



EXHIBITOR MANUAL

2025



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Dear exhibitors,

Welcome to Mebel 2025!

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 the 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.

You can see samples of standard shell-scheme stands on page 31. You can request sketches and configurations of superior stands from the technical manager of the exhibition.

If you book raw space, you have also order the service of connection to power supply. For more details see Power Supply on page 26.

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. Access to your Personal Account is provided by your exhibition manager. Telephone numbers and e-mail addresses can be found in the Contacts section of the exhibition website.

Personal accounts are available on <https://lk.expocentr.ru>
You can find a guide on how to use the service on
https://lk.expocentr.ru/static/docs/account_instruction_en.pdf
Contact support at suplk@expocentr.ru

If you would like to cancel your orders, you should send an official stamped letter signed by the CEO of your company to EXPOCENTRE not later than 40 working days before the start of the exhibition set-up). Otherwise, the order shall be considered accepted for execution, and the invoices issued to you shall be subject to payment.

You should pay special attention to the Fire Safety Regulations on page 11. 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

Exhibition timetable

SET-UP		
WEDNESDAY 19 November	12:00–19:45	Stand set-up (raw space) 1, 2, 3
THURSDAY-SATURDAY 20-22 November	8:00–19:45	Stand set-up (raw space) 1, 2, 3
SUNDAY 23 November	8:00–19:45	Stand set-up and decoration (including shell-scheme stands)
	15:30	All construction equipment, stepladders and other construction tools must be taken to the assembly gate or stowed in the stand. Rubbish must be disposed of.
	16:00	The latest time for the exhibitor to arrive at their stand. All equipment and exhibits must be unpacked and packaging materials removed.
	16:00–19:45	Finishing cleaning of aisles All stands (including shell-scheme stands) must be ready and cleaned, aisles cleared.
RUNNING		
MONDAY-WEDNESDAY 24-26 November	8:00–19:00	Working hours of pavilions 4
	10:00–18:00	The exhibition is open for visitors
THURSDAY 27 November	10:00–16:00	The exhibition is open for visitors
	16:00–19:30	Vehicles of exhibitors enter to remove exhibits 3
	18:00–19:30	Vehicles of contractors enter to remove exhibits and equipment 3
	19:45	Shell-scheme stands shall be cleared 3, 5
DISMANTLING		
FRIDAY 28 November	8:00–19:45	Dismantling. Working hours of pavilions 3
SATURDAY 29 November	8:00–16:00	Dismantling. Working hours of pavilions 3
	16:00–19:45	Final cleanup. The pavilion must be cleared, equipment and stand structures dismantled and removed 6

1 Please contact EXPOCENTRE to learn about the possibility and cost of extending set-up/dismantling hours. Extension of set-up shall be arranged at the Service Centre of your pavilion until 18:00. 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 EXPOCENTRE 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 arrival 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 19:45. 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. 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 according to the departure 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 must order rubbish disposal services in advance. In case of violation of this rule, fines are imposed on the exhibitor or its contractor. See the General Terms of Participating in Exhibitions at IEC Crocus Expo.

Website: <https://eng.crocus-expo.ru/docs/>

VENUE

Address

Crocus Expo International Exhibition Centre

66–65 km MKAD, 16, 18, 20, ul. Mezhdunarodnaya, Krasnogorsk, Moscow oblast, Russia, 143402

See the venue layout on page 38.

There is a thoroughfare from Myakinino metro station to Crocus Expo.

Please note that parking at the venue is free of charge, but there is a limit on the number of parking spaces. Parking in the immediate vicinity of the entrances to the exhibition halls is subject to paid passes purchased in advance. For more information, see Passes on page 28. When planning a route for travelling by car, please refer to the map on the Crocus Expo website.

Website: <https://eng.crocus-expo.ru>

Pavilions specifications

If you would like to clarify the specifications of the exhibition halls, ceiling height at your stand location, current building restrictions, location and size of assembly gates and inter-hall doors, size of cargo lifts, location of hatches, please contact the exhibition engineer.

Alexey Burtsev

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Ceiling height in pavilions

The height of your stand must not exceed the permitted height. For more details see Requirements for stand design and decoration on page 8.

Floor loading

The floors of exhibition halls may be slightly sloping or uneven in some places. It is important to distribute the load evenly and avoid point accumulation of heavy exhibits.

Columns, pillars, hatches, and utility connection points

Columns, pillars, hatches, electrical cabinets and/or utility connection points for your or neighbouring stands may be located within your exhibition area.

