



**ENTRY PROCEDURE FOR EXHIBITION
IN CROCUS EXPO**

Please do the following prior to installation:



Pay all **invoices** issued



Check whether you have ordered **building** of the stand
(for unequipped space)



Buy **pass for the loading and unloading zone**
(please see p. 4)



Check whether you have booked **electrical supply and 24/7 sockets** (as required)
(Form T2.1)



Check whether you have ordered a **compressed air supply** (as required)
(Form T2.1)



Prepare **goods in/out letter**
(3 copies per a vehicle – required on site)



Issue a **letter for obtaining work passes**
(1 copy, required on site)



Check whether you have **ordered loading and unloading services at Crocus Expo** (as required)

All applications shall be submitted at least 21 days prior stand set-up. In case of late submission, extra charges are applied



Obtain accreditation for **audio- and video equipment** with BuildExpo
(please see p. 7)



Acquire permission from Backstage Catering
(please see p. 8)

Please approve the following with the organiser prior to installation:



Program if any is to be performed at the stand.

Approval request shall be submitted to your Customer Success Manager



Demonstration of the equipment in operation (if any)

Please send your Approval Request to Oleg Anatolievich Ilyin:
Oleg.Ilin@hyve.group



Stand design project (for unequipped space)

Approval request shall be submitted to your Technical Services Manager



Double decker stand (if any)

Approval request shall be submitted to your Technical Services Manager



Installation and dismantling term for a **large and heavy equipment**, as well as for exhibits (if any)

Approval request shall be submitted to your Technical Services Manager

ENTRY PROCEDURE



I have only hand luggage with me

Hand luggage (small trolley bags, 55*40*25 cm, light-weight bags) may be carried through the main entrance



Exhibitor's Badge (you may obtain it at the registration desk in the lobby of your pavilion during stand set-up)*



Passport (all exhibitors are required to have their ID documents with them)

What to Do

In order to enter the pavilion, please apply the badge to the scanner on the turngate.

Turngates are out of work during stands set-up and dismantling, please show your badge to the security at entrance.



Parking for passenger vehicles in front of the Crocus Expo **is free of charge** (if a car doesn't have any advertising stickers)



Your driver will be able **to enter the Loading and Unloading zone** based on the certified goods in/out letter and Loading and Unloading zone Pass



No night parking, truck parking (for more than 24 hours), car wash or repair are allowed at the Crocus Expo International Exhibition Centre



I have many things which exceed the size of a hand luggage



Large-size items are allowed to the exhibition at Crocus Expo **only through the Loading and Unloading zone**. You can enter this area only by car using a paid passage.



Exhibitor's Badge (you may obtain it at the registration desk in the lobby of your pavilion during set-up)*



Goods in/out letter- filed in 3 copies, certified, and issued on a company's letterhead (if there are 2 vehicles, 6 applications are required; in case of 3 vehicles, 9 applications are to be filed etc.)**



Loading and Unloading Zone Pass



Passport (all exhibitors are required to have their ID documents with them)


** All applications are submitted at admittance, no need to send them in advance!


What to Do


1. Please obtain the **Exhibitor's Badge**;
2. Please **visit the Organiser's office**, put "Exhibitor" stamp on all applications for exhibits move-in and out, if you have booked the Loading and Unloading Zone Pass, please collect the pass;
3. Return to the **Service Centre in the lobby to put a stamp "Move-in Permitted"**-1st copy of application shall be left at the Service Centre, 2nd copy is for the driver, 3rd copy is kept by you in order to move your exhibits out after the exhibition is over (please put a stamp "Move-out Permitted" at the Service Centre at the departure date)

Departure from the Stand



Equipped Space

 Exhibitors that booked an equipped space may depart from the stand **at 16.00 on the last day of the event**, the space shall be cleared by 19.45.

 Please remember to **return keys for doors and display windows**, coffee machines, as well as other equipment provided for a deposit.

 All panels shall be cleared of any traces of stickers and scotch tape.

To move exhibits out, please do the following:

-  1. Visit the Service Centre in the lobby of your pavilion, put a stamp "Move-out Permitted" on the 3rd copy of the Move-in/Move-out Application.
-  2. Then, please submit this copy of the application to the driver, make sure the driver has the Loading and Unloading Zone Pass **certified with "Exhibitor" stamp** ; if the driver is to enter the pavilion, he/she shall have **the work pass**.



On the last day of the Exhibition, **only Exhibitors' vehicles** are enter the Loading and Unloading Zone **after 16.00** (the Pass shall have the "Exhibitor" stamp)
Stand **constructors' vehicles** may enter the area **only after 18.00**



Please make sure you do not leave your personal belongings unattended during the dismantling!



