NEFTEGAZ 2027
EXHIBITOR MANUAL

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ABOUT EXHIBITOR MANUAL

Dear exhibitors,

Welcome to NEFTEGAZ 2027,
EXPOCENTRE AO, as the organiser of the exhibition, will make every effort to make your participation in the exhibition as efficient as possible. Please do not hesitate to contact us with any questions you may have in preparation for the exhibition.
We present you this Exhibitor Manual, which contains useful information on preparing for the exhibition, placing orders for services and building your exhibition stand.
We are improving our services for exhibitors and offer you several options for building standard shell-scheme and superior stands of unique design.
To make your stand look unique and fully correspond to the image of your company, we offer you our customised stand construction services.
If you book raw space, you have also order the service of connection to power supply. For details, see Power Supply on page 36.
For equipped stands (standard and superior shell-scheme), the approval of the construction of the exhibition stand shall be mandatory. You can order additional equipment, furniture, stand decoration, graphics and other services additionally as required.
For your convenience, EXPOCENTRE has developed a personal account for exhibitors. Here you can order all the services you need just like in an online shop. Get access to your personal account from your exhibition manager.
Telephone numbers and e-mail addresses can be found in this Exhibitor Manual on pages 5-7 and the Contacts section of the exhibition website (https://www.neftegaz-expo.ru/en/).
Please pay special attention to the Fire Safety Regulations on page 26. These rules shall be binding on all exhibitors. Compliance with these rules is monitored by the local fire department.
Please be aware of deadlines as late orders will be accepted subject to technical feasibility and surcharges will be applied in accordance with the rules in force at the exhibition centre.
Please do not hesitate to contact us if you have difficulties or questions about the preparations for the exhibition.

We wish you every success!

Best regards,
EXPOCENTRE AO

THE EXHIBITOR'S PERSONAL ACCOUNT

For your convenience, the exhibitor's personal account is available at https://lk.expocentr.ru. Here you can

- issue exhibitor passes,
- order services,
- submit an application for placing information about your company in the exhibition catalogue.

Click here to find the manual on using personal accounts

Get access to your personal account from your exhibition manager.

CONTACT DETAILS

Dear exhibitors, the organiser's office is open during the whole period of preparation and running of the exhibition. If you have any questions related to your participation in the event, please contact:

	Name	Phone	E-mail
Exhibition director	Alyona Azovskaya	+7 (499) 428-03-22	azovskaya@expocentr.ru
Exhibition managers	Ilona Tsareva	+7 (499) 428-03-27	tsareva@expocentr.ru
	Svetlana Shmeleva	+7 (499) 428-03-33	shmeleva@expocentr.ru
	Ekaterina Ovchinnikova	+7 (499) 428-03-40	ovchinnikovaes@expocentr.ru
Conference programme	Valentin Kovalev	+7 (499) 428-03-47	kovalev@expocentr.ru
Support of business program events	Anna Makarova Polina Yakimova	+7 (499) 428-02-79 +7 (499) 428-02-79	makarova@expocentr.ru yakimova@expocentr.ru
Brand manager	Anna Tikhonova	+7 (499) 428-03-38	tikhonova@expocentr.ru
Technical director	Aleksey Kupriyanov	+7 (499) 428-02-86	kupriyanov@expocentr.ru
Deputy technical director	Vladimir Kapovsky	+7 (499) 428-02-88	kapovsky@expocentr.ru
Exhibition engineer	Andrey Veys Oleg Litvinov	+7 (499) 428-03-03 +7 (499) 428-03-16	veys@expocentr.ru litvinovov@expocentr.ru

	Department	Phone	E-mail
Organisational matters	Technical Division	+7 (499) 428-03-08 +7 (499) 428-03-09 +7 (499) 428-03-06 +7 (499) 428-03-00	td@expocentr.ru
Visa support	Irina Filina	+7 (499) 428-04-62	visa@expocentr.ru
Accreditation of journalists	Press Service Olga Abramova	+7 (499) 428-03-15	press@expocentr.ru abramova@expocentr.ru
How to get here, other enquiries, contacting personnel of EXPOCENTRE	Call Centre	+7 (800) 707-37-99 (Only in Russia, toll-free) Every day from 8:00 to 20:00	
Technical support of the exhibitor's personal account		+7 (499) 428-04-99 (Mon–Thu: from 9:00 to 18:00, Fri: from 9:00 to 16:45)	suplk@expocentr.ru
Applications for advertising in the official catalogue and guide are accepted only via your personal account	Yulia Melnikova	+7 (499) 428-02-25	melnikova@expocentr.ru

STAND CONSTRUCTION

	Name/department	Phone	E-mail
Approval of design and technical documentation for construction on raw space	Experts of Technical Control Department	+7 (495) 734-99-30 +7 (915) 359-53-90	stk@expoconsta.ru psa@expoconsta.ru
Approval of placement of suspended structures	Yury Makarov	+7 (495) 734-99-30, ext. 454	Makarov@expoconsta.ru
Construction of shell-scheme stands (standard and superior)	Pavel Kudryavtsev	+7 (916) 555-12-51 +7 (495) 734-99-30, ext. 476	pavel@expoconsta.ru
Construction of individual (customized) stands	Svetlana Churikova, leading expert	+7 (916) 264-17-58 +7 (495) 734-99-30, ext. 485	Schurikova@expoconsta.ru

ORDERING SERVICES

	Name/department	Phone	E-mail
Orders for services are accepted only via your **personal account** (power and water supply, compressed air, passes, cleaning, temporary staff)	Irina Zakharova Evgeniy Malykhin Irina Shutova Igor Yaris	+7 (499) 428-02-96 +7 (499) 428-02-99 +7 (499) 428-02-95 +7 (499) 428-02-94	usluga@expocentr.ru
Consultations on technical services (power and water supply, compressed air)	Aleksandr Ronzhin	+7 (499) 428-02-92 +7 (985) 922-50-80	rongin@expocentr.ru
Internet connection services	Flexline-N	+7 (495) 727-24-00 +7 (495) 727-24-77 +7 (926) 775-96-50	expo@flexline.ru
Advertising services	Yulia Chernaya Elena Kavina Maria Gogoleva	+7 (499) 428-02-97 +7 (499) 428-02-91 +7 (499) 428-02-90	Expo-adv@expocentr.ru
Sponsorship opportunities	Maria Shagina	+7 (499) 428-03-51	sponsor@expocentr.ru
Handling, set-up and dismantling services, cargo storage, customs clearance operations	DMW EXPO Ekaterina Terekhova Aleksey Egorov Viktoria Petrova Yuri Kharchenko	+7 (903) 296-84-16 +7 (910) 425-51-51 +7 (903) 898-36-28 +7 (977) 260-93-51	Ekaterina.terekhova@dmw-expo.ru Alexey.egorov@dmw-expo.ru Viktoriya.petrova@dmw-expo.ru Yuri.kharchenko@dmw-expo.ru
	Transport and Logistics Department at Crocus Expo	+7 (495) 727-25-87	Trans@Crocus-Expo.ru
Audio, video equipment	BuildExpo Mikhail Edidovich	+7 (925) 488-53-60	Micke67@mail.ru

PROCESSING OF DOCUMENTS

	Department	Phone	E-mail
Authorisation letters for delivery and removal of equipment	Technical Division	+7 (499) 428-03-06 +7 (499) 428-03-08 +7 (499) 428-03-09	td@expocentr.ru
Authorisation letters for delivery and removal of equipment and exhibits, passes to the loading and unloading areas, cargo trolleys, work passes	Service Centre at Crocus Expo	+7 (495) 727-2626	Service@Crocus-Expo.ru

APPROVAL AND COORDINATION ISSUES

	Company	Phone	E-mail
Connection to utility networks of Crocus Expo: connection to water supply pipelines, sewerage, compressed air mains and connection to power grids	BuildExpo	+7 (495) 727-24-38	ote@buildexpo.ru
Approval and coordination of audio and video equipment	BuildExpo	+7 (495) 727-26-71	avt@buildexpo.ru
Coordination of joker structures, mobile stands and illuminated displays	BuildExpo	+7 (495) 727-26-71	ingener@buildexpo.ru
Approval of equipment in action demonstration and technical means and special effects usage	EXPOCENTRE AO		Expo-mach@expocentr.ru
Coordination of catering	EXPOCENTRE AO		Expo-food@expocentr.ru

EXHIBITION TIMETABLE

SET-UP		
Wednesday 7 April	8:00–12:00 8:00–12:00 12:00–19:45	Layout Delivery of oversized exhibits Stand set-up (raw space)[1, 2, 3]
Thursday–Saturday 8–10 April	8:00–19:45	Stand set-up (raw space)[1, 2, 3]
Sunday 11 April	8:00–19:45 15:30 16:00 16:00–19:45	Stand set-up and decoration (including shell-scheme stands) All construction equipment, stepladders and other construction tools must be taken to the assembly gate or stowed in the stand. All equipment and exhibits must be unpacked and containers removed. Rubbish must be disposed of, aisles cleared. All stands must be ready and cleaned. Final clean-up of aisles. The latest time for the exhibitor to arrive at their stand. All major works on stand design and arrangement of exhibits must be completed by 16:00. It is allowed to stay at the stands and carry out minor design work. All set-up works are allowed only on the territory of the installed stand. No rubbish shall be generated during such works.
RUNNING		
Monday–Wednesday 12-14 April	8:00–19:00 10:00–18:00	Working hours of pavilions[4] The exhibition open to visitors.
Thursday 15 April	8:00–19:45 10:00–16:00 16:00–19:30 18:00–19:30 19:45	Working hours of pavilions[4] The exhibition is open to visitors. Vehicles of exhibitors enter to remove exhibits[3]. Vehicles of contractors enter to remove exhibits and equipment[3]. Shell-scheme stands shall be vacated[5].
DISMANTLING		
Friday 16 April	8:00–19:45	Dismantling. Working hours of pavilions[3].
Saturday 17 April	8:00–16:00 15:30 15:45	Dismantling. Working hours of pavilions[3]. The pavilion must be vacated, equipment and stand structures dismantled and removed[6]. Representatives of contractors and exhibitors must vacate the halls.

Notes

1. Please contact the exhibition organiser to learn about the possibility and cost of extending set-up/dismantling hours. **Extension of set-up hours** shall be arranged at the Service Centre of your Pavilion until 18:00 (+7 (495) 727-26-26, Service@Crocus-Expo.ru). **Extension on the last day of set-up is possible only upon agreement with EXPOCENTRE**.
2. Terms of set-up of large-size and heavy equipment and exhibits must be agreed with the exhibition organiser in advance. EXPOCENTRE has the right to suspend the construction of individual stands in order to organise the delivery of large-sized exhibits to the exhibition in accordance with the delivery schedule.
3. Vehicle access to the loading and unloading area is available until 19:30. Vehicle exit from the loading and unloading area is available until 20:00. Assembly gates in the halls are closed at 19:30. Access to the halls through the entrance groups is available until 19:45.
4. Entrance to the pavilion is allowed only for exhibitors with exhibitor IDs starting from 8:00. It is forbidden to carry out set-up work at the stands; work passes are invalid. There will be visitors in the pavilion at 10:00. Please make sure that your stand is ready to receive them!
5. All exhibits and equipment must be removed. Otherwise, further responsibility for their safety (or complete disposal) shall be borne by the exhibitor (with the exception of large-sized exhibits removed according to the schedule).
6. All construction materials, structures and bulky rubbish must be removed from the exhibition centre or disposed of in waste containers at the expense of the exhibitor or its contractor. If necessary, constructors/exhibitors shall order rubbish disposal services in advance. In case of violation of this rule, fines shall be imposed on the exhibitor or its contractor. See the General Terms of Participating in Exhibitions at IEC Crocus Expo: www.crocus-expo.ru/docs.

DEADLINES

All stands must be ready for inspection within the deadlines set by EXPOCENTRE **on the last day of set-up**. Therefore, you need to be at your stand **on the last day of the exhibition set-up by 14:00** to make sure that the stand is built correctly and completely, as you must be able to equip and decorate your stand on time.

All boxes and crates with exhibits must be unpacked and removed from the stand **on the last day of set-up**. Otherwise, EXPOCENTRE reserves the right to remove them from the stand at the exhibitor's expense.

On the last day of the exhibition, delivery of boxes, crates, pallets to the stands, packing and removal of exhibits are allowed only after the exhibition closing. **Shell-scheme stands must be vacated by 19:45** (except for goods, the removal of which is stipulated by the delivery/removal schedule on another day). Dismantling of stand structures is not allowed until the first day of dismantling.

