

Crocus Expo IEC
April 12-14, 2022

Dear exhibitors,
a little time is left to the **ExpoElectronica 2022 and ElectronTechExpo 2022** exhibitions. We would like to remind you of some important matters that are relevant for the final stage of exhibition preparations.

1. EXHIBITION WORK SCHEDULE

SATURDAY April 09	08:00 – 19:45	Set-up of stands (unequipped area) ^{1,2}
SUNDAY April 10	08:00 – 19:45	Set-up of stands (unequipped area) ^{1,2}
MONDAY April 11	08:00 – 19:45	Set-up of stands (unequipped area) ^{1,2}
	14:00	The latest time when the participant shall arrive at their stand
	16:00	All equipment (exhibits) shall be unpacked
	16:00	Final cleaning of the aisles All stands (including equipped area) shall be ready and cleaned, aisles cleared
TUESDAY April 12	08:00 – 19:00	Pavilion opening hours ³
	10:00 – 18:00	The exhibition is open for visitors
WEDNESDAY April 13	09:00 – 19:00	Pavilion opening hours ³
	10:00 – 18:00	The exhibition is open for visitors
THURSDAY April 14	09:00 – 19:45	Pavilion opening hours ³
	10:00 – 16:00	The exhibition is open for visitors
	16:00 – 19:45	Entry of the participants' vehicles for removing the exhibits
	18:00 – 19:45	Entry of the builders' vehicles for removing the exhibits and dismantling
FRIDAY April 15	19:45	The equipped area shall be cleared⁴
	08:00 – 16:00	Dismantling Pavilion opening hours ⁴
	16:00–18:00	Final cleaning. The pavilion shall be cleared, equipment and stand structures dismantled and removed ⁵

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

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

³ Access to the pavilion is only allowed for the exhibitors having an exhibition participant badge. Set-up activities on the stands are prohibited, the assembly passes are invalid.

At 10:00, visitors will already be in the pavilion. Please make sure that your stand is ready to receive them!

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

⁵ All construction materials, structures and bulky waste shall be removed from the exhibition center premises or disposed of in waste containers at the expense of the exhibitor or its builder.

Where appropriate, builders/exhibitors shall order the waste disposal services in advance via the service center. If this rule is violated, the exhibition participant or its builder will be fined (see the appendix Basic Requirements during the Events Held by Crocus Expo IEC).

2. OFFICE AT THE EXHIBITION

The organiser's office will be open for you in Hall 14, Pavilion 3, stand **B8185** during the set-up period and on the exhibition days. Please contact us with any questions regarding your participation.

+ 7 969 192 76 09

(valid from April 9 to April 14, 2022 only)

3. PASSES, BADGES

The badges (participant passes), that will be valid during the exhibition opening hours, the set-up and dismantling periods, can be requested at **the registration desk** in the lobby of Pavilion 3 in front of Hall 14 **from 09:00 to 18:00 on April 10-11, 2022**. Have the participant badge always with you.

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

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

Working passes for builders should be issued in advance from BuildExpo.

The VIP parking and Loading and Unloading Zone passes, ordered and paid in advance, can be obtained in the organiser's office starting from the first set-up day. VIP parking passes will be invalid for trucks and minivans as well as vehicles bearing advertising information of any kind.

4. GOODS IN/GOODS OUT LETTERS FOR BRINGING AND REMOVING EXHIBITS

Exhibits and equipment may be **brought and removed** on the basis of applications submitted as follows:

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

2. Have the application certified by the organiser's office (Hall 14, Pavilion 3, stand **B8185**), **and then** by the service center of the pavilion.

3. Collect your passes for the entry of vehicles in the Loading and Unloading Zone from the organiser's office or the service center if they were ordered and paid in advance. You can also acquire the passes on the spot at the service center desk.

One copy of the application will be kept by the service center, the second one shall be presented to the security guard at the assembly gate when exhibits are brought. The remaining copy of the application allows you to remove the exhibits at the end of the exhibition.

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

In this case, please prepare the letters for bringing additional products to your stand in advance.

The loading gates cannot be opened during the hours when the exhibition is open for visitors.

To remove equipment and exhibits at the end of the exhibition, you need the last copy of the letter. It should be stamped in the service center to allow the removal and, if necessary, exchange the passes to reach the Loading and Unloading Zone.

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

5. ACCESS TO THE TERRITORY and UNLOADING OF EXHIBITS

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

Along the perimeter of the pavilions, there is a Loading and Unloading Zone. To access the Loading and Unloading Zone, you need to have a **paid Loading and Unloading Zone pass** that can be ordered in advance from the organiser or purchased in the service center of the pavilion on the basis of the application for bringing exhibits.

