

Crocus Expo IEC
April 12-14, 2021

Dear exhibitors,

A little time is left to the exhibition **TransRussia 2021**. We would like to remind you of some important matters that are relevant at the final stage of preparation for the exhibition.

1. EXHIBITION WORK SCHEDULE

| | | |
|------------------------------|--|---|
| THURSDAY April 8 | 08:00 – 19:45 | Set-up of stands (unequipped area) ^{1,2} |
| FRIDAY April 9 | 08:00 – 19:45 | Set-up of stands (unequipped area) ^{1,2} |
| SATURDAY April 10 | 08:00 – 19:45 | Set-up of stands (unequipped area) ^{1,2} |
| | 08:00 – 19:45 | Set-up of stands (unequipped area) ^{1,2} |
| | 14:00 | The latest time when the participant shall arrive at its stand. |
| SUNDAY April 11 | 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. |
| MONDAY April 12 | 08:00 – 19:00 10:00 – 18:00 | Pavilion opening hours ³ The exhibition is open for visitors. |
| TUESDAY April 13 | 09:00 – 19:00 10:00 – 18:00 | Pavilion opening hours ³ The exhibition is open for visitors. |
| | 09:00 – 19:45 | Pavilion opening hours ³ |
| WEDNESDAY April 14 | 10:00 – 16:00 16:00 – 18:00 18:00 – 19:45 19:45 | The exhibition is open for visitors. Entry of the participants' vehicles for removing the exhibits Entry of the builders' vehicles for removing the exhibits and dismantling The equipped area shall be cleared. ⁴ |
| THURSDAY April 15 | 08:00 – 16:00 16:00 – 18:00 | Dismantling Pavilion opening hours ⁴ 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, HYVE GROUP. The extension of the set-up period shall be documented in the service centre 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, HYVE GROUP. 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 be already 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 imposed on the participant.

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

Where appropriate, the builders/exhibitors shall order the waste disposal services in advance via the service centre. 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 4, Pavilion 1, stand **D483** during the set-up period and on the exhibition days. Please contact us with any questions regarding your participation.

7 969 192 7608

(valid from April 8 till April 14 only)

3. PREVENTION OF COVID-19

When visiting the exhibition complex, you need to have personal respiratory protection (masks and respirators) and hand protection (gloves), as **entry without a mask and gloves is prohibited**. You must follow the rules of social distancing (1.5 meters) at the exhibition site.

Compliance with the Guidelines MP 3.1/2.1.0198-20 «Recommendations for preventive measures to prevent the spread of a new coronavirus infection (covid-19) during congresses and exhibitions», approved by Federal Service for Surveillance on Consumer Rights Protection and Wellbeing on 26 June is obligatory.

Exhibitors are responsible for compliance with sanitary and hygienic standards at their stands

4. 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 1 **from 09:00 on April 10, 2021**. Have the participant badge always with you.

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

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

Assembly 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 beginning from the first set-up day. VIP parking passes will be invalid for trucks and minivans as well as the vehicles bearing advertising information of any kind.

5. APPLICATIONS FOR BRINGING AND REMOVING EXHIBITS

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

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

2. Have the application certified by the organiser's office (Hall 3, Pavilion 1, stand **B3091**), **and then** by the service centre of the pavilion.

3. Get the passes for the entry of vehicles in the Loading and Unloading Zone (from where they were ordered and paid in advance: in the organiser's office or the service centre). You can also acquire the passes on the spot, at the service centre desk.

One copy of the application shall be kept by the service centre, 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 applications for bringing additional products to your stand in advance.

the assembly gate during the hours when the exhibition is open for visitors is not allowed.

To remove equipment and exhibits at the end of the exhibition, have the remaining application copy stamped to allow the removal in the service centre and, if necessary, exchange the passes to reach the Loading and Unloading Zone.

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

6. 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 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 centre 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 the unlimited number of entries during the period of set-up and dismantling. If you change vehicles, you can exchange the pass in the service centre 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 turnstiles:

▪ light vehicle — 2 hours; ▪ heavy vehicle — 1 hour.

Vehicles shall leave the Loading and Unloading Zone immediately after the unloading. **An extra payment** amounting to RUB 1000 will be imposed for every 30 minutes in excess of the specified limit. The **extra payment** shall be paid in the service centre of the pavilion until 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 will be accepted at least 10 working days before set-up. The 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 out of schedule, the 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

The 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 load gate of exhibition halls.

