crocus-expo.ru/upload/all/2025/Основные_требования_MBLI_Крокус_Экспо_23.12.2024.pdf

The exhibitors may carry out installation and dismantling, engineering and decoration works on their own, or involve other construction workers to carry out such work, only with the written permission of the General Construction Company, BuildExpo LLC.

⚠ The construction of standard stands can be ordered only with the approval of the Organizer.

An **exclusive exhibition booth/stand** is a booth made of non-standard exhibition systems, elements and materials, chosen accordingly to an individual project and implying unique, creative and technological solutions that are not subject to replication.

Mobile stands imply structures that do not exceed 3m in length and are installed inside of standard booths (for example, press walls or basic pop up models). Mobile stands do not include isoframe, expoframe, or upgraded versions of pop-up stands. Designs that do not fall under this category are considered exclusive and are subject to accreditation.

⚠ In case Exhibitor or their construction company uses furniture assembled from exhibition structures (for example, showcases, information and bar

counters, shelving, etc.) in design or installation of their stand/booth, then, according to the rules of the IEC and the General Construction Company, this stand/booth will be equated to the standard one. Stands violating this rule will NOT be approved and will NOT allowed to be installed.

The installation of such exhibition stands is carried out only with the approval of the Organizer.

Installation/Dismantling

Before the start of the installation, make sure that the exhibition booth is located in the place according to the exhibition plan. In case of inaccuracy of the arrangement of structures relative to the layout, the Exhibitor is obliged to dismantle and re-install the exhibition booth/stand at their own expense.

⚠ In order to comply with the requirements of the Crocus Expo IEC, the Exhibitor must clear the equipment from the aisles for final cleaning by **15:30 on the last day of installation**. All equipment must be taken to the installation gate or stowed away at the booth. All garbage must be disposed of after **15:30**. It is prohibited to leave garbage in the aisles. For violations of this requirement, the Exhibitor must pay the double price for the cleaning of the aisles of the relevant exhibition hall according to the tariffs of the Directory of Services of the Crocus Expo IEC.

The Exhibitor and/or the construction workers are required to remove containers and remnants of construction and installation materials from the exhibition center, and to take the packaging, small construction waste and garbage out into containers **before 15:30** on the last day of installation.

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

It is prohibited:

- to clutter the aisles with containers and construction materials;
- to install building structures near stationary electrical panels, process hatches, fire cabinets and other engineering equipment and block access to them during the exhibition;
- to bring lumber and woodworking equipment and perform sawing, planing and other carpentry work related to the manufacture of structural parts of the exhibition stand;
- to carry out works related to paint job/full coating of the exhibition stand;
- to apply paint, varnish, glue or other hard-to-remove coating to the floor, walls and columns of exhibition halls;
- to make holes in the floor, walls, columns;
- to carry out suspension of structures and advertising media to the ceiling structures of the exhibition pavilion;
- to run over the carpet laid on the floor while transporting goods to the exhibition booths/stands;
- to be in the installation area of the exhibition stand needlessly;
- to place and store materials, clothes, shoes, and other personal items outside of the exhibition booth installation area;
- to use the stands of other construction workers, furniture or equipment delivered to the exhibition participants for construction and installation work, recreation and meals;
- to move exhibition furniture and equipment outside the installation area of the exhibition stand;
- to lean any building structures and materials against the walls, columns, windows and doorways of the exhibition hall;
- to attach or place information signs on walls, glass, columns, floor, fire cabinets and other elements of the interior of the exhibition hall; to damage the floor covering, asphalt concrete and stacked covering in the outdoor areas of the Crocus Expo IEC;
- to dismantle stands by toppling exhibition booth structures onto the floor and dropping individual exhibition booth elements onto the floor from height

On SEPTEMBER 12, no later than 19:45, upon completion of the dismantling, after removing the floor covering, the Exhibitor and/or their construction workers must remove the adhesive tape from the floor of the pavilion (marking under his stand) and free the exhibition hall from his property, including garbage.

⚠ For the removal of large-sized construction waste, the exhibitor and/or the construction company must order a container at their own expense.

⚠ All material losses related to inflicted damage to the pavilion structures, additional cleaning, garbage removal, late release of the exhibition hall, resulting from the actions/omissions of the Exhibitor

and/or its sub-exhibitors and/or their construction workers, are subject to be compensated by the Exhibitor in no later than 10 working days from the date of receipt of the relevant request from the Organizer. The amount of compensation is decided by the Crocus Expo IEC.

The two-storey exhibition stand must be equipped with fire alarm sensors (see appendix Regulations of Fire Safety). The construction of the two-storey exhibition booths must have required certificates and be of the strength characteristics, which comply with the safety standards.