In this case, electrical cables, plumbing pipes, electrical cabinets and switchboards may be located in the aisles or within your stand **without further approval**.

Please pay attention to this, including when planning the flooring and/or podiums on your stand.

General terms of participation in exhibitions

EXPOCENTRE, exhibitors, developers, contractors, visitors and third parties carrying out their activities on the territory of Crocus Expo shall comply with the rules in force at the exhibition centre: the General Terms of Holding Events, and the Rules of Access and Conduct on the Crocus Expo International Exhibition Centre (Crocus Expo) Territory and Visiting Events Held There. Please make your staff and contractors familiar with the rules.

Web-site: eng.crocus-expo.ru

<http://eng.crocus-expo.ru/services/>

<https://eng.crocus-expo.ru/docs/>

Opening hours and access to the venue

Entrances to the exhibition halls of Crocus Expo are open daily from 08:00 to 19:45 during the set-up/dismantling periods and from 8:00 to 19:00 during the exhibition running. For more details, see the exhibition timetable on page 5.

Exhibitors

Exhibitor IDs give the personnel of the exhibiting companies the right to enter the exhibition halls during the set-up/dismantling and running of the exhibition. Exhibitor IDs can be issued in the Exhibitor's Personal Account or received in the lobby of the exhibition pavilion on the final day of set-up.

Contractors

Passes for technical personnel involved in the set-up and dismantling of your stand will be issued at the Service Centre of your pavilion. These passes are not valid during the exhibition. For more details, please see the exhibition timetable on page 5 and the authorization of access to the territory on page 23.

Delivery/removal of goods

A system of entry and exit passes is used for the delivery and removal of goods to and from the venue.



It shall be forbidden for exhibitors to bring and use their own cranes and/or forklifts on the venue's territory.

For more details, please see the exhibition timetable of page 5, the clearance of delivery and removal of exhibits on page 23, and the cargo handling, delivery customs on page 22.

Services for exhibitors

Business trip certificates

You can stamp your business trip certificates at the Service Centre of your pavilion or at the office of EXPOCENTRE at the exhibition.

First aid

In case of minor injuries, headaches, etc., you can visit the first aid post in Hall 8, Pavilion 2. For more details, see the venue layout on page 38.

Phone: +7 (916) 816-67-67

Call **112** in case of medical emergency.

Service Centre

It provides paid services for computer use, printing of documents, copying services, etc.

Wi-Fi

Free Wi-Fi access is available in the lobby and food courts of the exhibition centre.

ATMs and money exchange

ATMs are located in the lobby 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 38.

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.

GENERAL REQUIREMENTS FOR STAND DESIGN AND PARTICIPATION IN THE EXHIBITION
Requirements of EXPOCENTRE for stand design and decoration

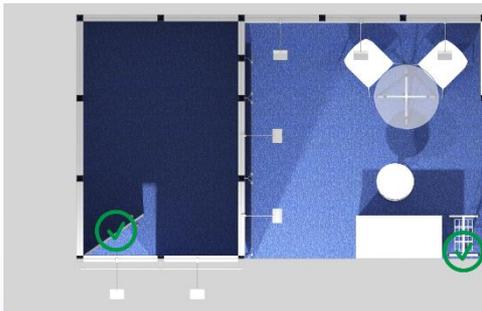
1. The stand must have mandatory rear and side walls with a height of at least 2.5 m along the entire length of the border of the leased area and floor covering (carpet, laminate, etc.).
2. The maximum height of the stand is 5 metres, provided there are no height restrictions in a particular location 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 metre from the floor.**



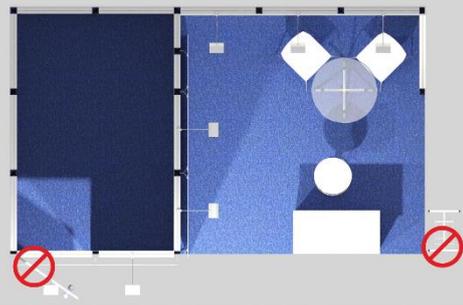
✓ - Allowed



✗ - Not Allowed



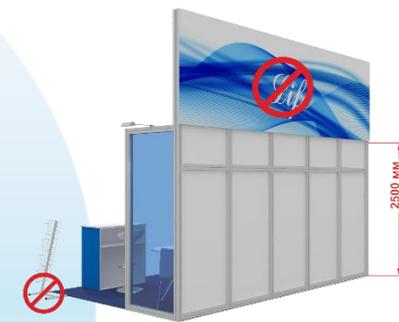
✓ - Allowed



✗ - 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.

