

# EXHIBITION EXHIBITOR'S MANUAL

The organizer of the Exhibition offers to take advantage of the unique opportunity to present your equipment and exhibits and services at the International exhibition of textile and light Industry "TEXTILLEGPROM" in order to successfully achieve the goal that you are pursuing by participating in the Exhibition.

So that you can organize your work in the best possible way and get the maximum effect from participating in the Exhibition, we offer the «Exhibition 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 Exhibition 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 Exhibition**

Textilexpo JSC

**Location of the Exhibition**

International Exhibition Center Crocus Expo, Pavilion No. 2, Hall 8  
Bldg. 18, Mezhdunarodnaya str., Krasnogorsk, Moscow Region, 143402 – Russia

**Information in the catalog**

Until January 24, 2025

**The plan of the standard equipment stand, the order of additional equipment no later than January 24, 2025.**

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 January 24, 2025, 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 January 24, 2025**, 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 Exhibition designer. When building an Exhibition 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 Exhibition and aesthetic considerations.

**Until February 7, 2025**, for admission by the General Developer of the Exhibition 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 Exhibition Center (accreditation).

**From February 10, 2025**, the increased coefficients will be in effect.

**Payment of the participation fee**

Until January 31, 2025

**THE INSTALLATION GATES AND ELEVATORS WILL BE OPEN  
FROM 08:00 A.M. TO 07:45 P.M.!**

**THE PERIOD OF THE EXHIBITION**

Marking of the hall

March 1, 2025 from 08:00 a.m. to 12:00 p.m.

Installation of the Exhibition

March 1, 2025 from 12:00 p.m. to 7:45 p.m.

March 2, 2025 from 08:00 p.m. to 7:45 p.m.

March 3, 2025 from 08:00 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 March 3, 2025.**

**If before 16:00 on March 3, 2025 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 Exhibition

March from 4 to 5, 2025

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

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

March 6, 2025

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

for Visitors from 10:00 a.m. to 05:00 p.m.

Access to the exhibition area

- on March 1 and 2 – by installation passes for employees who assemble the stand, display products, etc. (passes are issued in the “Service Center” of Pavilion No. 2 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 March 3 – badges for Exhibitors working throughout the Exhibition period are issued at the reception desk of Pavilion No. 2 before entering Hall No. 8 from 10:00 a.m. to 07:00 p.m. according to the lists generated in the personal account);
- on March from 4 to 6 – only by badges of the Exhibition Exhibitors;
- • ENTRANCE TO THE EXHIBITION 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. 2.

Dismantling of the Exhibition

March 6, 2025:

- until 05:00 p.m. do not collect exhibits and the stand and their removal from the Exhibition territory;
- until 06:00 p.m. (before the start of the removal 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 removal of exhibits is prohibited;
- from 06:00 p.m. to 07:30 p.m. - removal of exhibits, advertising and information materials without dismantling the stands.

On March 7, 2025, from 08:00 a.m. to 07:30 p.m., to carry out the removal 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. In case of Overtime use of the Exhibition Area for installation work during the period from 08:00 p.m. on the last day of installation to 08:00 a.m. on the first day of the Exhibition Period, the tariff is increased by 100% according to the requirements of the Exhibition Center.

4. 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.

5. In cases of registration of Overtime use of the Exhibition Area during the installation and dismantling of the Exhibition, the Exhibitor or Developer is obliged to ensure the presence of his authorized representative at the work site, as well as those responsible for compliance with labor protection regulations from the companies conducting the work.

6. In case of overtime use of the Exhibition Area during the General period of the Exhibition at night (from 08:00 p.m. to 08:00 a.m.), Crocus Expo provides a set of measures aimed at maintaining public order when performing work at the specified time. At the same time, the Exhibitor or Developer pays all related costs.

7. At night, during Overtime use of the Exhibition Area (from 08:00 p.m. to 08:00 a.m.), the delivery / removal of equipment and exhibits to the Exhibition Area is allowed in agreement with 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 located there. After that, persons who have registered Overtime use of the Exhibition Area are allowed to enter, while Crocus Expo is not responsible for delaying the provision of Overtime use of the Exhibition Area in case of its late release.

9. If before 08:00 p.m. The exhibitors and Developers did not make timely release of the Exhibition Area after the expiration of the time, then the fine for late release of the Exhibition Area is paid according to the tariffs of the Exhibition Center. At the same time, every incomplete hour is counted as a full one.

**On March 1 and 2, 2025, it is allowed to extend the work of the hall only for the installation of structures and electrics, plaster, painting and other works accompanied by odors, noise, construction dust.**

**On March 3, 2025, 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 Exhibition 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 Exhibition Period. Independent work using technical means for cleaning floor coverings on the territory of the Exhibition Center during the Exhibition is prohibited.