On the last day of dismantling, the entire area must be completely free of exhibits, structures and rubbish!

VENUE

Crocus Expo International Exhibition Centre
66–65 km MKAD, 16, 18, 20, ul. Mezhdunarodnaya, Krasnogorsk, Moscow oblast, Russia, 143402

How to get here by car

On the outer side of the Moscow Ring Road (66th km): exit to Crocus City after Volokolamskoye Highway, there is the Crocus City road sign.
On the inner side of the Moscow Ring Road (66th km): exit under the Spassky Bridge of the Moscow Ring Road (across the Moskva River, there is the Crocus City road sign).
Vehicles with load capacity over 12 tonnes are allowed to enter and drive along the Moscow Ring Road without special passes only at night (from 22:00 to 6:00).

Parking of passenger cares

Free parking is in front of Pavilions of Crocus Expo.
Free underground parking is under Pavilion 3, Floor 1.
Paid VIP parking in the immediate vicinity of the entrances to Crocus Expo is available with paid passes purchased in advance. For details, see the VIP Parking Pass on page 31.
The organiser's office will be located in Pavilion 2.
Please contact us if you have any questions about your participation in the exhibition.

ACCESS TO THE VENUE AND OPENING HOURS

Access to the exhibition

Exhibitors, builders, contractors, visitors and third parties carrying out their activities on the territory of Crocus Expo are obliged to comply with the rules in force at Crocus Expo:

1. the General Terms of Holding Events at Crocus Expo
2. the Rules of Access and Conduct on the Crocus Expo International Exhibition Center (Crocus Expo) Territory and Visiting Events Held There
3. the Fire Safety Regulation During Build Up (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor Areas of Crocus Expo Krasnogorsk Subsidiary SC Crocus
4. the Basic Requirements of General Developer BuildExpo Ltd for Arrangement of Exhibition Events at IEC Crocus Expo
5. the Procedure for Delivery and Removal of Equipment and Exhibits to the Territory of the Crocus Expo International Exhibition Center

Please get your personnel and contractors acquainted with the rules.
www.crocus-expo.ru, www.crocus-expo.ru/services, www.crocus-expo.ru/docs, www.buildexpo.ru

All persons present in the exhibition area during set-up and dismantling works **shall wear hard hats and other personal protective equipment** required for specific types of works.

Opening hours of pavilion

Period	Opening hours
Set-up and dismantling	From 8:00 to 19:45
Exhibition running	From 8:00 to 19:00

For details, see Exhibition Timetable on page 8.

Access control

Entry to the halls of Crocus Expo is permitted only with passes.

Type of passes	Purpose	How to get them
Exhibitor passes (IDs, badges)	Access to the exhibition halls during the set-up/dismantling and exhibition running periods	Arrange it in the exhibitor's personal account. You should print the badges with barcodes generated in your personal account or save them on your mobile devices. You should always carry your exhibitor badge.
Passes for technical personnel	Passes for technical personnel, designers and loaders. Access to the exhibition halls only during the set-up/dismantling periods only for builders	Arrange it in the exhibitor's personal account. You should print the badges in your personal account or save them on your mobile devices. You should always carry your badge.
Work passes	Access to the exhibition halls only during the set-up/dismantling periods only for builders	Work passes for contractors are issued at BuildExpo during the technical expertise. At the Service Centre of your Pavilion will only issue installation passes for overtime work (early installation and extension).

Children under 12 years of age are not allowed to attend the exhibition! Children over 12 years of age may visit the exhibition only if accompanied by their parents.
All passes are personal and **non-transferable**. In case of violation of this rule, the pass will be revoked and blocked.

ISSUING PASSES FOR ACCESS TO THE EXHIBITION

Exhibitor passes (ID)

You should arrange your exhibitor pass in the exhibitor's personal account.
Exhibitor passes (IDs) are issued based on the following calculation:

- for exhibitors renting the area up to 90 sq. m inclusive: 1 (one) pass for every 3 sq. m of the area,
- for exhibitors renting the area over 90 sq. m: 30 (thirty) passes and additionally 1 (one) pass for each 6 sq. m of the area exceeding 90 sq. m.

You should print the badges with barcodes generated in your personal account or save them on your mobile devices.

Passes for technical personnel

You should arrange pass for technical personnel in the exhibitor's personal account.

Passes for technical personnel are issued based on the following calculation:

- for exhibitors renting the area up to 90 sq. m inclusive: 1 (one) pass for every 3 sq. m of the area,
- for exhibitors renting the area over 90 sq. m: 30 (thirty) passes and additionally 1 (one) pass for each 6 sq. m of the area exceeding 90 sq. m.

You should print the badges in your personal account or save them on your mobile devices.

Access to the exhibition halls **only** during the set-up/dismantling periods only for builders.

Work passes

The entrance of representatives of stand construction companies to the exhibition area during the set-up/dismantling periods is by passes issued by the General constructor Buildexpo according to the lists of a standard form.

The passes are valid for entry during the set-up and dismantling periods upon presentation of an ID document.

The personnel must carry these passes on them at all times.

Security guards are strictly instructed not to allow persons without passes to enter exhibition halls of the pavilions of the exhibition centre.

SAFETY OF EXHIBITS AND EQUIPMENT

During the exhibition set-up and dismantling periods

From **8:00 to 20:00**, exhibitors shall be responsible for the safety of exhibits, equipment and personal belongings at their stands. It is recommended to ensure the permanent presence of the exhibitors' representatives at the stands during these dates and times or order security services.

From **20:00 to 8:00**, entrances to the halls are sealed and are under security of Crocus Expo.

During the exhibition running period

From **8:00 to 19:00**, exhibitors shall be responsible for the safety of exhibits, equipment and personal belongings at their stands.

From **19:00 to 8:00**, entrances to the halls are sealed and are under security of Crocus Expo.

EXPOCENTRE and the administration of Crocus Expo shall not be liable for any loss at the stands of the exhibitors that occurred during the period from the opening of the exhibition halls until they are closed by the security guards. After the exhibition halls are opened and until they are sealed, all valuable exhibits, as well as laptops, mobile phones, personal belongings, etc. must be under the constant supervision of your employees.

PAYMENT FOR PARTICIPATION

Please note that all amounts invoiced for the rental of exhibition space and services must be credited to the account of EXPOCENTRE **in 100%** by the due date specified in the invoice. The companies that have not paid their debts for space or additional equipment by the start of the set-up period (before **07 April 2027**) **will not be allowed** to set up the display.

CLOSING DOCUMENTS

Closing documents for the exhibition can be obtained at the organiser's office during the exhibition. It is required to have a seal of the paying company or a power of attorney to sign the documents (you can find a power of attorney template on page 44).
If the exhibitor's representative does not have documents confirming their credentials to act on behalf of the exhibitor (a power of attorney or a seal) or refuses to provide these documents, the organiser reserves the right **not to hand over** the closing financial documents to the representative.

SERVICES FOR EXHIBITORS IN PAVILIONS

Business trip certificates

Your business trip certificates can be signed at the registration desk of the exhibitors or at the organizer's office.

First aid

In case of minor injuries, headaches, etc., you can visit the first aid post in Hall 8, Pavilion 2. For details, see the Venue Layout on page 52.
Phone: +7 (916) 816-67-67, in case of medical emergency call **112**.

Copying and printing

Service Centre provides paid services for printing of documents, copying services, etc.

Wi-Fi

Free Wi-Fi is available in the lobby and in food courts of the venue.

ATMs and money exchange

ATMs are located in the lobbies of Pavilions 2 and 3. You can exchange cash at currency exchange points located in Crocus City Mall, Tvoi Dom or the Vegas shopping mall. For details, see the Venue Layout on page 52.

Cafes and restaurants

Food courts and cafes are located in all pavilions of the exhibition centre, as well as in the Vegas shopping mall and Crocus City Mall.

STAND CONSTRUCTION AND EQUIPMENT

You can order the construction of standard or superior stands in various variants or customised construction of your raw exhibition space.

Types of shell-scheme stands

The construction of shell-scheme stands is carried out by the exhibition organiser.
Please check which version of the exhibition stand is stipulated in your contract for participation in the exhibition and which equipment is already included in its cost.
If you do not use any items, you will not be refunded the cost of their rental.
You can find out the exact dimensions and materials of the parts of your stand from your technical manager:
Pavel Kudryavtsev, pavel@expoconsta.ru, +7 (916) 555-12-51, +7 (495) 734-99-30, ext. 476.

In order to stabilise the stand structure and power supply, additional fasteners, electrical panels and equipment may be used at the stand, whose images are not included in the layout of your stand. If you need to temporarily remove them (for example, to install large-sized exhibits), you must coordinate this in advance with EXPOCENTRE and make sure that all necessary precautions are taken.

All electrical appliances and equipment plugged into outlets must be certified.

Connection of electrical appliances to the mains by your own means is considered as an independent construction and is subject to the approval of General Developer BuildExpo Ltd. For details, see Raw Space on page 19.

It is not allowed

Attaching your own equipment to the stand structures, painting metal posts, purlins, panels, applying logos, drilling holes, attaching advertising and other materials with pins, buttons and adhesive tape is prohibited. Wall panels and other structural elements of the stand shall remain undamaged after the exhibition, without holes, chips, scratches, and without the remains of tape or other adhesive materials. In case of damage, the cost of the damaged property will be charged to the exhibitor. The cost of damage shall be three times the value of the damaged equipment of General Developer BuildExpo Ltd.

When decorating walls with fabrics, banners, etc., all materials used must have fire safety certificates. For more information, see Fire Safety Regulations on page 26.
If you have ordered a utility room or office with a lockable door, as well as storage cabinets and showcases, you can get the keys from utility rooms of your booth on the last day of the set-up period at twelve at the desk of the Service Centre Department in your pavilion from the representative of Build Expo. The deposit for a key is 1000 rub.

Shell-scheme standard stands, superior standard stands and conference areas shall be equipped with furniture only by the exhibition organiser.

Exhibitors who have booked a shell-scheme stand shall arrive at their stand **no later than** 16:00 Sunday, **11 April 2027**.
Shell-scheme stands shall be vacated by 19:45 on the last day of the exhibition.
All exhibits, materials and the exhibitor's own structures shall be removed, otherwise further responsibility for their safety shall be borne by the exhibiting company (with the exception of cargoes which are scheduled for removal on another day).

Standard stands

Octanorm lightweight aluminium structures and plastic panels will be used for the stand construction. Each wall panel measures 250 cm high and 100 cm wide (including top and bottom slats) and has a face dimension of approximately 235 x 95 cm.
The height of a standard stand is 2.5 metres. The default colour of the wall panels is white and the colour of the carpeting is grey. The stand includes carpeting, a set of furniture, electrical equipment and company name on the fascia in accordance with the approved package and ordered size.
You can design the layout of your stand yourself, placing walls and furniture to your preferences, as well as specify the desired inscription on the fascia panel. To coordinate the stand construction, please contact the technical manager of the exhibition.

Superior stands

Maxima and Octanorm aluminium structures are used for the construction of superior stands. The height of the structures is from 3 to 5 metres, the height of the walls is from 2.5 to 3.5 metres, depending on the stand you choose.

On the Standard and Superior Standard stands, the following is not permitted:

- The installation and use of participant's own furniture made from lightweight structures (showcases, information stands, shelves, etc.) and lighting equipment, as well as water coolers.
- Self-made application of surface coverings on the stand.
- Self-made modifications to the structure of the stand.
- Performing any actions that may lead to damage to the rented equipment.
- Using mobile structures like "Tritex", "Joker", etc. without prior approval.

Approval of stand layout and construction

Please contact the technical manager to coordinate the stand layout.
Technical Manager
Pavel Kudryavtsev
E-mail: pavel@expoconsta.ru
Phone: +7 (916) 555-12-51
+7 (495) 734-99-30, ext. 476

Before starting the stand layout approval process, you should clarify which version of the exhibition stand is stipulated in your contract for participation in the exhibition and which equipment is already included in its cost.

You can design the layout of your stand yourself, placing walls and furniture to your preferences, as well as specify the desired inscription on the fascia panel.
If you need assistance in preparing the stand layout, you can contact your technical manager. The approved stand layout will be the basis for its installation.
At the stage of approval, you will be able to supplement the stand with the necessary furniture and equipment. The technical manager will also calculate the cost of additional services and send the final stand layout for approval.

You can order production and placement of logos, wall panels and other elements of the stand with colour film or full colour graphics, as well as decoration with banners through the technical manager.

