

FAIR EXHIBITOR'S MANUAL

The organizer of the fair offers to take advantage of the unique opportunity to present your products and services at the Federal Wholesale Fair of Textile and Light Industry Goods and Equipment "TEXTILLEGPROM" in order to successfully achieve the goal that you are pursuing by participating in the fair.

So that you can organize your work in the best possible way and get the maximum effect from participating in the fair, we offer the "Fair Exhibitor's Manual". Please read the information contained in it carefully and follow the instructions provided, the execution of which will save you unnecessary trouble. Please also keep in mind the deadlines for submitting information set out in this Manual. This will allow us to fulfill your wishes properly.

ATTENTION: If your company has different employees or departments responsible for the delivery of fair materials and exhibits, the construction of the stand or its design, please notify them of receipt of this Manual or hand it over to the appropriate person. If you have any questions about the information contained in the Manual, please contact us immediately.

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The organizer of the Fair

Textilexp JSC

Location of the Fair

International Fair Center Crocus Expo, 16,18,20 Mezhdunarodnaya str., Krasnogorsk, Moscow Region, 143402, Russia, Pavilion No. 3, Hall 14

Information in the catalog

Until September 6, 2024

The plan of the standard equipment stand, the order of additional equipment no later than August 23, 2024.

In the absence of a plan, the installation of the stand will be carried out in accordance with the standard equipment. Payment for additional equipment and services is made within 5 (five) banking days from the date of invoice. In the absence of payment, additional equipment will not be provided. When ordering additional equipment after August 23, 2024, a margin of 100% is set. The dismantling of unnecessary equipment at the standard equipment stands on the day of arrival of the Exhibitors is carried out for 100% of the cost of its provision. All work on the provision of additional equipment or dismantling is carried out only after payment to the Organizer, if there is free equipment.

The plan of the stand during the independent arrangement

By August 23, 2024, for admission by the Organizer of a third-party construction company involved by the Exhibitors in the installation work, provide the Organizer with a completed Appendix No. 3 to the Contract, a 3D layout of the stand (including the back sides of the stand if its height exceeds 2.5 m), a plan indicating the heights and dimensions of structures. All external sides of the stand exceeding a height of 2.5 m should be a flat white surface, without any protrusions or elements of the fair designer. When building an fair stand with a height of more than 2.5 m, an additional written consent of the Organizer is required. The Organizer reserves the right to make changes to the design of the Exhibitor's stand for reasons of fire safety, sanitary and epidemiological requirements, civil liability to third parties, technical capabilities of the pavilion, as well as the general concept of the fair and aesthetic considerations.

Until August 30, 2024, for admission by the General Developer of the Fair Center, Bildexpo LLC <https://eng.buildexpo.ru/bexpo/> a third-party construction company involved by the Exhibitors in the production of installation works must undergo control of the design and technical documentation of the stands for compliance with the rules and requirements in force at the Fair Center (accreditation).

From September 2, 2024, the increased coefficients will be in effect.

Payment of the participation fee

Until August 2, 2024

**THE INSTALLATION GATES AND ELEVATORS WILL BE OPEN
FROM 08:00 A.M. TO 08:00 P.M.!**

THE PERIOD OF THE FAIR

Marking of the hall

September 23, 2024 from 08:00 a.m. to 12:00 p.m.

Installation of the fair

September 23, 2024 from 12:00 p.m. to 00:00 p.m.

September 24, 2024 from 00:00 a.m. to 07.30 p.m. (before 04:00 p.m. - installation and decoration of stands; at 04:00 p.m. - final cleaning of aisles (all stands, including those built up by the Organizer, must be made and cleaned, the aisles are empty; before 07:30 p.m. – work is allowed inside the stand).

Comments on the installation of a standard stand are accepted until 04:00 p.m. on September 24, 2024.

If before 16:00 on September 24, 2024 the Exhibitors hasn't submitted written claims, the stand is considered accepted by the Exhibitors, and the equipment is clean and of good quality.

The work of the fair

September from 25 to 26, 2024

for Exhibitors from 09:00 a.m. to 06:30 p.m.

for Visitors from 10:00 a.m. to 06:00 p.m.

September 27, 2024

for Exhibitors from 09:00 a.m. to 07:30 p.m.

for Visitors from 10:00 a.m. to 03:00 p.m.