2. During the installation and dismantling of the Exhibition, 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 07:45 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 Exhibition, 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 March 3, 2025, 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 Exhibition. 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 Exhibition, 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 Exhibition, 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 07:45 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 “EXHIBITION 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 Delivery/Removal of equipment, exhibits and other tangible assets to the Exhibition Area is carried out on the basis of a Letter for Delivery/Removal of equipment and exhibits. The order of Delivery/Removal is posted on the page 12.

9. During the installation and dismantling of exhibits, the staff working at the stands must also comply with the requirements of this “EXHIBITION 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 removal 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 Exhibition 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 Exhibition, 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, 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 March 6, 2025, before the start of the removal of exhibits from 05:00 p.m. to 06:00 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.**

## **EXHIBITION PERIOD**

1. During the Exhibition period, the Exhibition Center is open from 08:00 a.m. to 07:45 p.m.
2. On March 4, 2025, the delivery of equipment and exhibits is not allowed without the consent of the Organizer and Crocus Expo.
3. The duration of the Exhibition and the access of visitors to the Exhibition Area is no more than 8 hours per day. Two hours before the start of the Exhibition 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 Exhibition, 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 Exhibition, 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. 8 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 “Exhibition 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. Orders for services shall be submitted no later than ten (10) office days before the date of the beginning of the Overall Event period, save clauses 6.4., 6.5., 6.6.1., 6.7., 6.8.</p> <p>2. 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>3. 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>4. Services specified in section 6., save clauses 6.3., 6.4.3., 6.5., 6.6.1., 6.7., 6.8., are paid for:</p> <ul style="list-style-type: none"> <li>- when held at evening time (from 20:00 till 22:00) are subject to 50 (fifty) percent surcharge;</li> <li>- when held at nighttime (from 22:00 till 08:00) are subject to 100 (hundred) percent surcharge;</li> <li>- when held during periods prior and after the Overall Event period are subject to 50 (fifty) percent surcharge.</li> </ul>		
<b>6.1. TRUCK CONSIGNMENTS (CLASSIFICATION)</b>		
6.1.1.	Exhibition goods:	
a)	exhibits and related goods, per 100 kg (minimum 300 kg)	3 750
b)	furniture, per 1,0 cubic m (minimum 3,0 cubic m)	4 400
6.1.2.	Other goods:	
a)	stand fitting materials, per 1,0 cubic m (minimum 3,0 cubic m)	4 400
b)	equipment and tools for stand construction, per 100 kg (minimum 300 kg)	3 750
c)	reusable empties, per 1,0 cubic m (minimum 3,0 cubic m)	4 400
<u>Note to clause 6.1.:</u>		
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.		
<b>6.2. CONTAINER CONSIGNMENT, per 1 container</b>		
a)	up to 20 foot container	45 000
b)	up to 40 foot container	65 000
<u>Note to clause 6.2.:</u>		
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. 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.		
<b>6.3. SELF-PROPELLED EXHIBITS</b>		
6.3.1.	Receipt of self-propelled exhibits (self-propelled or on a transport platform), 1 per unit:	
a)	wheel transport	4 300
b)	full-track transport	11 800
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	11 800
<u>Note to clause 6.3.:</u>		
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.		
<b>6.4. HANDLING AND STORAGE OF CONSIGNMENTS AT WAREHOUSE (without responsible storage)</b>		
6.4.1.	Delivery from stand to warehouse and backwards:	
a)	per 100 kg	2 850
b)	per 1,0 cubic m	4 000
6.4.2.	Storage per 1,0 cubic m/day (minimum 5,0 cubic m):	
a)	outdoor storage	600
b)	indoor storage	850
6.4.3.	Storage of cargo after the end of the Overall Event period, per 1 cubic m, per day (minimum 5.0 cubic m)	20 000
<u>Note to clause 6.4.:</u>		
Classification is in accordance with clause 6.1. Crocus Expo reserves the right to refuse to provide the service described in clause 6.4.2. and 6.4.3. subject to technical capabilities of placing cargo in the Crocus Expo areas. Clause 6.4.2. is applicable before and during the Overall Event period.		