In case the layout is not approved by the exhibitor 40 working days before the start of the set-up period (**05 February 2027**), the stand will be built by default, without taking into account additional equipment, furniture, graphics and changes in the location of stand elements. The colour of the carpeting and the colour of the lettering on the fascia are default. The company name on the fascia panel is as in the contract for participation in the exhibition

Payment for services

Payments for services by bank transfer without surcharge shall be made not later than 40 working days before the start of the exhibition set-up (05 February 2027).
The order shall be deemed placed ONLY AFTER FULL PAYMENT.
The listed prices are valid for exhibitions organised by EXPOCENTRE and are subject to change without prior notice.
Late order surcharge is 100% for all orders submitted less than 40 working days before the start of the exhibition set-up (05 February 2027).
No orders for stand construction services will be accepted less than **10 working days** (**23 March 2027**) before the start of the exhibition set-up.
Orders submitted after the start of the exhibition set-up will be fulfilled, if technically feasible, with a surcharge of 100%.

Cancellation of orders

To cancel an order for technical services, please send an official letter to EXPOCENTRE, with a stamp and signature of your CEO no later than **40 working days** (**05 February 2027**) prior to the start of the exhibition set-up. Otherwise, the order will be considered accepted for execution and the invoices issued to you will be subject to payment.

INDIVIDUAL STAND CONSTRUCTION

Svetlana Churikova, leading expert

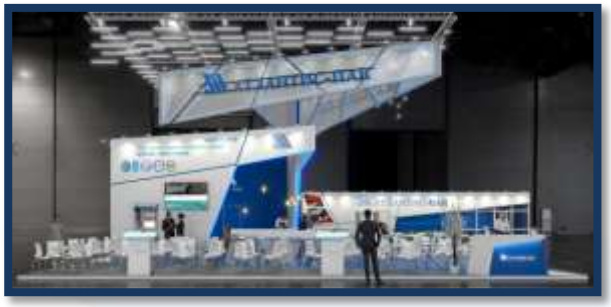
E-mail: schurikova@expoconsta.ru

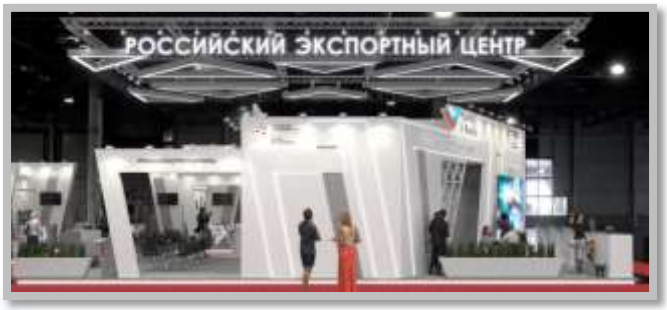
Phone: +7 (916) 264-17-58
+7 (495) 734-99-30, ext. 485
5, Ermakova Roscha, Moscow, Russia, 123290

Do you want your stand to stand out from the rest by its originality and interesting design solutions as well as to reflect your corporate style and favourably demonstrate your products and services? We are happy to help you!

For more information on customised stand construction, please contact the Exclusive Construction Sales Department of EXPOCONSTA, which is a subsidiary of EXPOCENTRE.

EXPOCONSTA is one of Russia's largest companies for the construction and design of exhibitions. We offer you to develop a personalised design of your stand, featuring your corporate identity and interesting styling in accordance with your objectives at the exhibition.





EXPOCONSTA offers a variety of services related to stand design and construction:

- development of original stand design,
- 3D layout,
- preparation of all project documentation for stand construction,
- construction of an exhibition display,
- preparation and approval of required project documentation for technical control (strength calculation, electrical package, fire safety certificates, insulation resistance measurement certificates, etc.),
- presentation equipment, plasma panels, video walls, LED screens.

Our team will ensure high quality of production and flawless implementation of our project.

To place an order for stand construction at EXPOCONSTA, please fill in this form and forward it to schurikova@expoconsta.ru.

Exhibitor:									
Contact person:									
Phone:									
E-mail:									
Exhibition name: NEFTEGAZ 2027									
Stand configuration:		line		corner		semi-island		island	
Stand size:		m (along the front) x		m (depth) =		sq.m			
Planned stand height:		m							
Planned number of floors:		Floor (s)							

RAW SPACE

General information

The stand construction at the raw exhibition space is carried out by the exhibitor independently or under contract with a contractor.

Companies that independently build their stands and/or contractors shall in advance approve the stand design with EXPOCENTRE AO. To obtain approval, please forward the design and technical documentation of the stand not later than 30 working days before the start of the set-up period (**19 February 2027**). The period of processing shall be 10 working days.

Experts of the Technical Control Department: stk@expoconsta.ru, psa@expoconsta.ru,
+7 (495) 734-99-30, +7 (915) 359-53-90.

Please provide a copy of the Exhibitor Manual to your stand contractor. When planning the stand construction it is essential to ensure compliance with EXPOCENTRE's requirements for the design and decoration of exhibition stands (see page 22), as well as requirements for the design and decoration of two-storey exhibition stands (see page 24), and compliance with all regulations applicable to Crocus Expo. www.buildexpo.ru/bexpo/exhibitors, www.buildexpo.ru

Get accredited by BuildExpo, the general builder at Crocus Expo:
ingener@buildexpo.ru, +7 (495) 727-26-71.

Only companies that concluded a contract with BuildExpo, the general builder at Crocus Expo, are allowed to carry out set-up works at the exhibition. Permission to carry out set-up and decoration works is granted based on the results of control of compliance with the stand technical documentation, which is **carried out on a commercial basis**.

Exhibitors who have ordered **raw space** must submit full technical documentation to BuildExpo, the general builder at Crocus Expo, **no later than 14 working days before the start of the exhibition set-up** (submission of documents at a later date is subject to a surcharge).

The list of required documents and the procedure for concluding the contract can be found on the website of BuildExpo, the general builder at Crocus Expo. Consultations on the issues of execution and approval of documents can be obtained from the managers of the Department of Technical Operation at BuildExpo.

Room 119, Service Entrance, Pavilion 1, Crocus Expo
ingener@buildexpo.ru, +7 (495) 727-26-71, www.buildexpo.ru.

A non-standard and exclusive stand is a stand made of non-standard exhibition elements and materials according to an individual project and containing special, non replicable, creative technological solutions, equipped with original furniture and electrical equipment. The exhibition, construction and other materials that are used to build an exclusive stand have certificates of conformity with the fire safety and occupational health and safety regulations.

A custom-made stand that uses furniture made of (or with the use of) lightweight exhibition equipment (showcases, information and bar counters, shelves, etc.) shall be considered to be equal to a shell-scheme stand and may be ordered **only** from EXPOCENTRE. Stands violating this rule **will not be** accredited by BuildExpo, the general builder at Crocus Expo, and will not be allowed to be built.

Set-up regulations

Before starting the set-up, please make sure that your stand is located in the correct place according to the plan. If you make a mistake in the location of your stand in relation to the general markings, you will have to dismantle and re-assemble your stand at your own expense.

In order to comply with the requirements of Crocus Expo, it is necessary to completely clear the aisles of equipment for final cleaning by **15:30** on the last day of the exhibition set-up. All equipment must be taken to the assembly gates or stowed at the stand. After **15:30** all rubbish must be disposed of. Throwing trash in the aisles is prohibited. Violation of these rules may result in a fine.

The exhibitor and/or stand contractor must remove wooden boxes, crates, pallets and residues of construction and assembly materials from the exhibition centre, while wrapping film, cardboard, small waste construction materials and rubbish must be taken to the containers ordered by the exhibitor and/or stand contractor **by 15:30** on the last day of the exhibition set-up.

Any construction works and entry of builders into the pavilions during the exhibition period, including the opening day, are **prohibited**.

It is not allowed to

1. Obstruct the aisles between stands with packaging and construction materials.
2. Erect building structures in the areas of permanent electrical panels, technological hatches, fire cabinets, and block access to them during the exhibition.
3. Bring in woodworking equipment and lumber and perform sawing, planing and other carpentry work related to the manufacture of parts of the stand structure.
4. Carry out works related to the complete painting of the structure of the constructed exhibition stand.
5. To apply paint, varnish, glue or other hard-to-remove coating on floors, walls and columns (pillars) of exhibition halls.
6. Make holes in floors, walls and columns (pillars).
7. Suspend structures and advertising carriers from the ceiling of the exhibition hall.
8. Drive over or through the carpet on the floor when transporting goods to the exhibition stands.
9. Stay in the exhibition stand set-up area if there is no necessity.
10. Place and store materials, clothing, footwear and other personal belongings outside the stand set-up area.
11. Use stands of other contractors and furniture and equipment delivered to the exhibitors for construction and set-up works, resting and eating.
12. Take the exhibition furniture and equipment outside the stand set-up area.
13. Lean any construction structures and materials against the walls, columns, pillars, windows and doorways of the exhibition hall.
14. Glue and place information signs on walls, glass, columns, on the floor of the exhibition hall, on fire cabinets and other elements of the interior of the hall; damage the flooring in pavilions, asphalt, concrete and paving stones of the outdoor areas of Crocus Expo.
15. Dismantle stands by overturning stand structures and by throwing individual stand elements to the floor from a height.

Upon completion of dismantling, after removal of the carpeting, the exhibitor and/or stand builder shall remove the adhesive tape from the floor of the pavilion and remove the construction waste into containers.

For removal of bulky construction debris, the exhibitor and/or stand contractor must order a container at their own expense. All losses related to damage to the pavilion structures, additional cleaning and rubbish removal caused by the fault of the exhibitor and/or their sub-exhibitors will be at their expense.

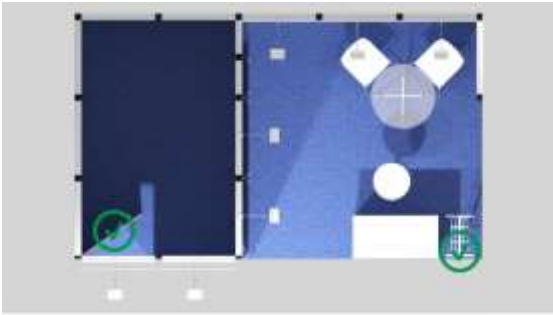
GENERAL REQUIREMENTS FOR STAND DESIGN AND PARTICIPATION IN THE EXHIBITION

Requirements for stand design and decoration

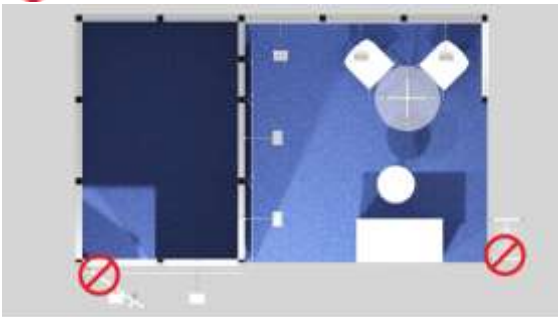
1. The stand must have mandatory rear and side walls with a height of at least 2.5 m along the entire length of the border of the leased area and floor covering (carpet, laminate, etc.).
2. The maximum height of the stand is 5 metres, provided there are no height restrictions in your particular location in the exhibition hall.
3. No part of the stand structure (including lights, flags, decorative elements, etc.) shall extend beyond the boundaries of the occupied exhibition area, including in the vertical projection of the stand, **except for light fixtures located at a height of at least 4 metres from the floor.**

- Allowed

- Not Allowed



- Allowed



- Not Allowed

- Allowed

- Not Allowed

4. It is not allowed to place inscriptions, logos, graphics on the back of the structures located on/above the boundary of the stand and directed towards neighbouring stands.
5. All external surfaces of the structure visible from the aisles between stands and from neighbouring stands must be properly decorated (only white colour is allowed).
6. For the safety of exhibition visitors, backrooms, offices and other rooms with doors at the stand, whose exit is directed directly into the aisle between stands, shall be equipped only with sliding doors or the swing door shall open inside the stand.
7. The sides of the stand facing the aisle shall not be built with blind walls without the approval of EXPOCENTRE.

8. The stand must be equipped with a single light switch on the outer wall on the aisle side. When leaving the pavilion at the end of the working day, the exhibitor or contractor must make sure that the lighting at the stand is switched off.
9. Stands whose design prevents direct access to fire hydrants, stationary power panels and obstructing evacuation exits are not allowed.
10. It is not allowed to clutter the aisles between stands, place materials, equipment and personal items at the stands of other participants.