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

7. STAND CONSTRUCTION AND DECORATION RULES

Please peruse the stand construction and decoration requirements of HYVE GROUP presented in the Exhibitor Technical Manual. If you violate these requirements, the organiser reserves the right to suspend the construction of your stand.

A. EQUIPPED AREA

The participants that ordered an equipped area via the organiser shall arrive at their stands on or before **14:00 on April 11, 2021**. The keys to the doors, the locks for file cabinets and display windows will be provided from **12:00 on April 11, 2021** by the general builder BuildExpo in the lobby of the pavilion. A RUB 1000 deposit shall be made for each key and lock.

The water dispensers, bottles and coffee machines ordered by you will also be delivered to the stand after you make a deposit amounting to RUB 9000, RUB 1500 and RUB 3500, accordingly. The deposit will be returned from 12:00 to 18:00 on the last exhibition day, after you return the keys and equipment.

The 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 may not attach your equipment to the stand structures, glue paper to the panels on your own, drill holes, attach promotional and other materials with pins, hard-to-remove adhesive tape, etc. 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) within a standard stand will be considered as independent construction and shall be subjected to a paid technical expert review. These requirements apply, inter alia, to the luminaries, mobile stands and display windows 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 imposed on the company that participated in the exhibition.

B. UNEQUIPPED AREA

The companies that manage the construction of their stands on their own and/or the builders shall take the following actions **beforehand**:

1. the approval of the stand design from the organiser, i.e. HYVE GROUP. To obtain the approval, send the conceptual design of your stand to the organiser. The design review period is 5 business days.

Fedor Ryabov

Fedor.ryabov@hyve.group

2. Obtain a paid technical expert review opinion from BuildExpo.

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The companies that failed to obtain a technical expert review opinion will not be allowed to install 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 two-deck 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).

installing the stand, make sure that it is positioned correctly relative to the general layout; if necessary, seek assistance from the organiser's office at the exhibition., 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 **on or before 16:00 of the last day of set-up**, all construction activities shall be completed, equipment and cartons removed. Extending the period of installation on the last day is **PROHIBITED**.

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

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

8. CLEANING

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

Any cleaning in the exhibition centre 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 centre. The independent cleaning of any areas in the exhibition centre by means of equipment (vacuum cleaners, washing equipment, etc.) is prohibited

9. 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. The 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 to adjust the equipment** you need the connection of water or compressed air at an earlier date, please, obtain a relevant approval from the organiser 5 business days before set-up.

The utility lines (cables, hoses) of your stand **shall be covered by ladders**. The utility lines shall be laid by the exhibitor's personnel or the builder of your stand. Ladders 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.

10. 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 **Irina Grigorieva**, Marketing Manager (Irina.Grigorieva@hyve.group)

The order 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).

11. 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 in 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 in the specified period.

ATTENTION! The equipped stands shall be cleared on the last exhibition day.

12. DISPLAY OF EXHIBITS

Please peruse the HYVE GROUP requirements for the 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

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13. FIRE SAFETY RULES

Pay special attention to the fire safety rules of the exhibition centre (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 the promotional materials and exhibits shall only be placed within your stand. No packing materials and containers are allowed at the stand according to the fire safety rules. You may order the 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. Smoking areas are provided outdoors in the territory of the exhibition centre.

Using open flame, pyrotechnic and smoke effects, storing and using flammable matter and combustible compressed gases at the exhibition are 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 the stand decoration elements and exhibition samples/exhibits, the participants shall submit the documents (certificates, opinions, etc.) confirming 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; Т1-Т2 – 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 at your stand the exhibits with the 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 centre, have the following documents with you: a copy of the licence (Emercom) of the organization 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 abovementioned rules are allowed, if there is a written permission from the Emercom personnel.

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14. 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 effect 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. **The companies that failed to obtain the approval may be subjected to various enforcement measures by BuildExpo.**

You can send the documents for approval and effect 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 am – 6:00 pm), pm), lunch break (1:00 pm - 2:00 pm)

Semyon Ryzhov

ingener@buildexpo.ru

+ 7 (495) 727 2671

15. ADDITIONAL ORDERS

The orders placed by the participants during set-up and exhibition days will be subject to a **100% markup** and will be accepted if it is technically feasible, BUT after the execution of the orders placed in the period established by the organiser.