<b>6.5.</b>	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
<b>6.6.</b>	<b>ASSOCIATED SERVICES</b>	
6.6.1.	Trolley for small size consignment, per 1 hour <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.	2 700
6.6.2.	Truck crane up to 25 ton capacity:	
a)	per 1 hour (minimum 2 hours)	27 500
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	11 000
b)	per shift (8 hours)	agreed rate
6.6.5.	Handler (slinger):	
a)	per 1 hour	5 500
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.	
<b>6.7.</b>	<b>PASS TO MATERIAL HANDLING AREA:</b>	
a)	car, per 1 unit	2 500
b)	truck, per 1 unit	4 000
c)	car with trailer, per 1 unit	4 000
d)	Extra period of parking, per 30 minutes	1 500
	<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. Services stipulated in clause 6.7., provided at nighttime (from 20:00 till 08:00), are subject to 100 (hundred) percent surcharge.	
<b>6.8.</b>	<b>USAGE OF CROCUS CITY TERRITORY (trucks parking in the territory for more than a day), per a day</b>	15 000
	<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](mailto: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 equipment and exhibits at the Crocus Expo territory the Exhibitor must submit documents confirming the customs status and products ownership to the Crocus Expo Transport and Logistics Department.

### OFFICIAL FREIGHT FORWARDERS

#### **HMS EXPO LLC (Russia)**

Krasnogorsk, Krasnogorsk area, Moscow region  
143401, Mezhdunarodnaya 20 (Crocus Expo,  
Pavilion 3, floor 5, office 434-Г)

**Phone:** +7 (499) 322-33-61

#### **Ekaterina Liamina**

General Director

**Phone:** +7 (916) 530-48-75

**E-mail:** [ekaterina.liamina@hms-expo.ru](mailto:ekaterina.liamina@hms-expo.ru)

#### **Anna Peshkina**

Operational Director

**Phone:** +7 (916) 462-47-99

**E-mail:** [anna.peshkina@hms-expo.ru](mailto:anna.peshkina@hms-expo.ru)

#### **Alexander Bekker**

Project manager

**Phone:** +7 (916) 240-3417

**E-mail:** [alexander.bekker@hms-expo.ru](mailto:alexander.bekker@hms-expo.ru)

#### **Global Event Logistics, LLC**

Moscow 127434, Dmitrovskoye shosse, 29  
building 1, office 3

**Tel.:** +7 (495) 506-13-40

**Website:** [www.gelog.ru](http://www.gelog.ru)

**E-mail:** [office@gelog.ru](mailto:office@gelog.ru)

#### **General Manager**

Mylnikov Evgeniy

**Tel.:** +7 (926) 809-76-16

**E-mail:** [emylnikov@gelog.ru](mailto:emylnikov@gelog.ru)

#### **Commercial director**

Serzhantova Olga

**Tel.:** +7 (903) 286-56-08

**E-mail:** [o.serzhantova@gelog.ru](mailto:o.serzhantova@gelog.ru)

#### **Multimodal Logistic Operator, LLC**

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

**Website:** [mlo-expo.ru](http://mlo-expo.ru)

**Tel.:** +7 (903) 228-94-76

#### **Anton Popov**

Project Manager

**Tel.:** +7 (903) 228-94-76

**E-mail:** [anton@mlo-expo.ru](mailto:anton@mlo-expo.ru)

#### **CROCUS EXPO LOGISTIC, LLC (customs representative)**

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

**Phone:** +7 (926) 521-99-78

**E-mail:** [info@crocusterminal.ru](mailto:info@crocusterminal.ru)

**Website:** [www.crocusterminal.ru](http://www.crocusterminal.ru)



## **RULES FOR ENTRY TO AND EXIT FROM EXHIBITION**

### **1. OBTAINING THE VEHICLE PASS**

To order and pay for access to the Loading and Unloading Zone (hereinafter referred to as the “LU zone”), please send an email [Service@Crocus-Expo.ru](mailto:Service@Crocus-Expo.ru) send a request to the Service Center Department, indicating the type of vehicle, event, hall and booth number, attaching the customer's details, or place an order for a pass directly at the Information and Information desk Service Center. Except for registration of passes in the Department of Transport and Logistics of Crocus Expo (hereinafter referred to as “DTiL):

- when ordering the DTiL's loading and unloading services (trucks, cargo in containers), entry into the “LU zone” is carried out without payment by passes with the right of one-time use for the duration of the work. A pass is issued on the day of work when vehicles are located on the territory of the Crocus City Trade;
- when ordering a pass for self-propelled exhibits arriving on the territory of Crocus Expo under their own power or on a transport platform. The transport platform is allowed into the “LU zone” provided that there are no additional loads on it;
- when delivery exhibits and other products with the “temporary delivery” customs status through Official Crocus Expo forwarders.

The pass grants the right to carry out independent loading or unloading from/onto a vehicle of a certain type once during the installation or dismantling of the Exhibition in accordance with the regulatory periods where the vehicle is located in the “LU zone” as follows:

- for a passenger vehicle – 2500 rubles per 1 hour;
- for a CARGO vehicle – 4000 rubles per 2 hours;
- for A PASSENGER VEHICLE WITH A TRAILER – 4000 rubles per 2 hours.