Accreditation of individual constructions

To the attention of companies, which DO NOT carry out construction by the instrumentality of the ORGANIZER:

The design project of the exclusive stand, indicating all the dimensions of it, must be sent by e-mail and subsequently approved by the technical department of the exhibition, **no later than 1 month before the first day of installation**. The approval time frame is 5 working days. The project is considered agreed upon if it has the appropriate mark of the Organizer on it.

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

The list of required documents, the procedure for concluding the contract, performing the work, and the requirements of the General Construction Company can be found at <https://www.buildexpo.ru/bexpo/exhibitors/>.

For detailed information on registration and document approval, please contact BuildExpo Technical Department.

Crocus Expo Exhibition Center, Pavilion 1, service entrance room No. 119

Telephone number: +7 (495) 727-26-71 **E-mail:** ingenier@buildexpo.ru

Web-site: www.buildexpo.ru

Cleaning

It is prohibited to involve third-party companies for cleaning of the floor covering of the exhibition stand, as well as to clean floor covering using technical means. Any kind of cleaning is paid by the Exhibitor separately.

After the exhibition closes for visitors, the trash cans filled with solid household waste are to be put out in the aisles by the Exhibitors. Bins that were not put out from the stands will not be removed. The time of bins removal is determined by the Organizer and the Crocus Expo administration.

You can order individual cleaning of the exhibition booth from the Organizer.

Security

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

During the exhibition, the pavilions are sealed by security guards at 19:00 and open at 09:00 (except for the first day of the exhibition, when the pavilions are open at 08:00).

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

In order to ensure the safety of exhibits and personal belongings, we recommend for you to keep at least one employee of your company at the exhibition booth during the exhibition period from the opening to the closing of the halls by security (see Exhibition schedule).

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

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

You can contact the Organizer to order individual booth security.

Parking passes

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

You can order parking passes from the Organizer. Ordered and paid parking passes can be obtained at the Directorate (at the exhibition) from the first day of installation. The registration number of your car must be noted in the pass. The pass cannot be exchanged or refunded.

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

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

Power supply

The Organizer is not responsible for damage inflicted to equipment and appliances due to failures in power supply.

⚠ It is prohibited to use household extension cords to connect lighting equipment and household appliances. To coordinate the lighting equipment used on mobile stands and in storefronts, it is necessary to contact the technical department of BuildExpo LLC.

For stands with exclusive construction

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

The connection of the installed electrical equipment at the exhibition booth is possible only after carrying out work on a comprehensive measurement of the protection equipment operability and signing an Certificate of Delineation of Operational Responsibilities with an Authorized person of the Technical Operations Department, BuildExpo LLC.

⚠ At the end of the working day, for fire safety reasons, the Exhibitor must turn off the lighting at the stand. The general construction company has the right to disconnect the general power supply of the exhibition complex from the exhibition booth from if the Exhibitor had not turned off the lighting.

Water supply and drainage

Connection to the water supply and a single water filling can be ordered from the Organizer.

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

Water supply of the stands is carried out only during the exhibition. The hoses leading to the equipment at one's exhibition booth must be covered with manways.

Telecommunications

The order of Internet connection can be made at the Organizer.

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

The Organizer processes the submitted data, respecting its confidentiality and security in accordance with applicable law. In case of failure to provide required information, the telecommunication operator has the right to suspend the provision of services.

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

⚠ To deliver LCD and plasma panels, LED screens, projection installations, sound amplifiers, lighting and concert equipment into the exhibition center, it is necessary to obtain approval from the General Construction Company on a paid basis.

If the above-mentioned equipment is the property of the Exhibitor, the delivery of the equipment will be agreed FREE of CHARGE, provided that the list of such equipment is sent three working days before the start of installation period to e-mail ingener@buildexpo.ru

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

If deadlines are not met, approval can be obtained only on a paid basis.

You can get consultations on the approval of documents at the Technical Department of the General Construction Company.

Telephone number: +7 (495) 727-26-71 **E-mail:** ingener@buildexpo.ru

Web-site: www.buildexpo.ru

Artwork and full-color printing

The Exhibitor can order logos to be printed and attached, as well as pasting of wall panels and other elements of the stand with colored film or full-color art work for additional payment.

⚠ Independent pasting of exhibition booth elements is prohibited.

Technical suspensions

⚠ The placement of advertising and technical suspensions on the ceiling structures above your exhibition booth/stand must be ordered from the Organizer. The Exhibitor must submit a request for approval to the Technical Department at least 1 month before the start of installation.

There are places of the ceiling structures where suspension is not possible. In case any changes in the suspension design or location of the exhibition booth on the exhibition plan occur, it is required to get additional approval.

⚠ It is prohibited to place advertising structures (banners, flags, etc.) on the floor, pavilion structures, walls, or other parts of the pavilion without prior permission from the Organizer.

The suspension order is accepted by the Organizer only after agreement on the full package of technical documentation had been reached.