Paid Loading and Unloading Zone pass will be valid for 1 vehicle and allow unlimited number of entries during the period of set-up and dismantling. If you change vehicles, you can exchange the pass in the service center of the pavilion at no extra cost on the next day. **The Loading and Unloading Zone pass type (light vehicle, light vehicle with a trailer, heavy vehicle) will depend on the vehicle type specified in the Vehicle Registration Certificate.**

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

▪ cargo vehicle — 2 hours; ▪ passenger car — 1 hour.

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

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

Loading, unloading, set-up and dismantling by means of lifting gears shall **only** be carried out by **the personnel of the Transport and Logistics Department of Crocus Expo IEC using own equipment.**

The requests for loading/unloading operations are accepted by no later than 31.03.2022. Requests submitted after this period will be accepted with an extra charge.

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

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

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

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

Trans@Crocus-Expo.ru

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

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

6. STAND CONSTRUCTION AND DECORATION RULES

Please read the stand construction and decoration requirements of Organiser presented in the Exhibitor Technical Manual. If you violate these requirements, the organiser reserves the right to suspend the construction of your stand. The construction of double decker stands assumes that the participant pays an extra charge for the exhibition area of the double decker.

A. EQUIPPED AREA

Participants who ordered an equipped area via the organiser shall arrive at their stands no later than **14:00 on April 11, 2022**. The keys to the doors, locks for cabinets and showcases will be provided from **12:00 on April 11, 2022** by the general builder BuildExpo in the lobby of Pavilion 2. A deposit of RUB 1,000 shall be made for each key and lock.

Water coolers, bottles and coffee machines ordered by you will also be delivered to the stand after you make a deposit amounting to RUB 9,000, RUB 1,500 and RUB 3,500 accordingly. The deposit will be returned from 12:00 to 18:00 on the last exhibition day after you return the keys and equipment.

Wall panels and other extra structural elements shall not be damaged after the exhibition and shall be cleared of posters, adhesive tape residues, etc.

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

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

Your stand shall be completely ready and **cleaned by 16:00 on the last day of set-up**. The packing materials and cartons of the exhibits shall be put in the waste containers near the assembly gate of the pavilion.

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

B. UNEQUIPPED AREA

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

- 1. Get approval of the stand design from the organiser.** To obtain the approval, send the conceptual design of your stand to the organiser. The design review period is 5 business days.

Ruslan Yudin

Ruslan.Yudin@hyve.group

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

ingener@builexpo.ru

+7 (495) 727-26-71

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

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

Pay special attention to the safety requirements for design and construction of double-decker stands (see [Basic Requirements of the General Builder](http://www.buildexpo.ru/bexpo/services/tech_doc.php) on http://www.buildexpo.ru/bexpo/services/tech_doc.php).

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

Please note that all the stands shall be ready and cleaned no later than **16:00 on the last day of set-up**, all construction activities shall be completed, equipment and cartons removed. Extension of set-up on the last day of event set-up is possible only by agreement with the Organiser.

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

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

7. CLEANING

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

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

8. UTILITY CONNECTIONS

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

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

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

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

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

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

9. ADVERTISEMENT, BANNERS AND TECHNICAL SUSPENSIONS

No advertising structures (banners, flags, etc.) may be put on the floor, walls, any parts of the pavilion and in the open area without the organiser's permission. For the placement of advertisement, contact **Julia Leontieva**, Marketing Manager (Julia.Leontieva@hyve.group).

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

10. SECURITY

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

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

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

11. DISPLAY OF EXHIBITS

Please read the Organiser's requirements for set-up and display of exhibits set out in the exhibitor manual.

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

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

Oleg Ilin (Oleg.Ilin@hyve.group).

12. FIRE SAFETY RULES

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

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

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

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

When decorating your stand and placing exhibits, please, note that:

- for all stand decoration elements and exhibition samples/exhibits, participants shall submit documents (certificates, opinions, etc.) to validate the conformity of the employed materials with the fire safety rules of the Russian Federation,
- they may not use wall and ceiling finish materials with a fire hazard class that is higher than KM0 (NC – non-combustible) and floor cover materials with a fire hazard class that is higher than KM2 (Г1 – low combustible; B1 – hard flammable; Д1-Д2 – with a low and moderate smoke generation capacity; T1-T2 – low hazardous and moderately hazardous with regard to the toxicity group, ПП1-ПП2 – with regard to the flame propagation rate – flame-retardant and with a poor flame propagation).

If you display exhibits at your stand with fire engineering parameters that do not comply with fire safety regulations (wooden houses, kiosk, etc.), have them treated with a fire-retardant compound and, when bringing your exhibits to the exhibition center, have the following documents with you: a copy of the license (Emercom) of the organisation that carries out the treatment with a fire-retardant compound; a copy of the fire safety certificate for the fire-retardant compound: the records of application of a fire-retardant compound to the combustible materials included in the exhibit. Any deviations from the above-mentioned rules are allowed if there is a written permission from the Emercom personnel.