An additional fee of 1500 rubles is charged for each 30 minutes of exceeding the regulatory period.

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

Fill out a Letter for delivery/removal of equipment and exhibits (hereinafter referred to as the “Letter for delivery/removal”) with a detailed description of the delivery equipment and materials on the company's letterhead with the signature and seal of the head.

PLEASE NOTE that printed copies of the Letter for delivery/removal are required:

- to be provided to the Service Center Department (Information desk Service Center) upon receipt of a delivery and removal permit (unless the letter has been previously agreed by email [Service@Crocus-Expo.ru](mailto:Service@Crocus-Expo.ru)) and passes to the LU zone;
- to be handed over to the representative of the Crocus Expo security service at the installation gate during the delivery of equipment and exhibits (during installation);
- to be handed over to a representative of the Crocus Expo security service at the assembly gates during the removal of equipment and exhibits (during dismantling).

### **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 Exhibition 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 Exhibition Organizer;
- For Developers – the request shall be submitted independently to the General Developer.

**Presentation and audiovisual equipment may only be used at the Exhibition 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 desk Service Center.

Delivery of equipment and exhibits is permitted:

- for Developers – during the installation period (additional delivery of equipment by Developers during the Exhibition 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 Exhibition period, the delivery of equipment is permitted at hours determined by the Exhibition Organizer

Removal of equipment and exhibits is permitted:

- For Exhibitors – on March 6 from 05.00 p.m. to 07.30 p.m.;
- For Developers – on March 7 from 08.00 a.m. to 07.30 p.m.

#### **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. 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.**

#### **7. OBTAINING INSTALLATION PASSES**

To access the Exhibition 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 Exhibition, 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 Exhibition 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](mailto: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 March 3, Exhibitors enter the exhibition hall using the badges ordered and received at the Exhibition check-in counter, at the entrance to Hall No. 8, Pavilion No. 2 of Crocus Expo.

## **8. 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.

<b>Hand luggage includes:</b>	<b>Items not included in hand luggage:</b>
❖ Ladies' handbags	❖ Equipment of any type and intended use
❖ Shopping bags	❖ Furniture items and parts
❖ Suitcases	❖ Boxes
❖ Backpacks	❖ Packaging materials
❖ Upper garments	❖ Items and materials for decoration (banners, posters, balloons, plants, etc.)
❖ Accessories: umbrellas and canes	❖ Advertising structures
❖ Baby strollers, wheelchairs	❖ Exhibits of any size, quantity and type of packaging
	This list is allowed to be carried only through the installation gates in the «LU Zone» (access of vehicles by passes).

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

## **9. EQUIPMENT REMOVAL**

The removal of equipment and exhibits is allowed on March 6, 2025 from 06:00 p.m. to 07:30 p.m. after the end of the Exhibition and is carried out through the installation gate.

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.

Unauthorized (uncoordinated) presence of property on the territory of the Exhibition Center after the General Period of the Exhibition is not allowed. The presence of such property on the territory of the Exhibition Center is paid for by the owner of the property on the terms stipulated in clause 6.4.3. of the Directory of Services (see page 9 of this Manual). At the same time, Crocus Expo has the right to move such property within the territory of the Exhibition Center, as well as dispose of it after 5 (five) business days from the date of unauthorized (uncoordinated) location of the property on the territory of the Exhibition Center if the owner does not take the property.

## **THE PROCEDURE FOR ENTRY OF EXHIBITORS TO THE EXHIBITION**

1. Date and time of arrival – March 3, 2025 from 10:00 a.m. to 07:30 p.m.

Come to the Crocus Expo to Pavilion No. 2, 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. 8

Exhibitors working throughout the exhibition period are given badges at the reception desk of Pavilion No. 2 before entering Hall No. 8 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 desk Service Center) in Pavilion No. 2), stamp the delivery is allowed on 3 copies of your letters for the delivery and removal of equipment

- One copy of the delivery-removal letter remains in the Service Center department;
- The second copy remains with the guard, where the equipment and exhibits are delivery;
- The third copy is saved and given to the guards at the exit from the exhibition.

4. To unload the equipment and exhibits, 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. 8

- 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 Delivery/Removal 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 EXHIBITION**

1. The date and time of departure and removal of the exhibits is March 6 from 06:00 p.m. to 07:30 p.m.

2. Documents for departure - Put the stamp departure is allowed on the letter “Delivery/Removal of equipment and exhibits”, according to which you entered the exhibition at the Exhibition Directorate and in the “Service Center” department of Pavilion No. 2 (as well as upon arrival)

3. Removal 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 equipment and exhibits, 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 07:45 p.m.

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

3. Do not lose the Letter for Delivery/Removal of equipment and exhibits, 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 March 6; March 7 is the day of dismantling the Exhibition.