Access to the exhibition area

- on September 23 – by installation passes for employees who assemble the stand, display products, etc. (passes are issued in the "Service Center" of Pavilion No. 3 of the Crocus Expo according to a pre-submitted list) from 08:00 a.m. to 07:30 p.m., except for the period hall markings;
- on September 24, badges for Exhibitors working throughout the fair period are issued at the reception desk of Pavilion No. 3 before entering Hall No. 14 from 10:00 a.m. to 07:00 p.m. according to the lists generated in the personal account);
- on February 27 – only by badges of the fair Exhibitors;
- ENTRANCE TO THE FAIR FOR VISITORS with free electronic tickets, by electronic registration on the Organizer's [website](#) or by badges through terminals at the reception desk in the hall of Pavilion No. 3.

Dismantling of the fair

September 27, 2024:

- until 03:00 p.m. do not collect exhibits and the stand and their removal from the fair territory;
- until 04:00 p.m. (before the start of the export of exhibits) According to the Act, the Exhibitor must return all structures and equipment of the stand in good condition to the Organizer. In case of damage to structures and equipment, the Exhibitor undertakes to pay the cost of damaged equipment according to the tariffs of the general developer of the Crocus Expo, otherwise the export of exhibits is prohibited;
- from 04:00 p.m. to 07:30 p.m. - export of exhibits, advertising and information materials without dismantling the stands.

On September 28, 2024, from 08:00 a.m. to 07:30 p.m., to carry out the export of large-sized and heavy-duty exhibits, dismantling and removal of self-equipped stands.

OVERTIME USE OF EXHIBITION AREA

1. Developers or Exhibitors, if possible and in agreement with the Organizer and the Crocus Expo, may use the Exhibition area overtime under the conditions provided by the Exhibition Center.
2. The decision to provide the Exhibition Area for overtime use is made by the Organizer and the Crocus Expo.
3. The minimum ordered period of Overtime use of the Exhibition area is 2 (two) hours. At the same time, every incomplete hour of use of the Exhibition Space is counted as full.
4. In case of Overtime use of the Exhibition area for installation work in the period from 08:00 p.m. on the last day of installation to 08:00 a.m. on the first day of the Fair Period, the tariff increases by 100% according to the requirements of the Exhibition Center.
5. Overtime use of the Exhibition area is registered in the Service Center Department (Information and Services desk) no later than 05:00 p.m. a day of Overtime use of the Exhibition area.
6. In cases of registration of Overtime use of the Exhibition area during the installation and dismantling of the Fair, the Exhibitor or the Developer is obliged to ensure the presence of his authorized representative at the work site, as well as persons responsible for compliance with labor protection rules from the companies conducting the work. In case of overtime use of the Exhibition area during the General period of the Fair at night (from 08:00 p.m. to 08:00 a.m.), the Crocus Expo provides a set of measures aimed at maintaining public order when performing work at a specified time. At the same time, the Exhibitor or the Developer pays all related costs.
7. At night, Overtime use of the Exhibition area (from 08:00 p.m. to 08:00 a.m.), the delivery/export of goods to the Exhibition area is allowed in agreement with the Crocus Expo, while the Exhibitor or Developer pays all related costs.
8. Overtime use of the Exhibition area beyond the time after 08:00 p.m. is possible only after its complete liberation by the Exhibitors and Developers from all persons who are there. After that, persons who have registered Overtime use of the Exhibition area are allowed to enter, while the Crocus Expo is not responsible for the delay in providing Overtime use of the Exhibition area in case of its untimely release.
9. If before 08:00 p.m. The Exhibitors and Developers did not carry out the timely release of the Exhibition area after the expiration of time, then a fine is paid for the late release of the Exhibition area according to the tariffs of the Exhibition Center. At the same time, every incomplete hour is counted as a full one.

On September 24, 2024, the extension of the installation is possible only in agreement with the Organizer.

EXHIBITION AREA CLEANING

1. Any work on cleaning floor coverings in the Exhibition Center during the Fair is carried out exclusively by the Administrative and Economic Department (hereinafter “AED”) of Crocus Expo directly or with the involvement of companies accredited by it, with the exception of cleaning, wiping, polishing exhibits and cleaning food areas. It is not allowed for the Organizer or the Exhibitor to involve third-party companies to clean the floor coverings on the territory of the Exhibition Center during the Fair Period. Independent work using technical means for cleaning floor coverings on the territory of the Exhibition Center during the Fair is prohibited.

2. During the installation and dismantling of the Fair, Exhibitors or Developers pack construction debris and waste into their own bags and pack them into containers ordered by them. Bulky garbage (garbage that does not fit in garbage bags) is packed by Exhibitors and Developers into containers for bulky garbage ordered by them. Storing garbage outside containers is prohibited. The container is loaded during the current working day until 08:00 p.m. At the end of the working day, Crocus Expo ensures the removal of all containers to landfills.