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

Banners must be provided with a fire safety certificate (see Regulations of Fire Safety section).

When placing suspension structures that use lighting and/or dynamic elements and imply laying electrical grid, one must comply with the rules of electrical work performance (see sections Electrical requirements and Accreditation of individual construction).

Late order. Deadlines. Payment.

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

⚠ Changes to the layout/filling/design/art work of the standard exhibition booth are not accepted in less than a week before the start of the exhibition installation.

During installation, if it is technically possible, the Organizer **can** accept the order, while the cost of the ordered equipment will be doubled.

The Organizer starts the work/the provision of services only after the receipt of monetary funds to their bank account.

Loading and unloading. Delivery. The Customs Local cargo

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

The assembly gates are closed for visitors during the working hours of the exhibition.

Vehicles can enter the loading and unloading areas via paid passes. The delivery and removal of exhibits and equipment is carried out according to the procedure described in the section Execution of documents for arrival at the exhibition.

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

Self-loading/unloading/transportation of goods using lifting mechanisms, all types of lifting and transport equipment (cranes, manipulator cranes, stackers and any other lifting mechanisms) **is prohibited**.

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

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

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

Storage of containers/packages at the exhibition stand/booth is not allowed according to fire safety regulations.

Telephone number: +7 (495) 727-25-87 **E-mail:** Trans@Crocus-Expo.ru

Customs cargo

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

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

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

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

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

⚠ In case Exhibitor decides to use the service of other shipping agents in order to deliver international goods (exhibits) to the exhibition, the Exhibitor must inform such shipping agent of the need to contact one of the official customs shipping forwarders of the Crocus Expo IEC.

Execution of documents for arrival at the exhibition Registration for entry to the exhibition pavilion

The badges of the participants of the exhibition serve as passes to the territory of the exhibition center.

⚠ Please, note that it will be possible to receive issued badges in our office from August 15 to September 4, 2025, from Monday to Friday during working hours: 10.00-17.00 at the following address: Moscow, 10 Letnikovskaya St., building 4, 3rd floor. Arrange the time of receipt of the badges with your supervisor in advance. On September 8 (the last day of installation), 2025, badges will be issued on the 3rd level in the lobby of Pavilion 2. Participants' badges are valid during the installation, exhibition and dismantling period.

Installation passes for Construction Company workers are issued by the General Construction Company LLC "BuildExpo", during the technical expertise assessment (accreditation). A representative of a construction company can receive issued passes at the Service Center of Pavilion 2 during the exhibition installation days.

To receive installation passes for the Exhibitor's employees, it is required to prepare a Letter for installation passes in 2 copies on the letterhead, indicating the name of the exhibition, the place of works (pavilion, hall, stand) and a list of employees, and submit this letter to the Service Center of Pavilion 2.

Registration of exhibit delivery and removal

The order of registration of letters for delivery/removal and the rules of arrival

For the delivery of exhibits and equipment that are not undergoing customs clearance at the exhibition customs, the Exhibitor must prepare a letter for the delivery/removal of equipment and exhibits in 3 copies on his letterhead with a seal signed by the director. All copies must be signed at:

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

A letter for the delivery/removal of equipment and exhibits can get approval in advance by e-mail, first by the Organizer, then by the Service Center of Pavilion 2.

One copy of the letter must be sent to the Service Center, while the second copy must be given to the pavilion security officer upon arrival at the hall, the third copy remains with the Exhibitor for the subsequent removal of the equipment and exhibits.

In order to access the loading and unloading area a paid individual one-time pass should be issued. A pass should be issued for each vehicle and grants the right to independently load or unload from/onto the vehicle once a day during the installation and dismantling periods.

Exhibitors can obtain relevant information on the cost of passes for the loading and unloading area and other conditions at the Service Center of Pavilion 2.

+7 (495) 727-2626

E-mail: Service@Crocus-Expo.ru

⚠ During the exhibition period, additional equipment can be delivered only from 09.00 to 10.00 in the morning (with the exclusion of the first day of the exhibition, when delivery can be carried out from 8.00 to 10.00) and from 18.00 to 19.00 in the evening. For additional delivery, it is required to issue letters according to the procedure described above.

The period of parking in the loading and unloading area is limited:

- for trucks - 3 hours; • for cars - 2 hours. The excess of the parking period in the loading and unloading area is paid additionally. Each 30 minute period is counted as an entire new exceeding period.

TARIFFS (for the parking period) valid as of May 2025:

- for cars - 2,500 rubles.
- for trucks - 4,000 rubles.
- for cars with trailer - 4,000 rubles.
- exceeding the period - up to 30 minutes - 1,500 rubles. Each 30-minute period is counted as an entire new exceeding period and costs 1,500 rubles.

⚠ Immediately after unloading the exhibits and equipment, the transport must leave the territory of Crocus Expo IEC.