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

16. NOISE LEVEL

THE LEVEL OF NOISE DURING THE SHOWS AND AUDIO/VIDEO PRESENTATIONS GIVEN AT THE STAND MAY NOT BE OVER 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 on the basis of the record that shall be made in two copies, signed by the employee in charge of HYVE GROUP and handed to the exhibition participant.

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

17. ACCOUNTING DOCUMENTS

Closing accounting documents (DFD - universal transfer document, original contract, etc.) you can receive at the Organizers office starting from **09:00, April 13, 2021.**

18. HOW TO REACH CROCUS EXPO IEC

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

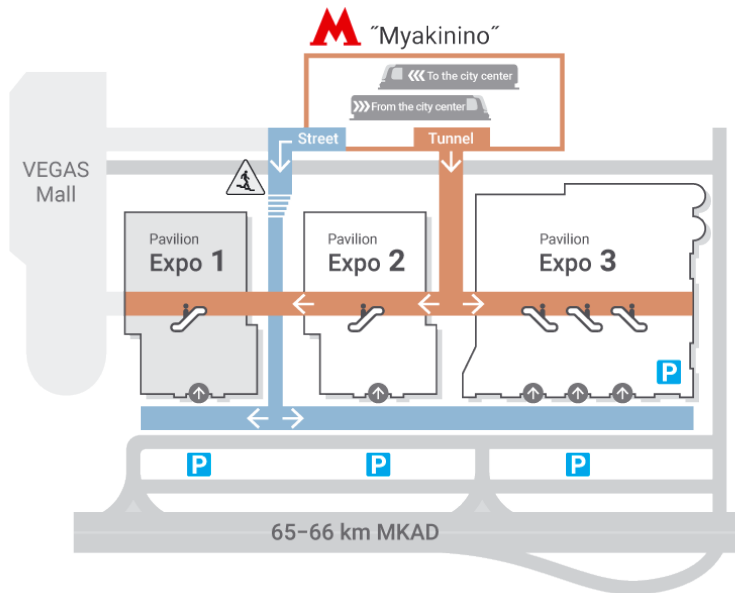
How to get to Crocus Expo:

Travel by public transport:

Metro station “Myakinino” (Arbatsko-Pokrovskaya line), exits to the Exhibition Centre pavilions

Travel by car:

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



19. LETTER FORMS

A) For access of personnel (assemblers)

B) For entry and removal of equipment/exhibits

ON EXHIBITING COMPANY FORM *in a single copy*

To Crocus Expo IEC Service Center
Transrussia 2021

_____ (Company name)

_____ (address, telephone, e-mail)

For decoration of exhibition Stands _____ (Number of Pavilion, Hall and Stand)

at Transrussia 2021 you are kindly requested to allow access to the following personnel:

| No | Full name | Passport information |
|----|-----------|----------------------|
| | | |
| | | |
| | | |

Stand safety person: _____ (Full name, contact phone number)

Stand fire safety person: _____ (Full name, contact phone number)

Manager _____ / _____ / (Signature) (Full name)

Stamp here

ON EXHIBITING COMPANY FORM *in three copies*

To Crocus Expo IEC Service Center
Transrussia 2021

_____ (Company name)

_____ (address, telephone, e-mail)

For decoration of exhibition Stands _____ (Number of Pavilion, Hall and Stand)

at Transrussia 2021 you are kindly requested to allow entry (with subsequent removal) of the following equipment and exhibits*:

| No. | Description of equipment* | Q-ty | Notice** |
|-----|---------------------------|------|----------|
| | | | |
| | | | |
| | | | |

Stand safety person: _____ (Full name, contact phone number)

Stand fire safety person: _____ (Full name, contact phone number)

Director _____ / _____ / (Signature) (Full name)

Stamp here

* Total number of items (boxes) shall be specified in case of entry of consumables, advertising products, food etc. For example: "Advertising booklets; 5 packages; ___".

Weight and overall dimensions shall be specified in case of entry of large-sized equipment and exhibits. Terms of assembly of large-sized and heavy equipment as well as exhibits shall be agreed with Hyve Group Technical Service Department **in advance.

We wish you all the best at the exhibition!
Organiser of Transrussia 2021
HYVE GROUP