3. Cleaning of the exhibition exposition, built up by the General Developer, during the installation and dismantling period is carried out by employees of Buildexpo LLC. Before the exhibition, the stands are completely cleaned, wall panels, friezes, showcases are cleaned, film is removed, etc. All visible elements are cleaned of construction dust and handed over in their pure form to the Organizer. On the opening day of the Fair, the floor covering is cleaned with a vacuum cleaner at the stand.

4. The disposal of waste liquids and waste paint and varnish materials is carried out by the Exhibitors independently in accordance with applicable environmental standards and regulations. If necessary, disposal can be ordered at the Crocus Expo AED.

5. Putting garbage in the aisles after the installation is completed is not allowed. For violations of this requirement, the Exhibitor or the Developer pays for cleaning the aisles of the corresponding exhibition hall in double amounts according to the tariffs of the Exhibition Center.

6. On September 24, 2024, after 04:00 p.m., it is prohibited to carry out any construction, finishing or commissioning works of the Final cleaning before the opening of the Fair. Fines are imposed on violators, they also pay for additional cleaning of the contaminated area. The area to be cleaned is determined by the Crocus Expo AED and is paid according to the tariffs of the Exhibition Center with a 100% (one hundred percent) surcharge.

7. During the Fair, Exhibitors put trash cans filled with solid household waste in the aisles. Baskets that are not displayed from the stands are not subject to cleaning.

8. Additional cleaning can be ordered in accordance with the conditions according to Appendix No. 2 to the Contract.

9. The exhibition area is considered ready for return after the end of the General Period of the Fair, if it is free of exhibition equipment and debris. In case of late release of the Exhibition Area, the consequences provided for by the conditions of overtime use of the exhibition area occur

10. Washing of vehicles and disposal of waste liquids in the Crocus Expo and in the territory adjacent to the Exhibition Center, with the exception of places specially designated and equipped for such purposes, is prohibited.

EXHIBITION AREA BUILD UP AND DISMANTLING

1. The time of installation and dismantling works, installation gates and elevators are determined from 08:00 a.m. to 08:00 p.m.
2. Admission to the Exhibition Area of Developers, if the Developer has not concluded a contract for Overtime use of the Exhibition Area and has not made the appropriate payment, is made within the time limits provided for by this "FAIR EXHIBITOR'S MANUAL", after passing the General Developer of Buildexpo LLC (<https://eng.buildexpo.ru/bexpo/services/>) control of the design and technical documentation of the stands for compliance the rules and requirements in force at the Exhibition Center.
3. Developers who have not passed the control of compliance with the design and technical documentation of the stands with the current norms and requirements are not allowed on the Exhibition Area. Installation and dismantling and decoration works by Developers are possible only in the construction of non-standard and exclusive exhibition stands. Developers and Exhibitors are not allowed to carry out installation, dismantling and decoration works inside mounted standard stands built up by the General Developer without the consent of the General Developer.
4. The list of documents required to control the design and technical documentation of the stands is determined by the General Developer on the basis of its own requirements and rules, as well as laws and other legal acts of the Russian Federation.
5. For admission to the construction of the stands on the Exhibition Area in the Exhibition Center, upon arrival, the Developer must have a complete set of necessary permits, an exhaustive list of which is provided in the Requirements of the General Developer.
6. Entry of vehicles into the exhibition halls for loading and unloading operations by the Exhibitors is not allowed.
7. The developer receives permission to leave the exhibition hall from a representative of the Crocus Expo AED after clearing the Exhibition area of debris and adhesive tape. It is prohibited to dispose of elements of disassembled structures and packaging containers (lumber, chipboard, fiberboard, hardboard, plywood, etc.) in garbage containers for solid household waste installed on the territory of the Crocus Expo.
8. The import/export of equipment, exhibits and other tangible assets to the Exhibition Area is carried out on the basis of a Letter for the import and export of equipment and exhibits. The order of import/export is posted on the page 13.
9. During the installation and dismantling of exhibits, the staff working at the stands must also comply with the requirements of this "FAIR EXHIBITOR'S MANUAL":
 - 9.1. it is forbidden to attach exhibits and design elements to electrical equipment, lamps and other equipment of the stand;
 - 9.2. it is forbidden to make self-pasting of panels;
 - 9.3. it is prohibited to take out and export the equipment transferred for temporary use;
 - 9.4. when designing panels (stands) with information and advertising products, it is prohibited to use adhesive tape and other gluing materials;
 - 9.5. it is forbidden to use staplers to attach advertising and other materials;
 - 9.6. it is prohibited to carry out work related to drilling of stand structures;
 - 9.7. it is forbidden to use chairs and other furniture as ladders;
 - 9.8. it is prohibited to carry out any electrical installation work on the stand that is not coordinated with the General Developer (including the installation of additional lighting, extension cords and mains filters);
 - 9.9. it is forbidden to drain the sewage of sinks in exhibition halls: food residues (including vegetables), polyethylene waste, construction debris, acids and other substances of an aggressive environment. In cases of blockage and up to its elimination, the General Developer is allowed to turn off the water at the stands of the Exhibitors connected to the emergency (clogged) the sewer