- Not Allowed

- Allowed

- Not Allowed

- Not Allowed

11. It is prohibited to attach exhibits and design elements to electrical equipment, lighting fixtures and other equipment located at the stand and not intended for this purpose.
12. It is prohibited to paste wall panels by your own means, to use adhesive tapes and other adhesive materials when decorating wall panels with information and advertising products; to use staplers for fastening advertising and other materials; to carry out drilling of stand structures.
13. It is forbidden to carry out any electrical installation works at the stand that have not been approved by BuildExpo, the general builder at Crocus Expo, including changing bulbs and switching on your own lighting devices. Placement of additional lighting or mobile structures with their own electrical circuits on the stands is allowed only upon approval of BuildExpo, the general builder at Crocus Expo.
14. When designing and decorating two-storey stands, it is obligatory to comply with the requirements of EXPOCENTRE. Construction of two-storey stands implies payment by the Exhibitor of a surcharge for the exhibition area of the second floor.

In case of violation of these requirements, EXPOCENTRE shall have the right to suspend construction of the stand.

Requirements for two-storey stand design and decoration

1. Load carrying structure, flooring

The load-bearing capacity of the structure of the two-storey stand must be confirmed by static analysis. The podium for the exhibition stand must withstand a load of at least 500 kg/sq. m. The podium elements supporting the load from the load-bearing structure of the two-storey stand must withstand a load of at least 2,500 kg/sq. m.

The floor slab of the second storey must withstand a load of at least 400 kg/sq. m.

2. Stand barriers

The load-bearing capacity of the structure of the two-storey stand must be confirmed by static analysis. The barriers of the second storey:

- must be at least 1,100 mm high from the floor level of the second storey and prevent various objects from falling to the ground floor from the upper levels of the stand,
- must be able to withstand a lateral load of at least 100 kg/sq. m.

The walls of the second storey where lightweight fillings are used must have a rigid safety fence at a height of 1,100 mm from the floor level of the second storey, withstanding a lateral load of at least 100 kg.

The use of silicate glass in the set-up of the exhibition stand is prohibited. It is allowed to use special triplex glass or organic glass.

3. Stairs

The staircase must be equipped with handrails on both sides and along its entire length. The handrail must be set back from the wall to ensure a secure grip and withstand a side load of at least 100 kg/sq. m. The staircase structure must be able to withstand a load of at least 500 kg/sq. m.

The width of the passage part of the ladder must be at least 900 mm. The depth of the stair treads should be between 250 and 350 mm. The height of the stairs shall be between 150 mm and 210 mm. The depth and height of all steps should be the same throughout the staircase. The spaces between the steps of the staircase, as well as the spaces between the staircase and the walls of the stand shall have a filler to prevent any objects from falling into these spaces.

The angle of inclination of the stairs must not exceed 38° from the horizontal axis. There must be no obstacles in front of the exit from the stairs and there must be enough space.

The exit from the stairs must end at the stand area. There must be at least 500 mm from the bottom landing of the stairs to the boundary of the stand.

4. Barriers (handrails)

Barriers (handrails) must be installed to protect the open sides of staircases, balconies, galleries and other high-rise structures.

The design of barriers (handrails):

- must provide protection of all open sides of stairs, platforms and ramps at a height of 1,100 mm,
- must not allow standing, climbing and scrambling on the barriers, i.e. it must have a solid filling (shields) or posts (bars), located strictly vertical, with a distance of no more than 100 mm between the posts,
- must be equipped with a floor barrier to prevent the risk of objects rolling and falling to the ground floor.

The two-storey stand shall be equipped with fire alarm sensors. For more details, see the Fire Safety Regulation on page 26.

Health and safety

The exhibitor shall comply with all legislative, administrative, professional and other applicable accident prevention regulations, safety requirements and fire safety regulations during stand set-up and dismantling as well as during the exhibition and shall take due care of other exhibitors, visitors and third parties.

All persons present in the exhibition area during the set-up and dismantling operations shall wear safety helmets and other personal protective equipment required for specific types of work.

This requirement applies to all persons staying in the exhibition halls during set-up and dismantling.

Risk insurance

The exhibitors shall be liable for any damage to human life and health, material and property damage (including real damage and loss of profit) caused by their fault, arising from the set-up and dismantling of their stand, caused by the stand equipment, exhibits and their operation, or caused by their employees and authorized persons.

EXPOCENTRE does not insure the risks of the exhibitor at the exhibition. The exhibitor is advised to conclude sufficient insurance contracts.

Fire safety regulations

The exhibitors should pay special attention to the Fire Safety Regulation During Buildup (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor Areas of Crocus Expo Krasnogorsk Subsidiary SC Crocus.
www.crocus-expo.ru/docs

These regulations should be followed both in the design and construction of your stand, as well as in its decoration with various materials (fabrics, panels, etc.) and display design. Give a copy of the Fire Safety Regulation to your stand builder.
Smoking is prohibited in the pavilions. Smoking areas are available at the outdoor area of the exhibition centre.
The use of open flames, pyrotechnic and smoke effects, storage and use of flammable substances and flammable compressed gases is prohibited at the exhibition.
If exhibits with fire-technical characteristics that do not meet the requirements of regulatory documents on fire safety (wooden houses, gazebos, etc.) are placed at the stand, it is necessary to conduct their fireproofing treatment and have the following documents with you when bringing them to the exhibition centre:

- a copy of the licence (the Russian Ministry of Emergency Situations) of the company carrying out the fireproofing treatment,
- a copy of the fire safety certificate for the fireproofing composition,
- certificates of fireproofing treatment of combustible materials in the exhibit.

Any deviations from the Fire Safety Regulation are allowed with the written permission of the Fire Department of Crocus Expo.
Dmitry Bogachuk, bogachuk@crocus-expo.ru, +7 (916) 547-04-51

Installation and presentation of exhibits

The floors of the pavilions may be slightly sloping or uneven in some places. Please take this into account when installing exhibits.
The weight of the exhibits must not exceed the maximum permissible load on the pavilion floor. For details, see the Pavilions Specifications on pages 50-51.
The dates and hours of set-up and dismantling of bulky and heavy equipment and exhibits must be **coordinated in advance**.
It is prohibited to use balloons filled with gas with a molecular weight less than the molecular weight of air (helium, nitrogen, etc.).
If the demonstration of equipment is accompanied by noise or specific odours that may cause complaints from exhibitors and/or visitors, it is required to obtain permission in advance and coordinate the demonstration schedule with EXPOCENTRE.
If you plan to demonstrate the equipment in operation at the stand, please inform EXPOCENTRE in advance.
If any waste is generated as a result of the demonstration of equipment, please coordinate the procedure for its disposal with EXPOCENTRE in advance. Disposal of liquid waste is prohibited in the exhibition centre.

Requirements of EXPOCENTRE for installation and presentation of exhibits

- Not Allowed

- Allowed

1. All parts of the equipment, including those that can be pulled out when displayed, must be located within your rented exhibition space.

- Not Allowed

- Allowed

2. When demonstrating exhibits it is required to install protective fences, screens, etc. to exclude the possibility of injury to the exhibitors and visitors of the exhibition.

- Not Allowed

- Allowed

3. All parts of the equipment with exposed sharp, stabbing, cutting surfaces (regardless of whether they are moving) must be covered with appropriate protective covers (hoods, overlays).

- Not Allowed

- Allowed

4. Demonstration of the equipment in operation is allowed only by a trained operator. It is forbidden to leave the operating equipment on the stand without the operator's supervision.
In case of violation of the terms and conditions specified in the permit, EXPOCENTRE shall be entitled to suspend the demonstration of the equipment.

Use of technical means and special effects

As a rule, the use of technical means and special effects at the exhibition is not allowed. Any exceptions must be agreed with EXPOCENTRE in advance (Expo-mach@expocentr.ru).

The use any unmanned aerial vehicles of flying machines (quadrocopters, etc.), as well as movement in the exhibition area using gyroscooters, scooters, monocycles, segways and other means of transport is prohibited.

When using a holographic fan (3D fan) at the stand, it is strictly forbidden to touch or insert foreign objects into the blades of the device when it is operating. Holographic fans must be installed at a distance of at least 1.5 metres or at a height of 2.5 metres from the visitors and at a distance of at least 0.2 metres from any objects (if a protective acrylic box is used, the minimum distance is not taken into account).

Presence of animals at the exhibition

Animals are prohibited in the exhibition area, with the exception of guide dogs accompanying disabled persons.

Advertising

Advertising activities outside the exhibition stand and placement of advertising structures (banners, flags, etc.) on the floor, walls and other parts of the pavilion are allowed only upon agreement with EXPOCENTRE, provided that the relevant services have been ordered.

When renting advertising structures carriers are produced only by the Advertising and Information Department of Crocus Expo and are paid according to the Expocentre rates for advertising services. Ready carriers of the exhibitor are not accepted.

It is prohibited to use balloons filled with gas with a molecular weight less than the molecular weight of air (helium, nitrogen, etc.) for any purpose (for decoration of the exhibition area, advertising, etc.).

Baloon launching on the premises of the exhibition centre is **not allowed**. There is a fine in the amount of 30,000 rubles for such violation.

The use (including the demonstration) of extremist, offensive and discriminatory materials or materials containing Nazi attributes and symbols or attributes and symbols of extremist organizations (including symbols and attributes of **Meta** Platforms Inc., **Facebook** and **Instagram**) are **forbidden** on the premises of the Timiryazev Centre during the build-up, exhibition and dismantling periods. The violation of this ban can cause the administrative prosecution for the exhibitor in accordance with the current legislation and also the termination of the contract unilaterally by the Expocentre with the application of penalties.

Catalogue and guide

Please contact EXPOCENTRE 40 days before the start of the set-up period (**not later than 05 February 2027**) in order to publish information about your company in the official catalogue, guide and web catalogue of the exhibition, as well as to place advertisements in them.

The information for publication in the official catalogue and guide is accepted only via the exhibitor's personal account.

Yulia Melnikova, melnikova@expocentr.ru, +7 (499) 428-02-25.

Show programmes and presentations at stands

Lotteries, show programmes, presentations and other events that may attract crowds of visitors to your stand must be approved in advance by EXPOCENTRE.
The events must take place strictly within the leased exhibition area. No noise level of more than 75 dB is allowed.
Please treat other exhibitors and their visitors with respect. In case of complaints, EXPOCENTRE shall have the right to disconnect the source of noise or, if this is not possible, the power supply at your stand. In case of repeated offence, disconnection shall be carried out without further warning.

Receptions, buffets, concerts, etc. are not allowed to be held in the exhibition halls after the event is over.

Catering

Engaging companies to provide catering services and/or food sales is allowed only upon approval of Crocus Expo. This approval can be obtained only through EXPOCENTRE. If you are planning catering services at your stand, please inform us in advance.
E-mail: Expo-food@expocentr.ru.

A fine of RUB 500,000 is imposed for engaging third parties to provide catering services without approval from Crocus Expo.

Cooking and tasting sessions at stands

Cooking and tasting sessions at the stand is allowed only upon agreement with EXPOCENTRE and subject to the following requirements:

- only electric cookers, ovens, etc. may be used for cooking at the exhibition,
- the stand must be equipped with a professional extractor hood with filters to neutralise unpleasant odours,
- no open flames, smoke or strong unpleasant odours are allowed,
- the exhibitor is obliged to comply with the Fire Safety Regulation. Any deviations from these rules are only allowed with the written permission of the Fire Department of Crocus AO,
- tastings must be arranged in compliance with sanitary regulations. The exhibitor is obliged to ensure that rubbish is disposed of and that the stand and adjacent aisles are kept clean,
- in case of complaints from other exhibitors, EXPOCENTRE hall have the right to suspend the food preparation and tastings.

The use of specialized heating equipment for warming up and heat treatment of food should be agreed upon in Crocus Expo.

Trade at the exhibition

Any types of trade on the territory of the exhibition centre shall be carried out only in accordance with the requirements of the current laws and other regulations governing activities in the field of trade and valid in the territory of the Russian Federation.

GENERAL AND ADDITIONAL SERVICES

All services listed in this Exhibitor Manual are provided only during the official dates of the exhibition. Any exceptions must be agreed in advance in writing with EXPOCENTRE.

Deadlines. Payments. Late orders

Orders for services and stand construction services should be sent to EXPOCENTRE no later than the indicated deadlines. The procedure and terms of payment for services are specified in the respective invoices for services. **THE ORDERS SHALL BE DEEMED PLACED ONLY AFTER FULL PAYMENT.**

During the set-up period you can pay for services by credit cards or by QR-codes only.