CONTINUED ON NEXT PAGE

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 metal racks, purlins, wall panels using adhesive tape and other adhesive-based materials, to use adhesive tape and other gluing materials when decorating wall panels with information and advertising products; to use staplers for fastening (fixing) 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 of EXPOCENTRE 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/m². 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/m².

The floor slab of the second storey must withstand a load of at least 400 kg/m².

2. Stand barriers

Open spans and/or walls with display glazing on the second storey must be equipped with barriers.

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/m².

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.



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/m². The staircase structure must be able to withstand a load of at least 500 kg/m².

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 11.

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

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.

Website: <https://eng.crocus-expo.ru/docs/>

These instructions 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 AO.

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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 page 6.

The dates of set-up and dismantling of bulky and heavy equipment and exhibits must be **coordinated in advance**.



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.

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Requirements of EXPOCENTRE for installation and presentation of exhibits



⊘ - Not Allowed



✔ - Allowed

1. All parts of the equipment, including those that retract when displayed, must be 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, presence of animals at the exhibition

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



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.

The use of flying machines (quadcopters, etc.), as well as movement in the exhibition area using gyroscooters, scooters, monocycles, sigveys and other means of transport is prohibited.

When using a holographic fan (3d fan) on the stand, it is strictly forbidden to touch and insert foreign objects into the blades of the device while the fan is running. Holographic fans must be installed at a minimum distance of 1.5 m or at a height of 2.5 m from visitors and at a minimum distance of 0.2 m from any objects (If a protective acrylic box is used, then the minimum distance is not taken into account).

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.

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.

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-agent@expocentr.ru

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.

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.

Deadlines at the exhibition

All stands must be ready for inspection within the deadlines set by EXPOCENTRE on the last day of set-up. Therefore, you are required 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 have your stand equipped and decorated in 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, packaging and shipping of exhibits are allowed only after the exhibition is closed.

Shell-scheme stands must be vacated by 19:45 (except for goods, removal of which is stipulated by the delivery/removal schedule on another day). Dismantling of stands 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. For more details, see the exhibition timetable on page 5.

EQUIPPED SPACE. TYPES OF SHELL-SCHEME STANDS

The construction of the equipped area is provided by EXPOCENTRE.

Please pay attention to the type of stand you have chosen according to the [contract for participation in the exhibition](#), and what equipment is included in its cost. If you do not use any elements, the cost of their rental will not be refunded to you.

You can learn the exact dimensions and material of your stand components from your technical manager.

Oleg Krivenko

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

To stabilise the structure and power supply of the stand, additional fasteners, electrical panels and equipment may be used at the stand, the images of which are not included in your stand layout. If you require them to be temporarily removed (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 connected to sockets must be certified. The unauthorised connection of electrical appliances to the power grids is considered as an independent construction and is subject to the approval of BuildExpo, the general builder at Crocus Expo. For more details, see the raw space on page 16.

It is not allowed to attach your own equipment to the stand structures, pasting metal beam, panels independently, apply logos, drill holes, attach advertising and other materials with pins, buttons, hard-to-remove adhesive tapes, etc.

The wall panels and other additional elements of the stand structures shall remain undamaged after the exhibition, without holes, chips, scratches, as well as without the remains of tape or other adhesive-based materials.

In case of damage, the cost of the damaged property will be charged to the exhibitor.

When decorating walls with fabrics, banners, etc., all used materials must have fire safety certificates. For more details, see the fire safety on page 11.

If you have ordered a utility room or office with a lockable door, as well as archive cabinets and display cases, the keys and locks to them can be obtained against a refundable deposit at the office of BuildExpo, the general builder at Crocus Expo.

Standard stands

Lightweight aluminium structures and plastic panels of the Octanorm system are used for the construction of the stand. Each wall panel measures 250 cm high and 100 cm wide (including top and bottom slats) and has a front dimension of approximately 235 x 95 cm.

The height of a standard stand is 2.5 metres. Typically the 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 the metreage ordered. For more details, see the Standard 1 stand on page 31.

You can design the layout of your stand yourself, placing the walls and furniture as you see fit, 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

Aluminium structures of the Maxima and Octanorm systems are used for the construction of superior stands. The height of the structures is from 3 to 5 metres, wall height from 2.5 to 3.5 metres, depending on the stand you choose. You can request sketches and complete sets of superior stands from the technical manager of the exhibition.

For examples of furniture and equipment for standard and superior stands, see page 33.