- section. In the case of the above-mentioned water outage, the General Developer: - is not responsible to the Exhibitors whose stands are connected to the emergency sewer section for the lack of water supply at their stands; does not reimburse them for any losses and penalties; - is considered to have fulfilled obligations to connect water within the framework of contractual obligations with Exhibitors whose stands are connected to the emergency sewer section, to connect the water supply in full;
- 9.10. glass showcases must have a metal or plastic frame, silicate glass must be covered with a protective film;
- 9.11. For non-compliance with these rules, Exhibition Exhibitors are responsible, where penalties may be imposed.
10. Exhibitors and their representatives, including agents, are fully responsible for any damage caused by their actions or inaction to the premises or property of the Crocus Expo, as well as other Exhibitors.
 11. The organizer and the Crocus Expo reserves the right to refuse Exhibitors the opportunity to exhibit products that may harm the life and health of others.
 12. Projects intended for use of smoke scenic generators, gas cylinders under pressure, gas equipment, products using open source flame shall be inspected and approved by the specialists of the Crocus Expo Technical Maintenance Service (hereinafter the Maintenance department), the General Builder and the Crocus Expo Fire Safety department (hereinafter Fire Safety department).
 13. **The presentation and audiovisual equipment of the Exhibitors** is allowed to be used at the Fair only after obtaining the appropriate permission issued by the General Developer of Buildexpo LLC (<https://www.buildexpo.ru/bexpo/services/savt.php>)
 14. When using the Exhibition Area for the Fair, control over compliance with applicable norms and rules during the installation and dismantling of both the stand itself and its design, compliance with the requirements for carrying out work provided for by law is carried out by the General Developer, compliance with the fire safety regime is carried out by Authorized persons of the Crocus Expo STE, compliance with the rules for occupational safety and Health – Authorized representatives of the Organizer, Developers and Exhibitors, respectively.
 15. **All persons within the Exhibition area during buildup and dismantling works shall use protective helmets, as well as other personal protective equipment necessary for the performance of specific types of work.**
 16. Access to the Exhibition Area during the installation and dismantling period is prohibited for persons under 18 years of age.
 17. The use of personal mobility equipment on the Exhibition Area during installation and dismantling is prohibited.
 18. **On September 27, 2024, before the start of the export of exhibits from 03:00 p.m. to 04:00 p.m. The Exhibitor must hand over all the property leased from the Organizer according to the act. Otherwise, the Exhibitor is prohibited from removing exhibits from the Exhibition Area.**

FAIR PERIOD

1. During the Fair period, the Exhibition Center is open from 08:00 a.m. to 08:00 p.m.
2. On September 25, 2024, the delivery of equipment and exhibits is not allowed without the consent of the Organizer and Crocus Expo.
3. The duration of the Fair and the access of visitors to the Exhibition Area is no more than 8 hours per day. Two hours before the start of the Fair and two hours after its end are allocated daily to Crocus Expo services for cleaning, preventive maintenance, repair and other work on the Exhibition Area. At this time, Exhibitors are allowed to carry out work only within the stands they occupy, provided that their work does not interfere with the services of Crocus Expo.
4. In accordance with the established working hours of the Fair, the Organizer monitors its timely completion, compliance by Exhibitors with the rules in force at Crocus Expo, takes measures to timely release the Exhibition Area and premises from visitors and Exhibitors after the end of the Fair, is present at the opening/closing of exhibition halls.
5. During the period from 08:00 p.m. to 08:00 a.m. exhibition Hall No. 14 will be closed, sealed and placed under protection, except in the case provided for in the section on “OVERTIME USE OF THE EXHIBITION AREA” of this “Fair Exhibitor’s Manual”.