Personal account of exhibitor

EXPOCENTRE has developed a personal account of exhibitors. Here you can order all the services you need in the familiar online shop format. Get access to your personal account from your exhibition manager. The exhibitor's personal account is located at lk.expocentr.ru.

Temporary personnel

You can order the services of an interpreter, a stand attendant and a security guard for your stand via your personal account. Please make sure that you provide your ordered additional personnel with exhibitor IDs.

EXPOCENTRE does not provide the services of cargo handlers. For details, see the Delivery. Cargo Handling. Storage. Customs on page 40.

Cleaning

Every morning, before the opening of the exhibition halls, the aisles between the stands will be cleaned. Any rubbish left in a plastic bag or box in front of the stand the day before will also be removed.

You can order dry or wet cleaning of the stand via your personal account.

Any cleaning work will be carried out exclusively by Crocus Expo, except for cleaning, wiping and polishing of exhibits.

Involvement of third-party companies and independent cleaning using technical means (vacuum cleaners, washers, etc.) of stands and areas at Crocus Expo are strictly prohibited. A fine of RUB 500,000 shall be imposed by a representative of the Crocus Expo Administrative Department.

For all types of stands

All construction and finishing works at your stand must be completed by the time set by EXPOCENTRE on the last day of the exhibition set-up.

It is not allowed to put rubbish in the aisles after the end of set-up. Packaging and large construction waste must be removed from the pavilion and disposed of by exhibitors or contractors at their own expense. In case of violation of these rules, additional costs for cleaning the aisles adjacent to the stand and disposal of bulky waste will be charged to the exhibitor.

For raw space

The stand cleaning at the end of its set-up, including ordering a container for removal of bulky waste, shall be carried out by the builder of your stand.

Security

The rental rate for the exhibition area includes the cost of general security of the exhibition halls. Security guards are stationed at the entrance to the exhibition halls and at the assembly gates.

You can order individual stand security via your personal account.

Pass to the VIP parking

Parking spaces around the exhibition centre are limited. A VIP parking pass allows the exhibitor to park a **passenger car** near the entrances to the pavilions of Crocus Expo. A VIP parking pass does not entitle the exhibitor to drive to the cargo gates (loading and unloading area).

It is not allowed to purchase a VIP parking pass for minibuses and for placing a car for advertising purposes.

You can order VIP parking passes in your personal account.

The ordered and paid passes are sent by e-mail before the start of set-up.

The passes cannot be exchanged or returned.

During the exhibition the VIP parking lot is open from 8:00 till 20:00.

The pass enables **single entry** during the working hours of the VIP parking lot.

The VIP car pass is not changeable or refundable.

The exhibitor is not allowed to leave the car on the VIP parking lot after 20:00.

Leaving the car on the VIP parking lot without a pass valid for the current date should be paid according to the rate.

For the procedure of entry of cargo vehicles for unloading/loading of equipment and exhibits, see the Clearance of Delivery and Removal of Exhibits on page 41.

Power supply

Power supply to the stands is provided for the duration of the exhibition. During the set-up and dismantling of the exhibition, exhibitors (or their contractors) should use battery-powered tools or bring a professional extension cord and connect it to one of the temporary outlets available in the pavilion.

The extension cable must be protected from mechanical damage.

When connecting computers and other devices sensitive to power cuts and voltage fluctuations at the stand, we strongly recommend using uninterruptible power supply devices (UPS). EXPOCENTRE shall not be liable for malfunction or damage to equipment and devices due to this reason.

The power supply connection shall be ordered separately for each piece of power equipment (exhibit). The cable for connection up to 30 m in length with the appropriate mating part (plug) shall be provided by the exhibitor. Please coordinate the connection details with EXPOCENTRE in advance.

For raw space

Power connection, supply and consumption are **not included** in the cost of the raw space and must be ordered via the exhibitor's personal account. Make sure that you order the power supply with the capacity you need.

Connection of the exhibitor's electrical equipment to the power supply source shall be performed after measuring the insulation resistance of the electrical circuit to be connected and signing the relevant statement.

Connection of power supply at the stand is carried out by exhibitors (or their contractors) independently in compliance with the electrical requirements of BuildExpo, the general builder at Crocus Expo (for details, see the page about connection to the mains for organisers and exhibitors at https://www.buildexpo.ru/bexpo/exhibitors/).

If you need round-the-clock power supply at your stand, please notify EXPOCENTRE **in advance**.

Please turn off the lighting at the stand at the end of the working day for fire safety reasons. BuildExpo, the general builder at Crocus Expo, reserves the right to disconnect the general power supply to the stand from the grids of the exhibition centre in case the lighting has not been switched off by the exhibitor.

For shell-scheme stands

Please read your exhibition contract carefully to make sure what is included in the equipment of your stand. You can order the power supply of your required capacity via your personal account. Additional electrical sockets and lights can be ordered through your technical manager.

Installation of exhibition equipment, prefabricated Joker structures and connection of electrical equipment (except for certified exhibits) within a standard stand shall be regarded as independent construction and shall be subject to **paid accreditation**. These requirements apply inclusive of mobile stands and showcases with electrical lighting equipment.

The use of domestic extension cords **(pilots)** to connect lighting equipment and electrical appliances is **prohibited**. For approval of lighting equipment used on mobile stands and in showcases, it is required to apply to the Engineering Department of BuildExpo (for details, see the construction approval page at www.buildexpo.ru/bexpo/exhibitors).

Water and drainage

Water supply connection and one-time water filling can be ordered via the exhibitor's personal account for all types of stands. You can order a sink for standard and superior shell-scheme stands through the technical manager of the exhibition. Water supply connection is ordered separately for each piece of technological equipment.

The water supply connection is made with ½″ (12.5 mm internal diameter) hoses, the water outlet is made with 32 mm diameter sewer hoses. Hoses of other diameters and/or adapters must be provided by the exhibitor.

Connection of hoses to the exhibitor's equipment and maintenance of the connections during the exhibition period shall be carried out by your company's personnel or your stand contractor.

The water supply to the stands is only provided for the duration of the exhibition. If you require connection to water supply during the set-up, please place a separate order for this period.

Hoses leading to the equipment at your stand must be covered with gangways.

It is forbidden to drain waste technological fluids into the sewerage system.

Compressed air

The maximum possible pressure is 6 bar (6-8 kg/cm²). The order is placed using the exhibitor's personal account.

Connection to the compressed air mains must be ordered separately for each piece of technological equipment.

The use of your own compressors at the exhibition is **prohibited**.

The compressed air connection is made with reinforced hoses of ½″ diameter (12.5 mm internal diameter). Hoses of other diameters and/or adapters must be provided by the exhibitor. The connection of the equipment to the hoses at your stand will be carried out by your company's personnel.

The compressed air supply to the stands is only for the duration of the exhibition. If you require connection to compressed air during the set-up, please place a separate order for this period.

Hoses leading to the equipment at your stand must be covered with gangways.

Internet. Audio, video equipment

You can order an Internet connection for your stand by contacting Flexline-N (expo@flexline.ru, +7 (495) 727-24-00, +7 (495) 727-24-77, mobile phone: +7 (926) 775-96-50), which is the official telecom operator at Crocus Expo and provides Internet services on the territory of the exhibition centre.

BuildExpo, the general builder at Crocus Expo, provides all required audio, video, sound, projection and presentation equipment for rent, including LED screens, plasma panels, seamless panels, simultaneous interpretation equipment, conference systems, video projectors, laptops, etc.

To bring LCD and plasma panels, LED screens, projection systems, sound, lighting and concert equipment into the territory of the exhibition centre, it is required to obtain paid approval from BuildExpo, the general builder at Crocus Expo.

The delivery of the equipment will be approved free of charge if the above equipment is the property of your company and you send a unified delivery note TORG-12 or statement OS-6 to the e-mail of BuildExpo, the general builder at Crocus Expo.

The deadline for submission of documents is not later than three working days before the start of the exhibition set-up.

If these deadlines are not met, approval is possible only on a paid basis.

Consultations on the issues of document approval can be obtained from managers of the Department of Technical Operation of BuildExpo.

ingener@buildexpo.ru, +7 (495) 727-26-71

Graphics and full-colour printing

For standard shell-scheme stands, please coordinate with the technical manager of the exhibition the name of your company, which will be placed on the stand fascia. Additionally, you can order from the technical manager of the exhibition the production and placement of logos, wall panels and other elements of the stand with coloured film or full-colour graphics.

It is prohibited to paste stand elements on your own.

Technical suspensions

Placement of advertising and technical hangers on ceiling structures can be ordered only through EXPOCENTRE and requires technical approval.

Suspensions from ceiling structures are not available in all pavilion locations. The option of placing a suspension above your stand must be agreed **in advance** with EXPOCENTRE. In case of changes in the suspension design or moving the stand on the exhibition layout plan, re-approval is required.

In order to place banners and/or technical hangers on the ceiling structures of pavilions, it is required to submit the relevant documents for approval with EXPOCENTRE and pay for this service not later than 35 working days before the start of the set-up period (**12 February 2027**). The processing period is 3 working days.

THE ORDER SHALL BE DEEMED PLACED ONLY AFTER FULL PAYMENT.

Technical Manager Yury Makarov, Makarov@expoconsta.ru, +7 (495) 734-99-30, ext. 454.

No advertising structures (banners, flags, etc.) may be placed on the floor, pavilion structures, walls and other parts of the pavilion without the permission of EXPOCENTRE. For lifting and/or precise orientation of the suspended structure you may need to order additional services such as lifting mechanisms (winches) or additional hangers (suspenders).

Fire safety certificates must be provided for banners. For details, see the Fire Safety Regulations on page 26.

When placing suspension structures with the use of light and/or dynamic elements and laying electrical grids, it is required to take into account the electrical requirements of BuildExpo, the general builder at Crocus Expo (for more details, see the page about connection to the mains for organisers and exhibitors at https://www.buildexpo.ru/bexpo/exhibitors/).

Surcharge

A 50% surcharge will be applied to all orders for services if the payment is made less than **30 working days** before the start of the exhibition set-up period (**from 19 February to 23 March 2027**).

A 100% surcharge will be applied to all orders for services if the payment is made less than **10 working days** before the start of the exhibition set-up period (**after 23 March 2027**).

Orders placed less than **10 working days** (**after 23 March 2027**) before the start of the exhibition set-up period shall be fulfilled only if technically feasible.

SERVICES

Service Manager
Irina Zakharova
E-mail: usluga@expocentr.ru
Phone: +7 (499) 428-02-96

Service Manager
Inna Shutova
E-mail: usluga@expocentr.ru
Phone: +7 (499) 428-02-95

Service Manager
Igor Yaris
E-mail: usluga@expocentr.ru
Phone: +7 (499) 428-02-94

Service Manager
Evgeniy Malykhin
E-mail: usluga@expocentr.ru
Phone: +7 (499) 428-02-99

Placing service orders

Authorise in your personal account and place an order for services you require. Access to the personal account is provided by the exhibition manager only after the contract for participation in the exhibition has been signed.

Power supply is not included in the cost of the raw space and must be ordered additionally. Ensure that the service is ordered in time.

Payment for services

It is possible to place an order in the exhibitor's personal account and make payment without a surcharge not later than 15 working days before the start of the set-up period (**16 March 2027**). The order shall be deemed placed **ONLY AFTER FULL PAYMENT**.

During the exhibition set-up and running periods, processing and ordering of services are available only at the exhibition management office. Payment by credit card via a payment terminal shall be available in the office of the exhibition management. The services shall be provided only after receipt of payment on the settlement account or in the cash office of EXPOCENTRE AO. The listed prices are valid for the exhibitions organised by EXPOCENTRE AO and are subject to change without prior notice.

Surcharge

A 50% surcharge will be applied to all orders for services placed less than **15 working days** before the start of the exhibition set-up period (from 17 to 23 March 2027).

A 100% surcharge will be applied to all orders for services placed less than **10 working days** before the start of the exhibition set-up period (from 24 to 30 March 2027).

Service orders shall not be accepted less than **5 working days** (**from 31 March to 06 April 2027**) before the start of the exhibition set-up period.

Orders placed after the start of the exhibition set-up period shall be fulfilled only if technically feasible and with a surcharge of 100%.

Cancellation of orders

If you would like to cancel your orders, you should send an official stamped letter signed by your company's CEO to EXPOCENTRE AO no later than 30 days before the start of the exhibition set-up period. Otherwise, the order will be considered as accepted for fulfilment and the invoices issued to you will be subject to payment.

The below information provides details of the provision of the services and their costs.