Unequipped Space

Exhibitors that booked an unequipped space may depart from the stand **at 16.00 on the last day of the event**.

To move exhibits out, please do the following:

-  1. Visit the Service Centre in the lobby of your pavilion, put a stamp "Move-out Permitted" on the 3rd copy of Goods in/out letter.
-  2. Then, please submit this copy of the application to the driver, make sure the driver has the Loading and Unloading Zone Pass **certified with "Exhibitor" stamp**, if the driver is to enter the pavilion, he/she shall have **the work pass**.

!Large and heavy equipment shall be moved out according to the pre-approved schedule.

Important! Please communicate this to your contractors!

- On the last day of dismantling the pavilion must be **vacated from exhibits, constructions and rubbish**.
- Dismantling stands by **tilting structures** and **dropping** individual elements of the stand on the floor from a height **is strictly forbidden!**
- If you have booked a **waist container**, it can only be placed **on the next day after the exhibition end date**.
- On finishing dismantling and having removed the floor covering, the exhibitor and/or contractor must **remove adhesive tape** from the pavilion floor and put it in waste containers.

What else may be required?



- **Blank drafts** of Move-in-Move-out Applications and Work Passes (issued on your company's letterhead, duly signed and stamped) if the installation will require for additional labour force or you will need to move something in.
- **Vehicle Certificate of Registration** (when purchasing the Loading and Unloading Zone Pass, the type of a vehicle will be defined based on the Vehicle Registration Certificate)

* If you wish to move in additional items during the Exhibition, Assembly gates will be opened from **08.00 to 10.00 and from 18.00 to 19.00 on the first day, and from 09:00 to 10:00 and from 18:00 to 19:00 on the second in all other days of the Exhibition.**



On headed company paper *in a single copy*

Service Centre Crocus Expo IEC
Exhibition _____

_____ (name of company)
_____ (address, telephone, e-mail)
_____ (number of pavilion, hall and stand)

For setting up the exhibition equipment and exhibits of _____ (stand area, m²)
please provide us with passes for admission of personnel

No	Full name	Passport number

Responsible for Health & Safety on the stand _____ (name, mobile)

Responsible for Fire safety on the stand _____ (name, mobile)

Person in charge: _____ / _____ /
(signature) (name)

Place stamp here



On headed company paper *in three copies*

Service Centre Crocus Expo IEC
Exhibition _____

_____ (name of company)
_____ (address, telephone, e-mail)
_____ (number of pavilion, hall and stand)

For decoration of exhibition Stands you are kindly requested to allow entry (with subsequent removal) of the following equipment and exhibits*:

No.	Description of equipment	Quantity	Notice**

Responsible for Health & Safety on the stand _____ (name, mobile)

Responsible for Fire safety on the stand _____ (name, mobile)

Person in charge: _____ / _____ /
(signature) (name)

Place stamp here

Lift-on/Lift-off Area Pass

The Loading and Unloading zone is around the perimeter of pavilions.

- Loading and Unloading Zone Pass is **available through the Organiser** (Hyve) and/or Crocus Expo
- Information about a vehicle (licence plate) may be **filled in at entrance**. **There is no need to provide the information about the vehicle and the driver** (neither to Hyve, nor to Crocus Expo offices)
- **The type of the pass** depends on the vehicle type (passenger car, passenger car with a trailer, truck), which is defined based on the type shown in the **Vehicle Certificate of Registration**.
- **No need to show information about the driver!**
- **Any replacement of the** Loading and Unloading Zone Pass can be exchanged for a new one (for a vehicle of the same type) on the next day by the manager of the Transport and Logistics Department in the Service Centre of your pavilion. The Pass is a final sale.

The quickest way is to purchase the pass at the Service Centre in the lobby right before the vehicle enters the Loading and Unloading Zone Area.

Important! If the driver is to take part in the loading/unloading process, he/she shall be supplied with the Exhibitors' Badge or the Work Pass!

Valid through all set-up and dismantling period
 The pass shall bare the "Exhibitor" stamp
**Example of the Pass,
 Mining World Russia 2019**



How to obtain a pass for those engaged in installation?



1. On a company's letterhead, **prepare and certify a letter for obtaining work passes**, which shall contain names **of all persons** involved in set-up process, as well as their passport information.
2. **Submit the letter to the Service Centre** in your pavilion. Based on the application, the Crocus Expo employee will issue Work passes.

In order to enter the pavilion, all persons enlisted in the letter for obtaining work passes shall have ID documents with them!

If one has already obtained the **Exhibitor's Badge**, no Work Pass is required.

* Constructors shall obtain Work Passes by their own through BuildExpo!



Important! It is strictly forbidden to enter the pavilion using Work Pass during the Exhibition!