HANDLING SERVICES

The Department of Transport and Logistics of Crocus Expo competently provides a wide range of services in the field of loading and unloading, installation and dismantling and rigging works using the most modern lifting equipment, provides lifting and transport mechanisms for rent and organizes temporary parking of vehicles. The full list of services in the Crocus Expo Department of Transport and Logistics and application forms can be found below:

6. HANDLING AND TRANSPORTATION SERVICES	
<p><u>Note to section 6.:</u></p> <p>1. If the order for the service specified in clause 6.3. submitted later than ten (10) office days before the date of the beginning of the Overall Event period, the payment for the service is subject to 50 (fifty) percent surcharge.</p> <p>2. Surcharge specified in clauses 6.1., 6.2., 6.4.-6.8. herein is not applied to services specified in clause 4. of the General Provisions.</p> <p>3. Handling services specified in section 6., save clauses 6.3., 6.5., 6.6.1., 6.7., 6.8., are paid for:</p> <ul style="list-style-type: none"> - when held at evening time (from 20:00 till 22:00) are subject to 50 (fifty) percent surcharge; - when held at nighttime (from 22:00 till 08:00) are subject to 100 (hundred) percent surcharge; - when held during periods prior and after the Overall Event period are subject to 50 (fifty) percent surcharge. 	
6.1. TRUCK CONSIGNMENTS (CLASSIFICATION)	
6.1.1.	Exhibition goods:
a)	exhibits and related goods, per 100 kg (minimum 300 kg) 3 500
b)	furniture, per 1,0 cubic m (minimum 3,0 cubic m) 4 100
6.1.2.	Other goods:
a)	stand fitting materials, per 1,0 cubic m (minimum 3,0 cubic m) 4 100
b)	equipment and tools for stand construction, per 100 kg (minimum 300 kg) 3 500
c)	reusable empties, per 1,0 cubic m (minimum 3,0 cubic m) 4 100
<p><u>Note to clause 6.1.:</u></p> <p>Each started 100 kg of actual weight shall be charged as full 100 kg; each started cubic m of actual volume shall be charged as full cubic m. In case of doubt as to declared weight Crocus Expo leaves the right to make cubic m calculations on the basis of 100 kg = 0,33 cubic m.</p>	
6.2. CONTAINER CONSIGNMENT, per 1 container	
a)	up to 20 foot container 45 000
b)	up to 40 foot container 65 000
<p><u>Note to clause 6.2.:</u></p> <p>Applied in cases where a container is used as a packaging for goods transportation. The container is not an exhibit and an element of an exhibition stand.</p> <p>Unloading/loading of a container from/to arriving truck in one direction, excluding unloading of container contents. The rates herein include container delivery to/from warehouse.</p>	
6.3. SELF-PROPELLED EXHIBITS	
6.3.1.	Receipt of self-propelled exhibits (self-propelled or on a transport platform), 1 per unit:
a)	wheel transport 4 000
b)	full-track transport 11 000
c)	water craft agreed rate
d)	aircraft agreed rate
6.3.2.	Receipt of self-propelled exhibits with the use of Crocus Expo mobile ramp, per 1 unit 11 000
<p><u>Note to clause 6.3.:</u></p> <p>Receipt of self-propelled exhibits is made by employees of Crocus Expo Transportation and Logistics department at the agreed dates and time periods (from 08:00 to 14:00, from 14:00 to 20:00). Exhibits arrived at an unscheduled dates and time periods are accepted provided there is a technical availability and free slot in the arrival schedule.</p>	
6.4. HANDLING AND STORAGE OF CONSIGNMENTS AT WAREHOUSE	
6.4.1.	Delivery from stand to warehouse and backwards:
a)	per 100 kg 2 650
b)	per 1,0 cubic m 3 700
6.4.2.	Storage per 1,0 cubic m/day (minimum 5,0 cubic m):
a)	outdoor storage 600
b)	indoor storage 850
<p><u>Note to clause 6.4.:</u></p> <p>Classification is in accordance with clause 6.1.</p> <p>Crocus Expo reserves the right to refuse to provide the service described in clause 6.4.2. subject to technical capabilities of placing cargo in the Crocus Expo areas.</p>	
6.5. DELIVERY OF EMPTIES FROM STAND TO WAREHOUSE, STORAGE DURING THE EVENT PERIOD, DELIVERY OF EMPTIES FROM WAREHOUSE TO STAND per 1,0 cubic m	
5 000	