1. POWER SUPPLY

Place your order for services in your personal account not later than 15 working days before the start of the set-up period

Deadline
2 February 2027

Service
1.1. Connection to a power source with capacity up to 5 kW, per connection
1.2. Connection to a power source with capacity up to 10 kW, per connection
1.3. Connection to a power source with capacity up to 20 kW, per connection
1.4. Connection to a power source with capacity up to 40 kW, per connection
1.5. Connection to a power source with capacity up to 60 kW, per connection

* Please see prices for services in the exhibitor personal account.

Connection of power supply to raw space shall be carried out by exhibitors (or their contractors) independently in compliance with the Requirements for Electrical Works and Persons Performing Them. Power supply to the stands is provided only during the exhibition. If you require connection to power supply during the set-up, please place a separate order for this period.

The stand must be equipped with an electric switchboard. An electric cable corresponding to the section load (at least 30 m in length) shall be supplied from the stand to the power supply source.

Direct connection of exhibits (machine tools, industrial items) to power sources in the pavilion is allowed, provided all the above requirements are met. In this case the power supply is ordered for each exhibit separately. The power supply sources in the halls are equipped with 16A, 32A, 63A, 125A ABB type electric sockets. Connection of the exhibitor's electrical equipment to the power supply source shall be performed after measuring the insulation resistance of the electrical circuit to be connected.

Please switch off the lights at your stand at the end of the working day for fire safety reasons. BuildExpo, the general builder at Crocus Expo, reserves the right to disconnect the general power supply to the stand from the networks of the exhibition centre in case the lights have not been turned off by the exhibitor.

Connection of electric power supply to shall-scheme stands includes connection, consumption of electricity, and electrical equipment.

To fully utilise the power supply, you can order additional sockets, lights, etc. Coordinate your stand construction with a technical manager of the exhibition.

If power consumers with a capacity of **over 10 kW** are connected to a shell-scheme stand (standard or superior) and/or an internal power supply grid is set up at the stand, you must comply with the conditions for power supply connection similar to those for raw space (see above).

Installation of exhibition equipment and connection of electrical equipment (excluding exhibits) within a standard shell-scheme stand shall be considered as an independent stand construction and shall be subject to a **paid accreditation**. These requirements shall also apply to mobile stands with electrical lighting equipment and display cases.

The use of household extension cords (pilots) to connect lighting equipment and electrical household appliances shall be **prohibited**. For approval of lighting equipment used at mobile stands and in display cases, you have to contact the technical department of BuildExpo, the general builder at Crocus Expo.

2. WATER SUPPLY

Place your order for services in your personal account not later than 15 working days before the start of the set-up period

Deadline
2 February 2027

Service
2.1. Connection of a unit of the exhibitor's technological equipment to the cold water mains at the floor level without consumer connection, per 1 connection[1]
2.2. Connection of a unit of the exhibitor's technological equipment to the hot water mains at the floor level without consumer connection, per 1 connection[1]
2.3. Connection of a unit of the exhibitor's technological equipment to the cold water mains at the stand's second level without consumer connection, per 1 connection[1]
2.4. Connection of a unit of the exhibitor's technological equipment to the hot water mains at the stand's second level without consumer connection, per 1 connection[1]
2.5. Pouring/draining of water into a tank (pool, tub), per each 1 cub. M

* Please see prices for services in the exhibitor personal account.

[1] In case more than one unit of technological equipment is connected to the water supply and/or wastewater disposal source or water is poured/drained into several tanks, each such connection shall be ordered separately. The water supply to the stands is only provided during the exhibition. If you require connection to water supply during the set-up, please place a separate order for this period.

Water connection is not provided outside the pavilion. Only one-time pouring/draining of water into a tank (pool, tub, etc.) is possible on a separate request.
Sanitary equipment with faulty shut-off valves and water drainage systems will not be connected.
Supply is provided by ½" hoses (internal diameter 12.5 mm). Drainage is provided by 32 mm hoses.
Sinks are not included in the water supply, and can be ordered from a technical manager of the exhibition (for shell-scheme stands only).
We recommend ordering hot and cold water connections to connect the sinks in the equipped area, as the **sinks are not equipped with a boiler.**

3. COMPRESSED AIR

Place your order for services in your personal account not later than 15 working days before the start of the set-up period

Deadline
2 February 2027

Service
3.1. Connection to the air main with air consumption up to 30 cub. m per hour (air pressure 6–8 kg/sq. cm.)
3.2. Connection to the air main with air consumption over 30 cub. m per hour (air pressure 6–8 kg/sq. cm.)

* Please see prices for services in the exhibitor personal account.

In case of connection of more than one unit of technological equipment, each such connection shall be ordered separately. The compressed air supply to the stands is only provided during the exhibition. If you require connection to compressed air supply during the set-up, please place a separate order for this period.
Compressed air connection is not available on the second floor of Pavilion 2.
Compressed air is supplied by ½" hoses (inner diameter 12.5 mm).

Compressed air will be connected on the last day of the exhibition set-up. Compressor operating hours during the exhibition are from 10:00 to 18:00 (on the final day of the exhibition until 16:00).

4. PASSES

Place your order for services in your personal account not later than 15 working days before the start of the set-up period

Deadline
2 February 2027

Service
4.1. Additional exhibitor pass, per one
4.2. Pass for a distributor of information and advertising products (promoter), per one[1]
4.3. Car pass to a VIP parking for single entry, per one[2]
4.4. Bus pass to a VIP parking for one day of the total period of the exhibition, per one

* Please see prices for services in the exhibitor personal account.

[1] To apply for the pass, you have to submit samples of your information and advertising products electronically.

[2] The car pass allows the participant to drive up and park their car in specially designated parking spaces located near the entrances to pavilions of Crocus Expo. The pass is valid from 8:00 to 20:00 for single entry. Overnight parking is prohibited.

The pass does not give access to assembly gates in the handling area for unloading.
The purchase of parking passes to accommodate vehicles for advertising purposes shall not be permitted.
Passes are **not valid** for trucks.

All paid passes and certificates are issued before the first day of the exhibition set-up.
Payments for issued passes and certificates are non-refundable!

5. CLEANING

Place your order for services in your personal account not later than 15 working days before the start of the set-up period

Deadline
2 February 2027

Service
5.1. One-time vacuum cleaning of the stand floor covering, per 1 sq. m[1]
5.2. Daily vacuum cleaning of the stand floor covering, per 1 sq. m[1, 2]
5.3. One-time wet cleaning of the stand floor covering, per 1 sq. m[1]
5.4. Daily wet cleaning of the stand floor covering (4 days), per 1 sq. m [1, 2]
5.5. Container to remove bulky waste (8 cub. m.), per 1 container
5.6. Container to remove bulky waste (27 cub. m.), per 1 container

* Please see prices for services in the exhibitor personal account.

[1] Cleaning is ordered for the entire stand area.

[2] The daily stand cleaning is done daily once a day during the exhibition running period, provided the stand is accessible.

Any cleaning works in the exhibition centre shall be carried out exclusively by the Crocus Expo staff, except for cleaning, wiping and polishing of exhibits.
It is prohibited to involve third-party companies in cleaning the areas on the territory of the exhibition centre.
Independent works with the use of technical means (vacuum cleaners, brooms, brushes, etc.) to clean the areas on the territory of the exhibition centre is prohibited.

6. TEMPORARY PERSONNEL

Place your order for services in your personal account not later than 15 working days before the start of the set-up period

Deadline
2 February 2027

Service
6.1. Interpreter, consecutive translation, major European languages, per hour (specify the language)[1]
6.2. Interpreter, consecutive translation, Oriental and rare languages, per hour (specify the language)[1]
6.3. Stand attendant with no knowledge of foreign languages, per day from 10:00 to 18:00
6.4. Stand attendant with basic foreign language knowledge, per day from 10:00 to 18:00
6.5. Assistant stand attendant with no knowledge of foreign languages, per day from 10:00 to 18:00[2]
6.6. Assistant stand attendant with basic foreign language knowledge, per day from 10:00 to 18:00[2]
6.7. Promoter, per day from 10:00 to 18:00[3]
6.8. Security guard at your stand in pavilion, per day from 8:00 to 20:00[4]
6.9. Security guard at your stand in pavilion, per day from 20.00 to 8:00
6.10. Security guard outdoors, per day from 8.00 to 20:00

* Please see prices for services in the exhibitor personal account.

[1] The minimum time for interpreter services is 4 hours. Part hours are charged as full.

[2] The service involves keeping the stand clean during the day, taking out rubbish, preparing and serving drinks and light snacks, washing dishes if there is a sink at the stand, purchasing food, being on duty at the stand in the absence of the exhibitor or its staff.

[3] The work of the promoter does not involve the use of life-size figures. You have to obtain a pass for a distributor of information and advertising products for your promoter to work on the whole territory of the exhibition.

[4] Larger stands may require more than one security guard.

If you need a security guard for the stand during set-up and/or dismantling, please contact the exhibition service manager.

DELIVERY. CARGO HANDLING. STORAGE. CUSTOMS

For delivery of goods to the exhibition, handling and rigging works you can use the services of the recommended forwarder of DMW EXPO.

Manager
Ekaterina Terekhova
E-mail: Ekaterina.terekhova@dmv-expo.ru
Phone: +7 (903) 296-84-16

Manager
Viktoria Petrova
E-mail: Viktoriya.petrova@dmw-expo.ru
Phone: +7 (903) 898-36-28

Manager
Alexey Egorov
E-mail: Alexey.egorov@dmw-expo.ru
Phone: +7 (910) 425-51-51

Head
Yuri Kharchenko
E-mail: Yuri.kharchenko@dmw-expo.ru
Phone: +7 (977) 260-93-51

Unauthorised loading, unloading and transportation of cargo using lifting mechanisms, all types of lifting and transport equipment (cranes, crane manipulators, stackers and other lifting mechanisms of any type) is **prohibited**. There is a fine in the amount of RUB 100,000 for violation.

Unaided loading and unloading of self-propelled exhibits in the exhibition halls should be agreed on in Crocus Expo. There is a fine in the amount of RUB 30,000 for violation.

Orders for loading and unloading services (loading, storage of goods and packaging, delivery of exhibits to the stands) are accepted at the Exhibitor's preliminary request no later than 10 working days before the start of the exhibition set-up (**23 March 2027**).

Handling orders received later than 10 working days prior to the start of set-up may be subject to surcharges.

Storage of packaging at the stand is not allowed according to fire safety regulations.
Trans@Crocus-Expo.ru, +7 (495) 727-25-87
The schedule of delivery/removal of exhibition equipment and exhibits to/from the exhibition, which is mandatory for all exhibitors, is prepared on the basis of your requests. In case of arrival of goods and exhibits outside the schedule, delivery to the stand is not guaranteed.
Arrange the time of delivery of large-sized exhibits to the equipped area in advance with the logistics company that handles the import of your exhibits.

Cargo subject to customs clearance

For deliver international cargo to the exhibition, you can use the services of an officially recommended forwarder of DMW EXPO.
Manager
Marina Filippova
E-mail: marina.filippova@dmw-expo.ru
Phone: +7 (916) 224-47-27

You can also use the services of official customs forwarders of Crocus Expo for customs clearance, loading-unloading and delivery of international cargoes (i.e. cargoes that do not have the status of goods of the Customs Union) to the stand.
If you use the services of other freight forwarders to deliver international cargoes to the territory of the Russian Federation, then your forwarder should contact one of the official customs forwarders of Crocus Expo to deliver cargoes to the territory of the exhibition.
For up-to-date information, please visit the Crocus Expo website at www.crocus-expo.ru/services/expeditors.php

CLEARANCE OF DELIVERY AND REMOVAL OF EXHIBITS

There is a special cargo handling area allocated for organising the delivery/removal of exhibits and equipment to the Crocus Expo pavilion.

Entry of vehicles to the cargo handling area is carried out with single-entry paid passes ordered in advance.

A paid pass to the cargo handling area is issued on the basis of 1 pass = 1 vehicle = 1 entry.

A paper or mobile pass is required to enter the cargo handling area.

After a single entry into the cargo handling area, the pass is considered invalid.

Before entering the cargo handling area, check in advance the location of the required assembly gates.

The pass is issued according to the type of vehicle indicated in the registration certificate.

Parking time in the cargo handling area:

- a truck – 2 hours,
- a passenger car – 1 hour,
- a passenger car with a trailer – 2 hours.

For vehicles loading (unloading) in the premises of the second exhibition level, the standard period of time in the cargo handling area shall be increased by 1 hour.

Exceeding the time in the cargo handling area is paid for additionally in the Service Centre of your Pavilion.