Overnight parking, washing and repairing on the territory of the Crocus Expo IEC is strictly prohibited.

Overnight parking on the territory of the Crocus Expo IEC is prohibited.

The export of equipment and exhibits is allowed on September 11, 2025 after the exhibition closes for visitors.

For export, on the day of export, you must re-sign the remaining third copy of the letter for the import/ export of equipment and exhibits at the Service Center of Pavilion 2 and demonstrate it to the security guards at the exit.

⚠ On the last day of the exhibition, the entry of developers' vehicles into the loading and unloading area is **prohibited** until 18:00.

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

Letter of attorney

«__» _____ 2025

_____, registered in Uniform State Register of Corporate Entities as
No. _____ «__» _____ (year) represented by
_____, acting during _____ on the basis of charter authorizes
(passport № _____, issued _____
on the «__» _____) to represent interests of _____
during the _____ exhibition, with the right to sign financial and economic
documents, including applications for additional equipment, acts (acceptance and transfer, acts of contractual
work performance).

The power of attorney was issued without the right of transfer.

Validity period of the power of attorney _____.

(Signature sample _____)

Director

/

/

Chief accountant

/

/

Seal

Sample letters and documents

A LETTER FOR DELIVERY AND REMOVAL OF THE 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 director.
Please note that letters containing the text of the sample "Letters for the delivery and removal of the equipment and exhibits" in full are accepted for approval!

Subject to availability of all necessary approvals (seals) you can send a letter in advance to the Service Center Department by e-mail to issue a permit for delivery and removal, as well as required number of passes to the loading and unloading area.

Service Center Department:

Service@Crocus-Expo.ru

LETTER FOR DELIVERY AND REMOVAL OF THE EQUIPMENT AND EXHIBITS

Letter No. _____

Filled in by _____
the Service Center Department employee:

Customer	Name of the company customer / full name of the customer-individual under the agreement. Companies that have contractual relations with Crocus Expo, the General Construction Company of the Exhibition Center, BuildExpo LLC, or the Organizer of the event can execute a "Letter for equipment and exhibit delivery and removal".		
Customer's category	Specify: Organizer, Developer, Exhibitor		
A company that carries out delivery and removal of the equipment and exhibits	Specify if it is a different person than the customer		
Event			
Date			
Venue	Pavilion	Hall	Booth

LIST OF EQUIPMENT AND EXHIBITS

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

I hereby confirm:

- all delivered equipment, exhibits and other tangible assets have been agreed (if necessary) with the General Construction Company of the Exhibition Center, BuildExpo LLC, the Crocus Expo Technical Operations Service and the Crocus Expo Fire Safety Department and do not include anything prohibited for delivery into the territory of the Crocus Expo IEC in accordance with the rules in force at the Exhibition Center;
- the company's employees are responsible for the safety of delivery of the property during the General period of the Event, the transfer of passes to the Loading and unloading area to third parties;
- the company's employees involved in the work performance are familiar with the "Basic requirements for holding events in the "Crocus Expo" IEC", "The main requirements of the General construction company "BuildExpo" LLC for the arrangement of exhibition events in the IEC "Crocus Expo", "Instructions on fire safety measures during the installation (dismantling) of expositions and events in the pavilions and outdoor areas of the "Crocus Expo" IEC", "The procedure for the delivery and removal of the equipment and exhibits on the territory of the "Crocus Expo" IEC", "Rules of access and stay on the territory of the "Crocus Expo" IEC and visits to events held there".

Full name _____ Date _____
Post _____ Signature _____

Seal

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

Full name _____ Telephone number _____

*FOR REPRESENTATIVES OF INSTALLERS AND ADJUSTERS OF EXHIBITION EQUIPMENT

The **LETTER FOR the INSTALLATION PASSES** is issued on the company's letterhead with the signature and seal of the chief executive officer.



The entrance to the Exhibition Area of the representatives of the Organizer and the Exhibitors of the Event during the General period of the Event is carried out via the Event participants passes, prepared by the Organizer.

Representatives of Construction company enter the Exhibition Area during the installation and dismantling periods of the Event using passes issued by the General Construction Company on the basis of submitted lists of the established sample.

To receive the installation passes, you must present approved Letter for delivery/removal along with the Letter for the installation passes. If nothing is delivered, then the mark of the Organizer (confirming the approval) is required on the Letter for the installation passes.

Passes are issued at the rate of 1 pass for each 5 m² of the exhibition booth/stand area.

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

Service Center Department:

Service@Crocus-Expo.ru

LETTER FOR INSTALLATION PASSES

Customer	Name of the company customer / full name of the customer-individual under the agreement.			
Event				
Date				
Venue	Pavilion	Hall	Booth	Square footage

LIST OF EMPLOYEES

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

Full name

Date

Post

Signature

Seal

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

Full name

Date