6.6.	ASSOCIATED SERVICES	
6.6.1.	Trolley for small size consignment, per 1 hour	2 500
	<i>Note to clause 6.6.1.:</i> Trolley is a platform on wheels, 1.2 x 0.8 m, designed to transport small size consignments up to 250 kg on the exhibition and material handling areas.	
6.6.2.	Truck crane up to 25 ton capacity:	
a)	per 1 hour (minimum 2 hours)	25 000
b)	per shift (8 hours)	agreed rate
6.6.3.	Truck crane over 25 ton capacity:	
a)	up to 32 ton, per 1 hour (minimum 2 hours)	agreed rate
b)	up to 32 ton, per shift (8 hours)	agreed rate
c)	up to 40 ton, per 1 hour (minimum 2 hours)	agreed rate
d)	up to 40 ton, per shift (8 hours)	agreed rate
e)	up to 50 ton, per 1 hour (minimum 2 hours)	agreed rate
f)	up to 50 ton, per shift (8 hours)	agreed rate
g)	up to 70 ton, per 1 hour (minimum 2 hours)	agreed rate
h)	up to 70 ton, per shift (8 hours)	agreed rate
i)	up to 90 ton, per 1 hour (minimum 2 hours)	agreed rate
j)	up to 90 ton, per shift (8 hours)	agreed rate
6.6.4.	Forklift truck:	
a)	per 1 hour	10 000
b)	per shift (8 hours)	agreed rate
6.6.5.	Handler (slinger):	
a)	per 1 hour	5 000
b)	per shift (8 hours)	agreed rate
	<i>Note to clause 6.6.:</i> Each started hour is charged as full. Clauses 6.6.2., 6.6.3., 6.6.4., 6.6.5. apply only for buildup and dismantling works (removal or placing from or on pallets or podiums, movement or placing of consignments at the stand), executed with use of hoisting devices.	
6.7.	PASS TO MATERIAL HANDLING AREA:	
a)	car, per 1 unit	2 000
b)	truck, per 1 unit	3 500
c)	car with trailer, per 1 unit	3 500
d)	Extra period of parking, per 30 minutes	1 000
	<i>Note to clause 6.7.:</i> The pass is valid for one entry during the Event's buildup or dismantling periods. During the Event period the admission of exhibitors' vehicles are subject to approval by the Organizer. Each started 30 minutes is charged as full hour.	
6.8.	USAGE OF CROCUS CITY TERRITORY (trucks parking in the territory for more than a day), per a day	10 000
	<i>Note to clause 6.8.:</i> Each started day is charged as full.	

CONTACTS:

Tel.: +7 (495) 727-25-87

Email: Trans@Crocus-Expo.ru

OFFICIAL FREIGHT FORWARDERS AND CUSTOMS CLEARANCE

Freight forwarding and customs services for processing of exhibition cargoes subject to customs clearance and services for handling of all cargoes for non-resident Exhibitors are provided by the Official freight forwarders and the Crocus Expo Official customs broker. Upon arrival of goods at the Crocus Expo territory the Exhibitor must submit documents confirming the customs status and goods ownership to the Crocus Expo Transport and Logistics Department.

OFFICIAL FREIGHT FORWARDERS

HANSA-MESSE-SPEED GmbH

Konsumstr. 45 D-42285 Wuppertal, Germany

Phone: +49 202 27158 21

Fax: +49 202 27158 56

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Serzhantova Olga

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"Multimodal Logistic Operator" LLC

143401, Moscow region, Krasnogorsk, Mezhdunarodnaya street 16 («Crocus Expo», Pavilion 1, office 210)

Website: mlo-expo.ru

Tel.: +7 (903) 228-9476

Anton Popov

Project Manager

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"CROCUS EXPO LOGISTIC" LLC (customs representative)

Krasnogorsk, Krasnogorsk area, Moscow region 143401, Mezhdunarodnaya 16 (Crocus Expo, Pavilion 1, offices 201 and 211)

Phone: +7 (495) 727-2649

Website: www.crocusterminal.ru

Phone: +7 (495) 593-4333

E-mail: plotnikov@crocusterminal.ru

Phone: +7 (495) 727-2649

E-mail: faevskaya@crocusterminal.ru

RULES FOR ENTRY TO AND EXIT FROM FAIR

Please note that printed copies of the Letter for Delivery and Removal of Equipment and Exhibits” (hereinafter the “Letter for Delivery/Removal”) are required:

1. for submission to the Service Center department (the Information and Registration of Services counter) upon receipt of the permit for delivery and removal (unless the letter is previously agreed upon by e-mail) and admission to the Loading and Unloading Zone (hereinafter the “LU zone”)
2. for the transfer to the Security officer at the installation gate upon delivery of equipment and exhibits (during installation)
3. for the transfer to the Security officer at the installation gate upon removal of equipment and exhibits (during dismantling)

1. OBTAINING THE VEHICLE PASS

- **The pass will ONLY be valid for a single entry into the LU zone (1 pass = 1 entry/exit into/from the LU zone)**

Thus, every time when entering the LU zone on the days of installation, exhibition and dismantling, you **shall** obtain a pass

- Cost of a single entry pass:
Passenger car – 2,000 rubles per hour
Passenger car with a trailer – 3,500 rubles per hour
Truck – 3,500 rubles per 2 hours
Additional period of vehicle stay beyond the established period – 1,000 rubles per 30 minutes
- **The pass can ONLY be purchased at Crocus Expo using the following methods:**
Method 1: BEFORE THE EVENT – Contact the Service Center, Pavilion No. 3, Crocus Expo
By e-mail: Service@Crocus-Expo.ru – Send a request to the Service Center department indicating the type of the vehicle, the event, the hall and stand number, attaching the current details
Information by phone: +7 (495) 727-25-24
Method 2: ONSITE – by cash payment. Contact the Service Center of Pavilion No. 3, the Information and Registration of Services counter to the right of the entrance

2. EXECUTION OF THE LETTER FOR DELIVERY AND REMOVAL OF EQUIPMENT AND EXHIBITS

Download and fill out the Letter for Delivery/Removal with the detailed description of the delivered equipment and materials, signed and sealed by the director.