Loading and unloading shall be carried out in accordance to the exhibition timetable and only in the cargo handling area. Opening the assembly gates when the exhibition is open for visitors is prohibited.

Additional delivery of exhibits and/or promotional materials during the exhibition running period can be carried out according to the above procedure from 8:30 to 9:00 or from 18:00 to 19:00 after obtaining a delivery/removal clearance from the exhibition organiser at the Service Centre of your Pavilion. A new single-use pass will be required to re-enter the cargo handling area.

Immediately after unloading the exhibits and equipment, the transport must be taken outside the cargo handling area.

Overnight parking, washing and repairs on the territory of Crocus Expo are strictly prohibited.

Removal of equipment and exhibits is allowed only after the exhibition is closed to visitors.

On the last day of the exhibition the entry of contractors' vehicles into the cargo handling area is prohibited until 18:00.

To clarify the permitted time and conditions of arrival and departure, please carefully read the exhibition timetable on pages 8.

If you bring mobile exhibits into the halls and outdoor exhibition areas, it is required to order services for their escort.

For information on the cost of passes to the cargo handling area, please contact the managers of the Service Centre of your Pavilion.

ATTENTION!

Freight forwarding and customs services for processing of exhibition cargoes subject to customs clearance and **services for handling of all cargoes for non-resident participants** are provided by the Official freight forwarders and the Crocus Expo Official customs broker. Upon arrival of goods at the Crocus Expo territory the participant must submit documents confirming the customs status and goods ownership to the Crocus Expo Transport and Logistics department.

For up-to-date information, please visit the Crocus Expo website at https://www.crocus-expo.ru/services/customs.php

The Service Center Department (Information and Registration of Services desk) does **not issue** car passes for foreign exhibitors.

For entry and exit of vehicles carrying goods it is required to:

1. Prepare a letter for delivery/removal of equipment and exhibits in the exhibitor's personal account is available at https://lk.expocentr.ru.
2. Have the letter signed and sealed by an authorised person from your company.
3. Forward the letter to EXPOCENTRE by e-mail to td@expocentr.ru for approval.
4. Receive a reply from EXPOCENTRE with a note of approval of the letter.
5. Forward the approved letter to Crocus Expo by e-mail to service@crocus-expo.ru.
6. For a vehicle pass to the cargo handling area send a request for an invoice for payment to the Service Centre of Crocus Expo by e-mail to service@crocus-expo.ru specifying:

– type of vehicle (car/truck, passenger car with trailer),
– event (name of the exhibition),
– hall and stand number,
– the customer's details for invoicing.

Note! To get an electronic vehicle pass to the loading and unloading area you should submit an application and pay the account not later than 3 days before the first day of the exhibition. Otherwise you can apply for a pass and pay for it in the Service Centre of Crocus Expo in pavilion 2.

7. **Note**! After the payment of vehicle passes you should definitely submit a request for electronic passes to the Service Centre of Crocus Expo at service@crocus-expo.ru.
8. Print out the delivery/removal letter in 3 copies and, if necessary, the received vehicle pass for loading/unloading in the cargo handling area (the pass can be displayed on a mobile device).

You must carry the following documents **when entering Crocus Expo** during the exhibition set-up/dismantling periods:

1. Your personal ID
2. Your power of attorney
3. Three copies of the letter for delivery/removal of equipment and exhibits:

– the first copy remains at the Service Centre of Crocus Expo
– the second copy must be handed over to a security officer when the exhibits are delivered
– the third copy must be handed over to a security officer when the exhibits are removed after the exhibition

4. Participant's identification card, technical staff pass or work pass
5. The vehicle pass to the cargo handling area (it can be shown on a mobile device)
6. A hard hat for yourself and all coworkers present at the set-up/dismantling

Hand luggage

It is allowed to bring in through the entrance groups hand luggage in bags, plastic bags or suitcases weighing no more than 20 kg, measuring no more than 60x60x60 cm or 180 cm in total.

Hand luggage includes:
– handbags
– shopping bags
– suitcases
– backpacks
– file folders
– coats and trench coats
– umbrellas and walking sticks
– prams
– wheelchairs for the disabled

Boxes, crates, exhibition equipment, materials and alcoholic beverages are **not allowed to be brought through the main entrance**.
Items other than hand luggage may only be brought through the assembly gates in the cargo handling area (vehicle access with passes). A letter for delivery/removal is required.

Hand luggage does not include:
– equipment of any kind and purpose
– items and parts of furniture
– boxes
– packing materials
– items and materials for decoration (banners, posters, balloons, plants, etc.)
– advertising structures
– exhibition items of any size, quantity and type of packaging

TEMPLATE LETTERS AND DOCUMENTS

APPROVED BY
Order issued by Director
Krasnogorsk subsidiary Crocus Expo
No 01-02/49 P dated 10.12.2027

THE LETTER FOR EQUIPMENT AND EXHIBITS MOVE IN AND MOVE OUT

Before completing the Letter for Equipment and Exhibits Move in and Move out review the guidelines specified in the Procedure of Equipment and Exhibits Move in and Move out to the Crocus Expo territory.

Mark of the Organizer (for Exhibitors and subcontractors of the Organizer)	Mark of the General Builder	Mark of the Fire Safety Department

THE LETTER FOR EQUIPMENT AND EXHIBITS MOVE IN AND MOVE OUT

Letter No _____
Completed by
a Service Centre employee

Customer			
Country of the customer			
Customer category			
Company to perform move in/move out of equipment and exhibits			
Country of the company to perform move in/move out of equipment and exhibits			
Event			
Location	Pavilion	Hall	Stand

LIST OF EQUIPMENT FOR BUILDUP AND DISMANTLING WORKS

	Description of moved in equipment and materials	Quantity
1.		
2.		
3.		

LIST OF EXHIBITS AND OTHER MATERIAL ASSETS

	Description of moved in exhibits and other material assets	
1.		
2.		
3.		

We hereby confirm that:
- all moved in equipment, exhibits and other material assets are approved (if necessary) by the Crocus Expo General Builder BuildExpo LLC, the Crocus Expo Facilities Maintenance Department, the Fire Safety Department and do not include anything prohibited for move into the Crocus Expo territory according to the rules in force at the Exhibition center;
- 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 and the General Builder Requirements set out in the Basic Requirements of BuildExpo LLC for Organization of Events at Crocus Expo, Fire Safety Regulation During Buildup (Dismantling) of Expositions and Events Holding In Pavilions and Outdoor Areas of Crocus Expo, Procedure of Equipment and Exhibits Move in and Move out to the Crocus Expo Territory, Rules of Access and Conduct on the Crocus Expo Territory and during Events Held there.

Full name: _____ Date: _____
Job title: _____ Signature: _____

Stamp

Contact data, person responsible for works on the Exhibition area:

Full name: _____ Phone: _____

POWER OF ATTORNEY

To be issued in 3 copies

POWER OF ATTORNEY No.
Issue date _____ _____ 20 _____

_____
(Company (payer) name)

_____
(Company name and address)

Hereby authorises

_____
(Full name, job title)
Passport No. _____ _____

Issued by _____

Issue date _____

To sign document related to the exhibition: NEFTEGAZ 2027

– an application for participation in the exhibition,
– a contract for participation in the exhibition,
– a contract for holding an event,
– a statement of acceptance of the exhibition areas,
– an order for services,
– statements of acceptance of completed services.

To receive from EXPOCENTRE AO:

– passes for distributors of promotional materials.

To sign other documents and perform other actions related to participation in the exhibition, including compliance with fire regulations[1], safety regulations, and other regulations and requirements set by current legislation, with the right to sign on receipt of orders, proposals, protocols and statements of administrative offences and violations from state inspecting and supervisory bodies, and payment of invoices, etc.[1]

Signature of the authorised person _____

CEO/company head _____ _____
(Full name) (Signature)

Chief accountant _____ _____
(Full name) (Signature)

Seal

[1] According to the Russian Federal Law No. 69-FZ from December 21, 1994 if a person responsible for fire safety at the rented area of the stand is not designated, the responsibility lays with the chief executive of the participating company

APPENDIX

Guide on HOW TO AVOID PENALTIES at Crocus Expo

There are PENALTIES for breach of the General Terms of Holding Events at Crocus Expo (www.crocus-expo.ru/docs), the Fire Safety Regulation During Build Up (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor Areas of Crocus Expo Krasnogorsk Subsidiary SC Crocus (www.crocus-expo.ru/docs), and the Basic Requirements of General Developer BuildExpo Ltd for Arrangement of Exhibition Events at IEC Crocus Expo (www.buildexpo.ru/bexpo) (for details, see Appendix 2: the General Terms of Holding Events at Crocus Expo and the Rules of Access and Conduct on the Crocus Expo International Exhibition Center (Crocus Expo) Territory and Visiting Events Held There, and Appendix 1: the Basic Requirements of General Developer BuildExpo Ltd).
Please note!

IT IS PROHIBITED to paste wall panels by your own means, to use adhesive tapes and other adhesive materials when decorating wall panels with information and advertising products; to use staplers for fastening advertising and other materials; to carry out drilling of stand structures.

What are the consequences for violating
REIMBURSEMENT OF DAMAGE under the report of damage to equipment (wall panels, fascia, showcases, information desks, etc.). The cost of damage is three times the value of the damaged equipment of BuildExpo, the general builder at Crocus Expo.
How to do it right and avoid the penalty
Please coordinate with the technical manager of the exhibition to include ORACAL film on the wall panels or to place the banner with the use of additional fastening elements. If you print the banner yourself, it can be attached using hooks. It is recommended to order static film for display windows and wall panels through the technical manager of the exhibition. Static film has no adhesive layer and sticks to the surface by static tension.

IT IS PROHIBITED to carry out unauthorised loading, unloading and transportation of cargo using lifting mechanisms, all types of lifting and transport equipment (cranes, crane manipulators, stackers and other lifting mechanisms of any type. It is forbidden to move goods using lifting and transporting mechanisms of all kinds and types (including hydroboards) from one vehicle to another.

What are the consequences for violating
100,000 RUB PENALTY
For details, see the General Terms of Holding Events at Crocus Expo, clauses 9.3 and 9.4.
How to do it right and avoid the penalty
Order loading and unloading services (handling, storage of goods and packaging, delivery of exhibits to stands) from the Transport and Logistics Department of Crocus Expo. You can also rent a 1.2 x 0.8 m wheeled cargo trolley from the Service Centre of Pavilion 3 to transport small-sized cargoes up to 250 kg.

IT IS PROHIBITED to place unauthorised advertising vehicles on the outdoor area of Crocus Expo, including leaving a branded car in the car park near the exhibition pavilion. The ban applies to cars that have a VIP parking pass.

What are the consequences for violating
500,000 RUB PENALTY
For details, see the General Terms of Holding Events at Crocus Expo, clause 11.18.
How to do it right and avoid the penalty
The option of using advertising vehicles shall be agreed upon with EXPOCENTRE. The cost of the service is determined on a case by case basis. It is better to use the underground car park located on the lower level of Pavilion 3 to park branded vehicles.

IT IS PROHIBITED to engage a third-party company to provide security services at the exhibition.

What are the consequences for violating
500,000 RUB PENALTY
For details, see the General Terms of Holding Events at Crocus Expo, clause 13.2.
How to do it right and avoid the penalty
Authorise in your **personal account** and place an order for the services of a security guard at the stand in the pavilion. If you need a security guard at the stand for the period of set-up and/or dismantling, please contact the exhibition service manager. Access to the exhibitor's **personal account** shall be granted by the exhibition manager only after the contract has been signed.

IT IS OBLIGATORY TO GET APPROVEMENT of Crocus Expo for involvement of third-party companies for catering services.

What are the consequences for violating
500,000 RUB PENALTY
For details, see the General Terms of Holding Events at Crocus Expo, clause 8.9.
How to do it right and avoid the penalty
Engaging third party companies to provide catering services and/or food sales is allowed only with approval of Crocus Expo. This approval can be obtained only through EXPOCENTRE. If you are planning catering at your stand, please inform us in advance by e-mail at Expo-food@expocentr.ru.
The following information should be provided for approval: stand number; name of the participating company; name of the company providing catering services; brief description of the catering (e.g. tea, coffee, croissants).

IT IS PROHIBITED to engage third-party companies and to clean stands independently using technical means (vacuum cleaners, etc.).

What are the consequences for violating
500,000 RUB PENALTY
For details, see the General Terms of Holding Events at Crocus Expo, clause 5.1.
How to do it right and avoid the penalty

Authorise in your **personal account** and place an order for dry or wet cleaning at the stand. For removal of bulky waste place an order for an 8 or 27 cubic metre container. Access to the exhibitor's **personal account** shall be granted by the exhibition manager only after the contract has been signed.

