



The 30th International Travel & Hospitality Show
MITT 2024
19 – 21 March 2024

Exhibitor Checklist

Don't know where to start?

Below are step-by-step instructions for preparing to participate in the exhibition.

You will need to log in your **personal account** to perform certain actions. You have already been sent an email with your username and password. If you do not have your login information, please contact your financial coordinator.

Tasks	Instructions	Deadlines
Company information in the online catalog	Log in your Participant's Personal Account and enter information about your company. Once approved, it will appear in the online catalog on the exhibition website. The printed guide contains the company name in Russian and English, and the company stand number. <i>If you have any additional questions about setting up your personal account, please contact senior customer success executive kimberly.enriquez@ite.group</i>	5 February 2024
List of employees working at the exhibition	Enter the names of your employees in the Participant's Personal Account to receive participant pass badges.	5 March 2024
Payment	All invoices shall be paid prior to the start of the exhibition . A participant will be debarred from accessing its stand until all outstanding invoices have been paid.	According to your contract
Equipped area (stand construction by the organizer ITE Group)		
Construction diagram approval	For all equipped stands, the technical manager draws up a construction diagram and sends it to the participant for approval.	21 February 2024
Ordering power supply	The cost of standard construction does not include power supply, order it on https://techstore.ite.group/	12 February 2024
Ordering additional equipment for your stand	If you additionally need any construction works on your stand, furniture, artwork/logo, temporary staff, telecommunications, audio and video equipment, you can find all information on https://techstore.ite.group/	12 February 2024
Unequipped area (construction by a third-party developer)		
Stand design project	You or your developer shall provide your stand design project for approval by the organizers and employees of the exhibition site. The design project shall be sent to <i>your technical manager</i> fedor.ryabov@ite.group	15 February 2024
Permission to carry out assembly works	Once your design project is approved by the Exhibition Organizer, you shall enter into an agreement with BuildExpo LLC, the general developer of the Exhibition Center. Permission to carry out assembly and design works is granted based on the results of inspection of conformance to the technical documentation for the stand, performed on a commercial basis. Tel.: +7 (495) 727-2671 E mail: ingener@buildexpo.ru Web-site: www.buildexpo.ru	28 February 2024
Ordering power supply	The cost of the unequipped area does not include electricity consumption. Place your order on https://techstore.ite.group/	12 February 2024

Additional tasks

Tasks	Instructions	Deadlines
Accommodation	You can book a hotel for the exhibition period at reduced rates from our partners.	At your earliest opportunity
Cargo handling	To deliver equipment/products/advertising materials, you shall order and pay for a pass to the cargo handling zone under the Application on the Crocus Expo IEC website . If you need loading/unloading services (rented carts/loaders), please contact the Crocus Expo Transport and Logistics Department. Using your own lifting equipment is strictly prohibited! Tel.: +7 (495) 727-25-87 (Monday to Friday from 09:30 a.m. to 06:30 p.m.) E-mail: Trans@Crocus-Expo.ru	1 March 2024
Cleaning	Order individual cleaning of your stand on https://techstore.ite.group/ Self-arranged cleaning of your stand using technical means (vacuum cleaners, Karcher equipment, etc.) on the exhibition days is prohibited . Engaging third-party organizations to clean your stand is prohibited . The exclusive right to perform all cleaning work, other than wiping and polishing exhibits, is reserved for Crocus Expo .	12 February 2024
Advertising and sponsorship opportunities	Consider the available opportunities for additional brand promotion on the website and at the exhibition.	At your earliest opportunity
Invitations for your clients	Distribute a unique promo code among your clients for free registration. Use the exhibition logo in your signature, on your website, on social networks. To receive a promo code, contact your sales manager or customer success .	At your earliest opportunity

Contact information for communication with the exhibition staff:

Technical Manager	Sales Manager (Enquires in Asia Pacific)	Customer Success
Fedor Ryabov	Monica Chan	Kimberly Enriquez
Fedor.Ryabov@ite.group	monica.chan@ite.group	kimberly.enriquez@ite.group
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We wish you successful preparations for the exhibition!