3. APPROVAL OF THE LETTER FOR DELIVERY AND REMOVAL OF EQUIPMENT AND EXHIBITS

Developers, as well as Exhibitors involved in independent development, shall coordinate the list of the equipment and exhibits to be delivered with the General Developer, [BuildExpo LLC](#). Exhibitors shall have the Letter for Delivery/Removal approved by the Fair Organizer by having it affixed with the relevant mark.

When delivering stage smoke generators, pressure cylinders, gas cylinder equipment and combustion devices in any form, it is necessary to obtain an approval from specialists of the Technical Operation Service of Crocus Expo, the General Developer, and the Fire Safety Group of Crocus Expo (the “FSG”).

For Exhibitors – the request shall be submitted by the Fair Organizer

For Developers – the request shall be submitted independently to the General Developer

Presentation and audiovisual equipment may only be used at the Fair after obtaining the appropriate permit issued by the General Developer; the application deadline is three (3) days before the start of installation.

4. OBTAINING THE DELIVERY/REMOVAL PERMIT

After obtaining all necessary approvals the Letter for Delivery/Removal shall be submitted to the Service Center department by e-mail or directly at the Information and Registration of Services counter

Delivery of equipment and exhibits is permitted:

- **for Developers** – during the installation period (additional delivery of equipment by Developers during the Fair shall be coordinated with the General Developer (the Letter for Delivery and Removal of Equipment and Exhibits shall be affixed with the stamp containing the date of additional delivery))

- **for Exhibitors** – during the installation and Fair period, the delivery of equipment is permitted at hours determined by the Fair Organizer

Removal of equipment and exhibits is permitted:

- on September 27 from 04.00 p.m. to 07.30 p.m. (on the last day of the Fair (after the closing of the Fair))

5. OBTAINING THE PASS TO THE LU ZONE

The pass can be obtained subject to 100% prepayment (see para. 1).

To enter the LU zone, you shall have a pass in hard copy or on a mobile device.

6. OBTAINING INSTALLATION PASSES

To access the Fair site during installation and dismantling periods, Developers, contractors, and Exhibitors shall have installation passes.

To obtain installation passes, **a letter shall be executed** on the company letterhead affixed with the signature and seal of the director, which indicates the Fair, location of work (pavilion, hall, stand) and the list of employees.

To obtain installation passes, it is necessary to accompany **the Letter for Installation Passes** with the approved **Letter for Delivery/Removal**. If nothing is to be delivered, **the Letter for Installation Passes** shall be affixed with a mark of the Fair Organizer (confirming approval).

To reduce the pass issue period, you can send **the Letter for Installation Passes** to the Service Center department beforehand to the e-mail Service@Crocus-Expo.ru so that the required number of passes can be prepared.

Developers receive installation passes based on the submitted lists when passing accreditation with the General Developer.

Exhibitors (including the contractors engaged) receive installation passes based on the submitted lists at the Service Center department (the Information and Registration of Services counter).

On September 24, Exhibitors enter the exhibition hall using the badges ordered and received at the Fair check-in counter, at the entrance to Hall No. 14, Pavilion No. 3 of Crocus Expo.

7. REISSUANCE OF THE PASS TO THE LU ZONE

The pass for entering the Loading and Unloading Zone (for a vehicle of the same type) can be reissued, unless the pass was used. To have the pass reissued, an application shall be submitted to the Service Center department (the Information and Registration of Services counter), indicating the pass number

8. DELIVERY OF EQUIPMENT THROUGH INSTALLATION GATES

The Letter for Delivery/Removal affixed with the mark “DELIVERY ALLOWED” shall be handed over to the security officer at the installation gate.

The security officer checks the list of delivered equipment and exhibits according to the letter provided. A copy of the letter remains with the security officer.

You shall have an additional copy of the letter in case of multiple delivery of equipment

9. RULES FOR BRINGING HAND LUGGAGE IN THROUGH THE LOBBY OF CROCUS EXPO

When entering the pavilions of Crocus Expo through the entrance units and magnetic frames, visitors can carry small hand luggage (weight – no more than 20 kg, size – no more than 60×60×60 cm, or the sum of dimensions – no more than 180 cm) available for inspection by security officers.

