



30TH ANNIVERSARY
INTERNATIONAL
TRAVEL & HOSPITALITY
SHOW

19-21 MARCH 2024
CROCUS EXPO, MOSCOW, RUSSIA

ENTRY PROCEDURE
TO CROCUS EXPO

WWW.MITT.RU



BEFORE THE EVENT

WHAT WE AND THE VENUE WILL BE DOING



When decorating your stand and placing exhibits, please, note the rules mentioned in the Fire Safety Instructions of Crocus Expo <https://eng.crocus-expo.ru/docs/index.php?lang=change>



As an exhibitor, it is your responsibility to create a safe and secure environment at your stand throughout the duration of the event



Please check the event website for up to date information regarding the protocols in place at the event. Check your government's guidelines on travelling overseas before entering the country



ITE and the venue are conducting a thorough and enhanced cleaning regime of all facilities and public areas prior to the opening and during the event



For event catering areas, cash payment are preferable. Check the possibility of cash-free payment in your bank



Cloakroom and other venue facilities is enforced with supporting signage



PLEASE DO THE FOLLOWING PRIOR TO BUILDUP



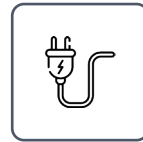
Pay all issued invoices



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



Purchase pass for the Loading and Unloading zone. You can use the services of an officially recommended freight forwarder –DMW Expo (Pls, find contacts p.12)



Check whether you have booked electrical supply (as required) (Form T2.1)



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



Prepare Goods in/out letter (3 copies per vehicle – 1 required on site)



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



Order loading and unloading services. You can use the services of an officially recommended freight forwarder –DMW Expo (Pls, find contacts, p.12)



Obtain accreditation for audio and video equipment from BuildExpo (please see p. 10)



Acquire permission for catering from the Organiser (please see p. 11)



PLEASE APPROVE THE FOLLOWING WITH THE ORGANISER PRIOR TO BUILDUP



Program performed at the stand (if any)
Approval request shall be submitted to your Customer Success Manager.
Maximum noise level 75 dB



Double decker stand (if any)
Approval request shall be submitted to your Technical Services Manager.
Also, check the 2nd floor must be paid.
Contact your sales manager.



Demonstration of the equipment in operation (if any)
Please inform the Organizer in advance.
(find more information in tech manual, p.8)



Installation and dismantling of large and heavy equipment / exhibits (if any)
Approval request shall be submitted to your Technical Services Manager



Stand design project (for unequipped space)
Approval request shall be submitted to your Technical Services Manager



ENTRY PROCEDURE

I HAVE MANY ITEMS WHICH EXCEED THE SIZE OF A HAND LUGGAGE

Large-sized 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 at the lobby of 2 Pavilion)*
- **Goods in/out letter**- filled 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 filled etc.)**
- **Loading and Unloading Zone Pass**
- **Passport** (all exhibitors are required to have their ID documents with them)

**All applications are submitted at the time of admission, no need to send them in advance!

WHAT TO DO

- Please obtain the **Exhibitor's Badge**
- 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
- Return to the **Service Center in the lobby to put a stamp «Move-in Permitted»** - 1st copy of application shall be left at the ServiceCenter, 2nd copy is for the driver, 3rd copy is kept with you in order to move your exhibits out after the exhibition is over (please put a stamp «Move-out Permitted» at the Service Center on the departure date).

*Exact dates and locations of badge issuance will be shown in the information letter, which you will receive 2 weeks prior to the event

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 at the lobby of 2 Pavilion)*
- **Passport** (all exhibitors are required to have their ID documents with them)

WHAT TO DO

In order to enter the pavilion, please scan your badge at the turngate. Turngates are out of order during stand setup and dismantling. Please show your badge to the security at the entrance.



Parking for passenger vehicles in front of the Crocus Expo is free of charge (if a car does not 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 repairs are allowed at the Crocus Expo International Exhibition Center

DEPARTURE PROCEDURE

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:

- **Visit the Service Center** in the lobby of your pavilion, put a stamp «Move-out Permitted» on the 3rd copy of the Goods in/out letter.
- **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, construction and waste.
- Dismantling stands by tilting structures and dropping individual elements of the stand on the floor from a height is strictly prohibited!
- If you have booked a waste container, it can only be placed on the following day after the exhibition end date.
- Upon 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.

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:

- **Visit the Service Center** in the lobby of your pavilion, put a stamp «Move-out Permitted» on the 3rd copy of the Move-in/Move-out Application
- **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 Exhibitor's vehicles are permitted to enter the Loading and Unloading Zone after 16:00 (the Pass shall have the «Exhibitor» stamp). Stand constructor's vehicles may enter the area only after 18:00

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

WHAT ELSE MAY BE REQUIRED?



A LETTER FOR INSTALLATION PASSES

Exhibitor	Name of the exhibitor's company / Full name of the individual customer under the contract		
Event			
Date			
Location	Pavilion	Hall	Stand

LIST OF PERSONNEL

	Full name of worker
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Name _____ Date _____
 Position _____ Sign _____
 stamp

Contact details of the person responsible for the works on the Exhibition Area:
 Name _____ Date _____



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: _____

The **GOODS IN/GOODS OUT letter** with a detailed description of the equipment and materials to be transported is written on the company's letterhead and signed and stamped by the director.

Please note that letters containing the full text of the sample "GOODS IN/GOODS OUT letter are accepted for approval!

Please note that the Service Center accepts letters, strictly in accordance with the sample.