Ivan V. Romanishin

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I.Romanishin@Crocus-Expo.ru

13. BRINGING AUDIO AND VIDEO EQUIPMENT

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

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

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

- Pavilion 1, service entrance - daily (9:00 – 18:00), lunch break (13:00 - 14:00)

Semyon Ryzhov

ingener@buildexpo.ru

+ 7 (495) 727 2671

14. ADDITIONAL ORDERS

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

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

15. NOISE LEVEL

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

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

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

16. HOW TO REACH CROCUS EXPO IEC

Address: Crocus Expo IEC, 65-66 km Moscow City Ring (MKAD), Moscow region, Krasnogorsk

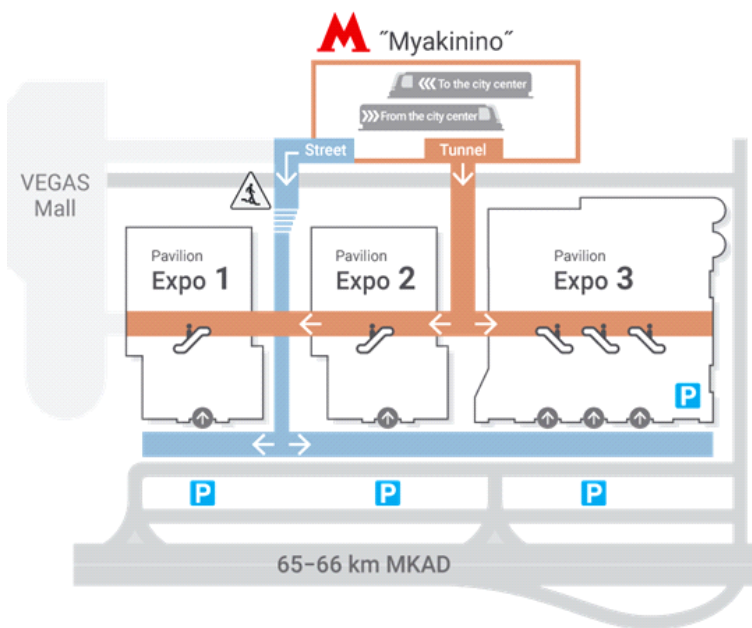
How to get to Crocus Expo:

Travel by public transport:

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

Travel by car:

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



17. LETTER FORMS

A) For access of personnel (assemblers)

ON EXHIBITING COMPANY FORM

in a single copy

To Crocus Expo IEC Service Center
ExpoElectronica/ElectronTechExpo 2022

_____ (Company name)

_____ (address, telephone, e-mail)

_____ (Number of Pavilion, Hall and Stand)

For decoration of exhibition stands _____
(stand area, m²)

at ExpoElectronica/ElectronTechExpo 2022, you are kindly requested to allow access to the following personnel:

No.	Full name	Passport information

Responsible for Health & safety on the stand: _____
(Full name, phone number)

Responsible for fire safety on the stand: _____
(Full name, phone number)

Person in charge: _____ / _____
(Signature) (Full name)

Stamp here:

B) For entry and removal of quipment/exhibits

ON EXHIBITING COMPANY FORM

in three copies

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

Ref No. _____
To be completed by the Service center
department employee

Customer	Company name (or full name of the individual contracting authority) under the contract. The Letter for Exhibits and Equipment Move in and Move out may be issued by companies having contractual relations with Crocus Expo, BuildExpo LLC, Crocus Expo General Builder, or the Event Organiser.		
Customer status	Specify: organiser, builder, exhibitor		
Company to move in/move out exhibits and equipment	Specify if other than the customer		
Event			
Dates			
Location	Pavilion	Hall	Stand

LIST OF EXHIBITS AND EQUIPMENT

	Description of moved in equipment or exhibit (specify serial number for technical devices)	Quantity
1.		
2.		
3.		
4.		
5.		
6.		

We hereby confirm that:

- all moved in equipment, exhibits and other material assets are agreed (if necessary) with the Crocus Expo General Builder BuildExpo LLC, Crocus Expo Technical Maintenance Service, Fire Safety department and do not include anything prohibited for move into the territory of Crocus Expo according to the rules in force in the Exhibition Center;
- moved in equipment, exhibits and other goods do not have the customs status of "temporary importation";
- company employees are responsible for the safety of moved in property during the Overall Event Period, transfer of passes to the materials handling area to third parties;
- involved company employees are made aware of the General Terms of Holding Events at Crocus Expo; the Basic requirements of BuildExpo LLC, the General Builder of the Exhibition Centre, for works during exhibition events at Crocus Expo; the Fire Safety Regulation during Buildup (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor Areas of Crocus Expo.

Full name _____ Date _____
Job title _____ Signature _____

Stamp

Contact data, person responsible for works on the expo grounds:

Full name _____ Phone: _____

We wish you all the best at the exhibition!

Organiser of ExpoElectronica & ElectronTechExpo