IT IS PROHIBITED to leave the stand lights on after 19:45 during the exhibition period.

What are the consequences for violating

BuildExpo, the general builder at Crocus Expo, reserves the right to **DISCONNECT THE GENERAL POWER SUPPLY** to the stand from the exhibition grid if the lighting has not been switched off by the exhibitor. The exhibitor shall bear responsibility for **damage to the connected electrical appliances** and consequences of such disconnection at the stand.

How to do it right

The stand should be equipped with a master light switch on the outside wall on the aisle side. When leaving the pavilion at the end of the working day, the exhibitor or contractor should make sure that the lighting at the stand is switched off. If necessary (refrigerated display cases, IT equipment, etc.), a 24-hour electrical socket should be included in the stand equipment.

IT IS PROHIBITED to install exhibition equipment, prefabricated structures, mobile stands and showcases with electric lighting equipment.

What are the consequences for violating

This design of a standard or superior stand is considered to be an independent construction and **IS SUBJECT TO PAYABLE ACCREDITATION** by BuildExpo, the general builder at Crocus Expo. Approval of joker structures (up to 3 square metres) is 4,400 RUB per one unit. Approval of mobile stands and showcases is 4,400 RUB per 1 sq. m.

How to do it right

Coordinate in advance with the technical manager of the exhibition the inclusion of required additional equipment (mobile stands, joker structures, showcases, lamps, furniture, etc.) in the stand set-up. If any violations of stand design are detected during the exhibition set-up, it is necessary to pay for accreditation services in the Technical Documentation Control Department of BuildExpo (Pavilion 1, Service Entrance, Room No. 119).

IT IS OBLIGATORY TO GET APPROVAL of BuildExpo for using audio, video, sound, projection and presentation equipment at the stand.

What are the consequences for violating

20,000 RUB PENALTY

There is a penalty of 20,000 RUB per one set of LCD and plasma panels with a diagonal of 28 inches or more, projection equipment, and sound amplification kits. There is a fine of RUB 20,000 per 1 square metre for plasma panels, Orion video walls, and LED screens.

How to do it right and avoid the penalty

It is required to obtain paid approval from BuildExpo to bring LCD and plasma panels, LED screens, projection systems, sound, lighting and concert equipment to the exhibition. If the above equipment is the property of your company and you send a unified consignment note TORG-12 or OS-6 statement to the e-mail of BuildExpo, the delivery of the equipment will be approved free of charge. The deadline for submission of documents is 3 working days before the start of the exhibition. If these

deadlines are not met, approval is possible only for a fee. The cost of approval for projection equipment and sound amplification sets is 4,400 RUB per one piece of equipment. For Orion video walls and LED screens, it is 4,400 RUB per 1 square metre.

IT IS PROHIBITED to carry exhibition equipment, mobile stands, boxes, crates, exhibits and other non-personal hand luggage through the main entrance of the pavilion.

What are the consequences for violating
LOSS OF TIME OR EHIBITS CANNOT BE DELIVERED
How to do it right
When entering the exhibition halls through the central entrances and metal detectors, it is allowed to carry hand luggage in bags, plastic bags or suitcases weighing not more than 20 kg, measuring not more than 60 x 60 x 60 cm or the sum of measurements not more than 180 cm, provided that it can be inspected by security personnel.
Hand luggage includes handbags, shopping bags, suitcases, backpacks, file folders, coats and trench coats, umbrellas and walking sticks, prams, and wheelchairs for the disabled.
Hand luggage does not include equipment of any kind and purpose, items and parts of furniture, boxes and crates, packing materials, items and materials for decoration (banners, posters, balloons, plants, etc.).
Items that do not belong to hand luggage shall be brought only by car through the cargo handling area and delivered to the stand through the assembly gates. Entry to the cargo handling area is carried out with a paid pass purchased at the Service Centre in accordance with the approved letter for delivery/removal of equipment and exhibits.
For delivery of large exhibits to the stand, it is required to order loading and unloading services and handling of local cargoes (i.e. cargoes that have the status of goods of the Customs Union) from the Transport and Logistics Department of Crocus Expo.
For customs clearance, handling and delivery of international cargoes (i.e. cargoes that do not have the status of goods of the Customs Union) to the stand, it is required to use the services of official customs forwarders of Crocus Expo.

THE TIME IN THE CARGO HANDLING AREA IS LIMITED.

What are the consequences for violating
ADDITIONAL EXPENSES
Exceeding the unloading time in the cargo handling area is paid additionally in the Service Centre. The cost of an additional period of stay exceeding the standard period is 1,000 RUB per 30 minutes.
How to do it right
Think through your exhibition logistics and the required number of passes for each day of the exhibition. Agree in advance by email the letter for delivery/removal of equipment and exhibits. Pay the invoice for car passes, and save them on your smartphone or give them to the drivers.
Parking time in the cargo handling area:

- a truck – 2 hours,
- a passenger car – 1 hour,
- a passenger car with a trailer – 2 hours.

For vehicles loading (unloading) in the premises of the second exhibition level, the standard period of time in the cargo handling area shall be increased by 1 hour.

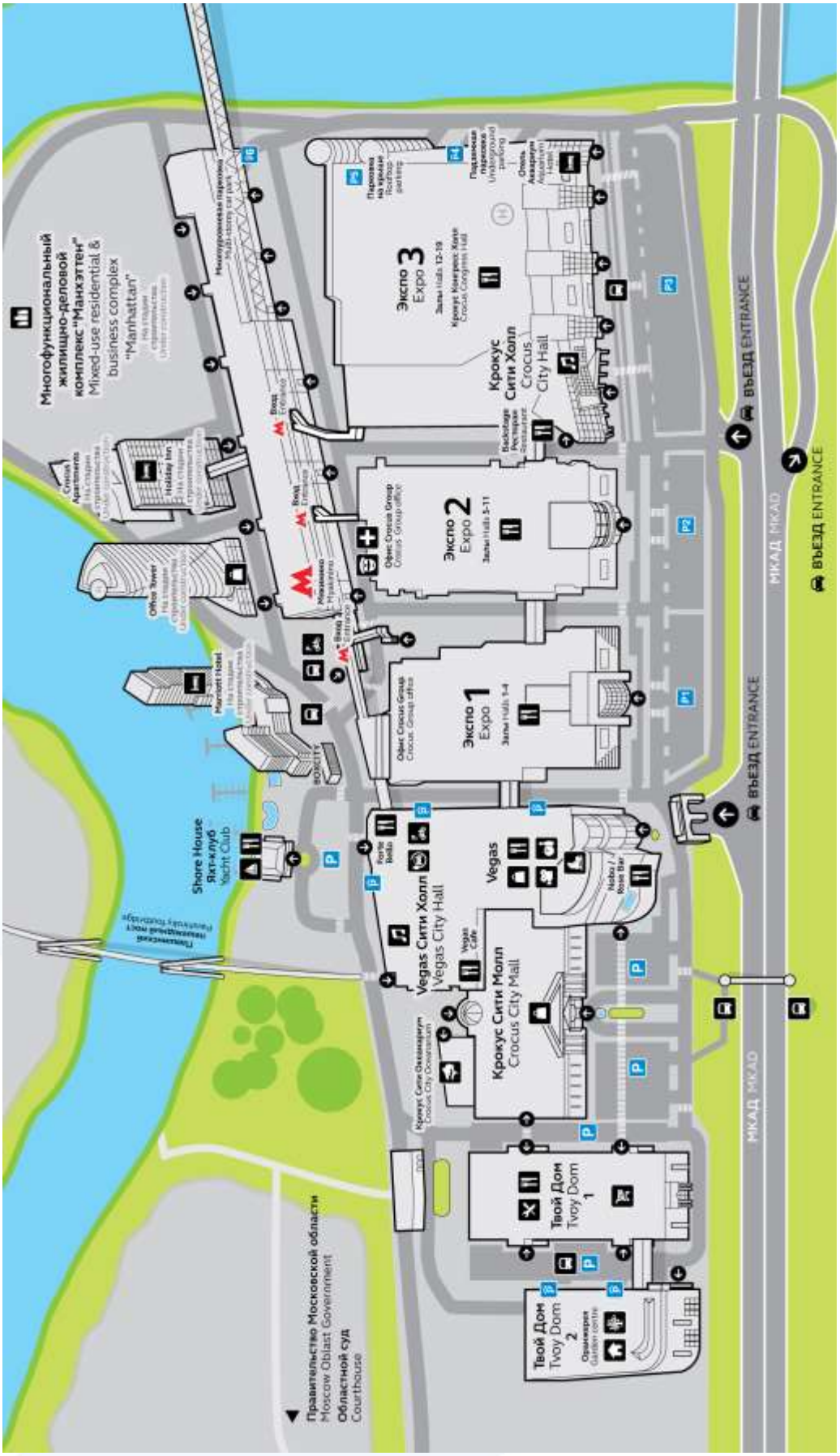
Pavilion specifications at Crocus Expo

You can find the configuration, dimensions and available building restrictions, the height under balconies and walkways, the location and dimensions of assembly gates and inter-room doors, the dimensions of freight lifts, as well as the location of hatches, on the technical drawings of exhibition halls and other documentation obtained from the General Builder.

PAVILION 2

	Level 1 (Floor 1)				Level 2 (Floor 3)		
	Hall 5	Hall 6	Hall 7	Hall 8	Hall 9	Hall 10	Hall 11
Square	4,425 sq. m	4,414 sq. m	8,525 sq. m	12,784 sq. m	9,742 sq. m	8,468 sq. m	12,664 sq. m
Maximum allowable floor load [1]	20 tonnes/1 sq. m	20 tonnes/1 sq. m	20 tonnes/1 sq. m	20 tonnes/1 sq. m	0.75 tonnes/1 sq. m	0.75 tonnes/ sq. m	0.75 tonnes/1 sq. m
Height to ceiling girders	7.95 m	7.95 m	7.95 m	7.95 m	7.85 m	7.85 m	7.85 m
Maximum allowable building height	6.95 m	6.95 m	6.95 m	6.95 m	6.85 m	6.85 m	6.85 m
Number of freight lifts	no	no	no	no	4	5	4
Numbers of freight lifts	–	–	–	–	9, 10, 11, 12	6, 7, 8, 9, 10	1, 2, 3, 4
Maximum allowable dimensions of cargoes in freight lifts							
Height	–	–	–	–	2.1 m	2.1 m	2.1 m
Width	–	–	–	–	2.35 m	2.35 m	2.35 m
Length	–	–	–	–	5.65 m	5.65 m	5.65 m
Maximum allowable weight of cargoes in freight lifts	–	–	–	–	3,200 kg	3,200 kg	3,200 kg
Number of assembly gates	3	3	5	5	4	5	4
Numbers of assembly gates	16, 17, 18	44, 45, 46	37, 38, 39, 40, 41	21, 22, 23, 24, 25	19, 20, 42, 43	34, 35, 36, 42, 43	26, 27, 28, 29
Maximum allowable dimensions of cargoes transported through assembly gates							
Height	4.3 (7.5) m	4.3 (7.5) m	4.3 (7.5) m	4.3 (7.5) m	–	–	–
Width	4.0 (6.8) m	4.0 (6.8) m	4.0 (6.8) m	4.0 (6.8) m	–	–	–
Maximum allowable dimensions of cargoes transported through inter-room doors							
Height	4.3 m	4.3 m	4.3 m	4.3 m	5.8 m	5.8 m	5.8 m
Width	5.3 m	5.3 m	5.3 m	5.3 m	5.3 m	5.3 m	5.3 m

	Level 1 (Floor 1)				Level 2 (Floor 3)		
	Hall 5	Hall 6	Hall 7	Hall 8	Hall 9	Hall 10	Hall 11
Maximum allowable load on floor joists for suspensions							
Per one point	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg
Per one joist (girder)	1,600 kg	1,600 kg	1,600 kg	1,600 kg	1,600 kg	1,600 kg	1,600 kg
Options to connect via hatches							
power supply of 220/380 V [2]	yes	yes	yes	yes	yes	yes	yes
water suppy	yes	yes	yes	yes	yes	yes	yes
compressed air	yes	yes	yes	yes	no	no	no
Number of conference halls/meeting rooms	7/5				2/0		

1) For distributed load. The allowable point load is determined based on the number and size of supports, as well as the total weight of the exhibit (stand).
2) Electrical connections can also be made from power boards located on the columns and walls of the halls.

Layout of Crocus Expo