



ENTRY PROCEDURE FOR EXHIBITIONS IN CROCUS EXPO

Please do the following prior to stand installation:



Pay all **invoices** issued



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



Buy a **pass for the loading and unloading zone**
(please see p. 7)



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. 9)



Acquire permission from Backstage Catering if sourcing catering independently
(please see p. 10)

Please approve the following with the organiser prior to installation:



Programme if any is to be performed at the stand.

Approval request to 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 to be submitted to your Technical Services Manager



Double decker stand (if any)

Approval request to be submitted to your Technical Services Manager



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


Approval request to 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 turnstile.

Turnstiles are out of use during the set-up and dismantling period, 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 a certified goods in/out letter and Loading and Unloading zone Pass




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




I have multiple items which exceed the size of a hand luggage



Large-size items are allowed into the exhibition at Crocus Expo **only through the Loading and Unloading zone**. You can enter this area only by car showing a paid/valid 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-** filled in 3 copies, certified, and printed on company's letterhead (if there are 2 vehicles, 6 copies are required; in case of 3 vehicles, 9 copies 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**, to obtain the "Exhibitor" stamp on all goods in/out letter copies, if you have booked the Loading and Unloading Zone Pass, please also collect the pass;
3. Return to the **Service Centre in the lobby to obtain the "Move-in Permitted" stamp** - 1st goods in/out letter to be left at the Service Centre, 2nd copy is for the driver, 3rd copy to be retained by you in order to move your exhibits out after the exhibition is over (please obtain a "Move-out Permitted" stamp at the Service Centre on your 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 to 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, to obtain a "Move-out Permitted" stamp on the 3rd copy of the goods in/out letter.

 2. Then, please submit this copy of the letter 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 must hold a **work pass**.



On the last Exhibition day, **Exhibitors' vehicles** may enter the Loading and Unloading Zone **after 16.00** (with a Loading and Unloading Zone Pass **with "Exhibitor" stamp**) Stand **builders' 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, to obtain a "Move-out Permitted" stamp on the 3rd copy of Goods in/out letter.



2. Then, please submit this copy of the letter 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 must hold a **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, **exhibits, constructions and rubbish must be removed from** the pavilion.
- 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 **waste container**, it can only be provided **on the day after the final exhibition day**.
- Once dismantling is finished and the floor covering is removed, the exhibitor and/or contractor must **remove any adhesive tape** from the pavilion floor and put it in waste containers.

What else may be required?



- **Blank drafts** of Goods in/Goods out Letters (3 copies) and Work Pass Requests (1 copy) printed on your company letterhead, duly signed and stamped - should the installation require additional labour/staff or you need to bring additional items/equipment 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, the 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.**



Work Pass Request/Letter

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



Work Pass Request/Letter

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

Loading and Unloading Zone Pass

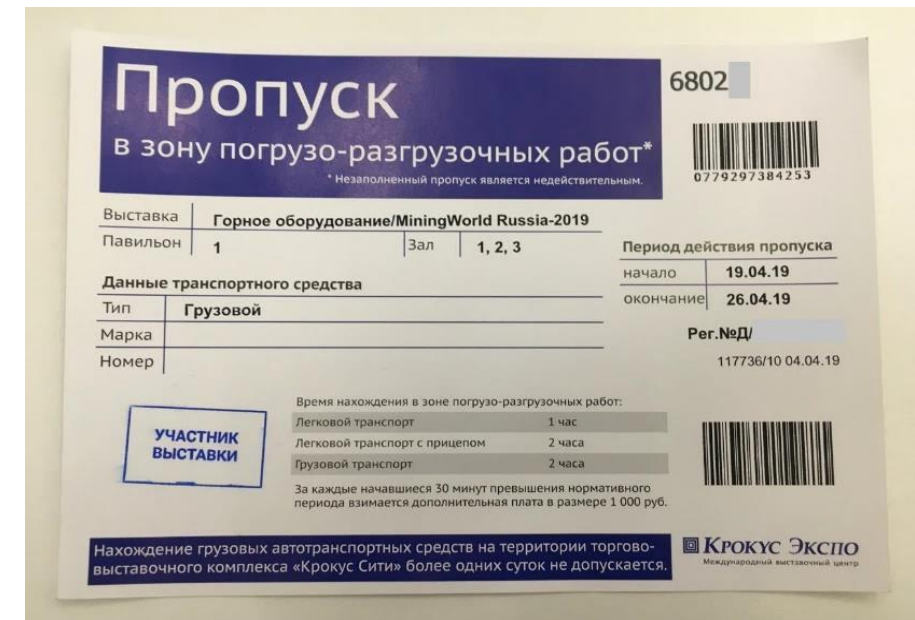
The Loading and Unloading zone is around the perimeter of pavilions.

- A Loading and Unloading Zone Pass is **available via the Organiser** (Hyve) and/or Crocus Expo
- Information about a vehicle (licence plate) may be **filled in on arrival**. **There is no need to provide the information about the vehicle and the driver in advance** (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**.
- **You are not required to provide 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 following day by the manager of the Transport and Logistics Department in the Service Centre of your pavilion. The replacement pass is free.

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 will require an Exhibitors' Badge or Work Pass!

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



How to obtain a working pass?



1. On company letterhead, **prepare and certify a letter** for obtaining work passes, which contain names **of all persons** involved in the set-up & dismantling 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 the required Work passes.

In order to enter the pavilion, all persons with work passes must carry ID documents with them!

If your personnel has already obtained an **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 a **driver is to take part** in the loading/unloading process, he/she must hold an **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 by Crocus Expo, please call:

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

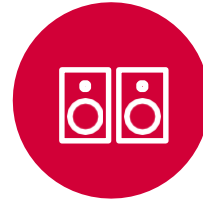
What exhibits require additional approval from Crocus Expo?



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/video** and **lighting** equipment, please provide a list of the equipment to be moved in and contact [BuildExpo](#).

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 on:

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 deliver international cargo to the stand?



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

If you use the 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 must contact one of the above official customs freight forwarders of Crocus Expo in order to deliver the goods into the venue and to your stand.

BTG Expo GmbH

Eric Awater

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eric.awater@btg-expo.com • <https://btgexpo.com/>

Official freight forwarders & customs representatives of Crocus Expo

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

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



You can not clean your stand **using technical means** (such as vacuum cleaners, Kaercher etc) **during the 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 permitted 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 contact Hyve Customer Service.

We will be glad to assist you!

Have a successful exhibition!