Have the application certified online or by the organiser's office, and then by the service center of the pavilion. A Service Center employee will assign a number to the letter and stamp: "ENTRY ALLOWED" and "LEAVE ALLOWED". Please remember this number.



LIFT-ON / LIFT-OFF AREA PASS

THE LOADING AND UNLOADING ZONE IS AROUND THE PERIMETER OF THE PAVILIONS

- To access the **Loading and Unloading Zone**, you need to have a **paid** Loading and Unloading Zone pass.

You can email Service2@Crocus-Expo.ru; Service3@Crocus-Expo.ru specifying the number and type of the pass needed as well as attach the company's bank details or purchase them in the service center of the pavilion.

- Paid Loading and Unloading Zone pass will be valid for **1 vehicle** and allow one-time entry during the period of set-up and dismantling.
- There is no replacement of the pass if the car has to be changed!

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.

HOW TO OBTAIN A WORK PASS?

- On a company's letterhead, prepare and certify a letter for obtaining work passes, which shall contain names of all persons involved in buildup process, as well as their passport information.
- Submit the letter to the Service Center 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 WorkPass is required.

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

Important! It is strictly prohibited 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 Exhibitor's 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 documents related to services provided within Crocus Expo, please call:**

Pavilion 1: +7(495) 727-2626

Pavilion 2: +7(495)727-1138

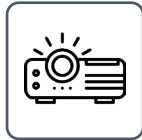
Pavilion 3: +7(495) 727-2524



WHAT EXHIBITS REQUIRE ADDITIONAL APPROVAL FROM CROCUS EXPO?



LCD/Plasma screens with over 28



Projection equipment



Sound amplification sets with power over 150W



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 shall be accompanied by 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.
- *At the time of admission, please stamp documents confirming approval in the BuildExpo office located at the back of Pavilion 1.

For more detailed information about the approval process, please [click here](#).
For more detailed information about approval for constructors, please address: BuildExpo,

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



WHAT EXHIBITS REQUIRE ADDITIONAL APPROVAL FROM CROCUS EXPO?



If you are planning catering at the stand, please inform the organiser 1 month in advance.

Please send us the following information:

[Stand Number]; [Name of your catering company]; [Catering brief description]; [Alcohol (yes/no)]
to Catering1@ite.goup for **Alexey Kovalevich**

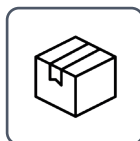
You can order catering service in ITE Group. Find out more info in tech. manual, p.29

Cooking and organization of degustation at the stand is possible only by agreement with the Organiser and subject to the following requirements:

1. only electric stoves, ovens, etc. may be used for cooking at the exhibition.
2. the booth must be equipped with a professional cooker hood with filters to neutralize unpleasant smells.
3. no open fire, smoke or pungent unpleasant smells are allowed.
4. the participant is obliged to comply with the Fire Safety Rules. Any deviations from these Rules are allowed with the written permission of the employees of the Crocus IEC Fire Department.
5. degustation must be organized in compliance with sanitary norms.
The participant must ensure that garbage is disposed of, and that the stand and adjoining passes are kept clean.
6. in case of complaints from other participants, the Organizer has the right to suspend the cooking and degustation process.



HOW TO BRING INTERNATIONAL CARGO TO THE STAND?



follow the instructions of the official freight forwarder/customs clearance DMW EXPO. Every exhibition center has official customs offices. Any client sending goods with any agent other than DMW EXPO must have their goods cleared by that office. If shipping exhibition goods directly, please get the address and sender's instructions from DMW EXPO. If a shipment is addressed incorrectly, the exhibitor risks not receiving his goods due to impossibility of customs clearance.

DO NOT SEND GOODS BY COURIER!

Contacts of DMW EXPO
Marina Filippova
+7 (915) 224-47-27
marina.filippova@dmw-expo.ru

Official freight forwarders and customs
representatives of Crocus Expo
<http://www.crocus-expo.ru/services/expeditors.php>



PLEASE DO THE FOLLOWING PRIOR TO BUILDUP

- You cannot clean your stand **using technical means** (e.g. vacuum cleaners, Kaercher, etc.) during the Exhibition (allowed during buildup period only), as well as use services of third-party companies for cleaning. To order cleaning services, please fill in the form provided by ITE or go to the Service Center. On the last day of installation from 16:00 work is allowed only within the stand, and any garbage must be utilized.
- You **cannot use your own cranes and/or loading devices**: you may only use your own wheeled cart, pallet jacks, and truck 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 per passenger car and 2 hours for a truck. If the time is not sufficient, please drive out and then drive in again to restart the timer
- You are **not allowed to setup/dismantle your stand during the Exhibition**. All installation work shall be finished before the buildup period end date. Setup of lighting equipment, power sockets, and stickers at the stand is also an installation!
- You may **not use lighting equipment** not approved by **The General Builder of Crocus Expo Exhibition Complex**
- You may **not use audio and video equipment** not approved by **The General Builder of Crocus Expo Exhibition Complex**
- It is **not allowed to use catering** services not approved by the Organiser
- It is **forbidden to create 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** (e.g. quadrocopters), as well as scooters, monowheels, segways, hoverboards, and other vehicles within the exhibition area
- You may **not hand out promo materials without a promoter badge** and use technical means (e.g. robots) for marketing and advertisement purposes outside the rented space





LET US KNOW
IF YOU HAVE
ANY QUESTIONS

SEND AN EMAIL
TO DUBAI.CS@ITE.GROUP
TO GET IN TOUCH WITH OUR
CUSTOMER SUCCESS TEAM

WWW.MITT.RU