Hand luggage includes:	Items not included in hand luggage:
<ul style="list-style-type: none"> ❖ Ladies’ handbags ❖ Shopping bags ❖ Suitcases ❖ Backpacks ❖ Paper folders ❖ Upper garments ❖ Accessories: umbrellas and canes ❖ Baby strollers, wheelchairs 	<ul style="list-style-type: none"> ❖ Equipment of any type and intended use ❖ Furniture items and parts ❖ Boxes ❖ Packaging materials ❖ Items and materials for decoration (banners, posters, balloons, plants, etc.) ❖ Advertising structures ❖ Exhibits of any size, quantity and type of packaging can be carried only through the installation gates in the LU Zones (access of vehicles by passes)

It is PROHIBITED to carry boxes as hand luggage through the lobby of Crocus Expo

10. EQUIPMENT REMOVAL

The Letter for Delivery/Removal affixed with the mark “REMOVAL ALLOWED” shall be handed over to the security officer at the installation gate.

The security officer checks the list of the equipment and exhibits to be removed according to the letter provided. A copy of the letter remains with the security officer.

You should have an additional copy of the letter in case of multiple removal of equipment

The Developer receives an exit permit (should abandoned garbage or damage to the property be detected, or should the exit permit mark be absent on the Letter for Delivery and Removal of Equipment and Exhibits issued by the representative of the Administrative Department, Crocus Expo shall have the right to bring a claim to the Developer) from the representative of the Administrative Department of Crocus Expo (hereinafter the “AD”) after clearing the exhibition space.

An AD employee confirms the vacation and delivery of the exhibition space in proper state by signing a copy of the Letter for Delivery/Removal, which remains with the Developer.

THE PROCEDURE FOR ENTRY OF EXHIBITORS TO THE FAIR

1. Date and time of arrival – September 24, 2024 from 10:00 a.m. to 07:30 p.m.

Come to the Crocus Expo to Pavilion No. 3, which is located near the Moscow River, it houses the Aquarium Hotel. A passenger car can be parked in the parking lot in front of the entrance to the pavilion, a cargo car can be parked at the direction of traffic controllers

2. Go through the entrance to Hall No. 14

Participants working throughout the exhibition period are given badges at the reception desk of Pavilion No. 3 before entering Hall No. 14 from 10:00 a.m. to 07:00 p.m. according to the lists generated in their personal account.

3. In the "Service Center" department (Information and registration of services counter in pavilion No. 3), stamp the import is allowed on 3 copies of your letters for the import and export of equipment

- One copy of the import-export letter remains in the Service Center department
- The second copy remains with the guard, where the products are imported
- The third copy is saved and given to the guards at the exit from the exhibition

4. To unload the products, you drive up to the loading and unloading area of pavilion No. 1. See the instructions for your hall and follow the comments of the traffic controllers. TEXTILLEGPROM HALL No. 14

- At the entrance to the checkpoint, present your pass with the car number inscribed on it to the guard and follow the instructions
- Present to the security of the hall your letter for the IMPORT and EXPORT of equipment, certified by the exhibition directorate and the Service Center department, and take it to your stand

ATTENTION: the time spent in the loading and unloading area is LIMITED! The time limit is indicated on your pass and is counted from the time of your arrival in the Zone. A fine is charged for exceeding the limit.

THE PROCEDURE FOR THE EXIT OF EXHIBITORS FROM THE FAIR

1. The date and time of departure and removal of the exhibits is September 27 from 04:00 p.m. to 07:30 p.m.

2. Documents for departure - Put the stamp departure is allowed on the letter "import-export of products", according to which you entered the exhibition at the Exhibition Directorate and in the "Service Center" department of pavilion No. 3 (as well as upon arrival)

3. Export of exhibits

Prepare for the driver a pass to the LOADING AND UNLOADING OPERATIONS area, which you used to enter the exhibition

- Check the identity of the car number on the pass
- Assemble your products, take them to the assembly gate of the hall
- Show the security a letter with the mark of the Exhibition Directorate and the department "Service Center" departure is allowed

ATTENTION!

1. Elevators and installation gates are open strictly until 08:00 p.m.

2. Plan the arrival time of transport, taking into account traffic jams

3. Do not lose the letter for the import and export of products, it will be required by security

4. Get a new pass to the LOADING AND UNLOADING OPERATIONS area to leave the exhibition

5. In order to avoid incidents, take out your exhibits only on September 27, September 28 is the day of dismantling the fair.