If the **driver is to take part** in the loading/unloading process, he/she shall be supplied with the **Exhibitors' Badge** or **Work Pass**.

No Power of Attorney is required to collect the said documents in the Organiser's office!*

* To clarify the procedure for collection of confirmation documents related to services provided within Crocus Expo, please call:

Pavilion 1: +7 (495) 727-2626; Pavilion 2: +7 (495) 727-1138; Pavilion 3: +7 (495) 727-2524.

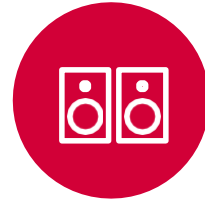
What exhibits require additional approval of Crocus Expo?



LCD/Plasma panels with a diagonal over 28"



Projection equipment



Sound amplification sets with power over 150 W



Video-walls (ORION, LED screens etc.)



Light sources (incl. mobile lighting constructions and display windows)

- **To approve** audio and video equipment, please provide a list of the equipment to be moved in or an application to BuildExpo, which application shall be accompanied with **TORG-12 delivery notice** or **OS-6 accounting form**.
- If you have no such forms, approval process will be performed **in return for a fee**. To get a paid approval, please provide your company's bank details along with the equipment list in order to be issued an invoice.
- To approve **lighting equipment** to be used on mobile stands and display windows, please address Technical Service Department at BuildExpo.
* On the admittance date, please put a stamp on a documents confirming approval in the BuildExpo office located in the back of the Pavilion 1.

A more detailed information about the approval procedure, please see [here](#).

A more detailed information about **approval for constructors**, please address:

BuildExpo, Tel.: + 7 (495) 727 26 71 E-mail: ingener@buildexpo.ru

How to approve catering with Crocus Expo?



The exclusive rights to provide commercial catering services at Crocus Expo have been assigned to catering company Backstage. This includes all types of catering from coffee breaks to gala dinners. Any other company wishing to provide commercial catering services at Crocus Expo must **acquire permission from Backstage Catering** by Crocus Group in advance.

To get approval, **please contact Backstage** representatives:

Tel.: +7 916 585 59 55 E-mail: info@backstagecatering.ru

Web-site: <http://backstagecatering.ru/>

IMPORTANT! Please print out the approval and bring it with you to the Exhibition!

How to bring international cargo to the stand?



To deliver international cargo (i.e. cargo not qualified as Customs Union cargo) to the Exhibition, one please use the services provided by official customs freight forwarders of Crocus Expo IEC or an officially recommended freight forwarder BTG Expo GmbH.

If you use services of any other freight forwarders to deliver your cargo to the Russian Federation, to deliver your goods to the territory of the exhibition centre, your freight forwarders shall contact one of the above official customs freight forwarders of Crocus Expo.

BTG Expo GmbH

Eric Awater

Tel. +49 69 408987 102; Mob.: +49 151 52640472

eric.awater@btg-expo.com

Official freight forwarders and customs representatives of Crocus Expo

<http://www.crocus-expo.ru/services/expeditors.php>

What **can not** do in Crocus Expo?



You can not clean your stand **using technical means** (such as vacuum cleaners, Kaercher etc) **during Exhibition** (allowed during set-up period only), as well as use services of the third-party companies for cleaning. To order cleaning services, please fill in form provided by Hyve or go to the Service Centre.



You can not **use your own cranes** and/or **loading devices**: you **may** only use your own **wheeled cart, pallette jacks and track with tail lifts**. You may book a wheeled cart at the Service Center, if needed.



You shall not stay in the Loading and Unloading Zone longer than permitted: **1 hour for a passenger car, and 2 hours for a truck**. If the time is not enough, please drive out and than drive in again to restart the timer.



You are not allowed to **set-up/dismantle** your stand **during the Exhibition**. All installation work shall be finished before the installation period end date. Set up of lighting equipment, power sockets, stickers on a stand is also an installation!



You may not use **lighting equipment not approved** by BuildExpo.



You may not use **audio and video equipment not approved** by BuildExpo.



It is not allowed to use **catering services not approved** by Backstage.



It is forbidden to make **noise over 75 dB**. Any event attracting huge amount of people to your stand shall be **approved** by the Organiser.



You shall not use **aerial devices** (quadcopters etc.), as well as use scooters, monowheels, segways, hoverboards, and other vehicles within the exhibition territory.



You may not **hand out promo materials** without a promoter badge and **use technical means** (such as robots) for marketing and advertisement purposes **outside the rented space**.



**If you have any questions, please feel free to address them to the
Hyve Customer Service.
We will be glad to assist you!**

**hello@hyve.group
+7 (495) 799 55 85**

Have a successful exhibition!