Individual construction of stands

If you want your stand to differ from others by its originality and interesting design solutions, 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 Group of Construction and Design of Exclusive Stands at Expoconsta AO.

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RAW SPACE

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

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 8), as well as requirements for the design and decoration of two-storey exhibition stands (see page 10), and compliance with all regulations applicable to Crocus Expo. <https://www.buildexpo.ru/bexpo/exhibitors/>
<https://www.buildexpo.ru/>

If the stand is built according to an individual project, the builder of this stand must be accredited by BuildExpo, the general builder at Crocus Expo.

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 IEC, 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 builder must remove wooden boxes, crates, pallets and residues of construction and assembly materials from the exhibition centre while packaging film, cardboard, small waste of construction materials and rubbish must be placed in containers 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, is **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 builder 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.

Accreditation of individual construction



Companies that have concluded an agreement with BuildExpo, the general builder at Xrocus Expo are allowed to carry out set-up works. 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 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, the general builder at Crocus Expo.

Room 119, Service Entrance, Pavilion 1, Crocus Expo

Phone: +7 (495) 727-26-71

E-mail: ingener@buildexpo.ru

Website: www.buildexpo.ru

GENERAL AND ADDITIONAL SERVICES

All services specified in this Exhibitor Manual are provided only during the official exhibition dates. 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. For more details, see pages 25 and 30. The procedure and terms of payment for services are specified in the respective invoices for services.

Personal account of the exhibitor

EXPOCENTRE has developed a personal account for exhibitors. Here you can order all the services you need in the familiar online shop format. Access to your Personal Account is provided by your exhibition manager. The exhibitor's personal account is available at <https://lk.expoctr.ru>

Temporary personnel

You can order the services of an interpreter, a stand attendant and a security guard for your stand in your personal account. Please don't forget to provide additional personnel with exhibitor IDs.

EXPOCENTRE does not provide the services of cargo handlers. For detail see, the cargo handling, delivery, customs on page 22.

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.

Any cleaning work will be carried out exclusively by Crocus Expo, except for wiping and polishing of exhibits. You can order dry or wet cleaning of the stand in your personal account.



Involvement of third-party companies and independent cleaning of stands using technical means (vacuum cleaners, brooms, brushes, etc.) is prohibited.

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. For more details, see the exhibition timetable on page 5 and the set-up regulations on page 17.

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. For more details, see the set-up regulations on page 17.

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.

EXPOCENTRE and the administration of the exhibition centre shall not be liable for any loss at the exhibitors' stands that occurs during the period from the opening of the exhibition halls until they are closed by 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.

To ensure the safety of exhibits and personal belongings it is recommended to ensure the presence of your company's employee at the stand during the exhibition from the moment of opening until the halls are completely vacated and closed by the security guards. For opening hours of the exhibition halls, please refer to the exhibition timetable on page 5.

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 can be obtained at the office of EXPOCENTRE at the exhibition from the first day of set-up. The pass must contain the license plate number of your car. The passes cannot be exchanged or returned.

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 23.

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 through the exhibitor's personal account. Make sure that you order the power supply you need. For more information, see the power supply on page 26.

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 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 more details, see the page about connection to the mains for organisers and exhibitors at <https://eng.buildexpo.ru/bexpo/>).

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 additional 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, the general builder at Crocus Expo (for more details, go to the construction approval page at <https://eng.buildexpo.ru/bexpo/>).

Water and drainage

For all types of stands, water supply connection and one-time water filling can be ordered via the exhibitor's personal account. 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.



EXPOCENTRE provides plumbing connections only for standard equipment ordered through this Manual. 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 need to connect water earlier for setting up your equipment, please coordinate this with EXPOCENTRE five working days prior to the start of the exhibition set-up.

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 need to connect compressed air at an earlier date for setting up the equipment, please coordinate this with EXPOCENTRE five working days prior to the start of the exhibition set-up.

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

Internet. Audio, video equipment

Flexline-N is the official communications operator of Crocus Expo and provides Internet services on the territory of Crocus Expo. For up-to-date information on telecommunication services and the Internet connection of your stand, please contact Flexline-N directly:



<https://flexline.ru>

Phone: +7 (495) 727-24-00, +7 (495) 727-24-77

Mob. phone: +7 (926) 775-96-50

E-mail: expo@flexline.ru

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 TOPF-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 (3) 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, the general builder at Crocus Expo.

Phone: +7 (495) 727-26-71

E-mail: ingener@buildexpo.ru

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

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 BuildExpo, the general builder at Crocus Expo. 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 BuildExpo, the general builder at Crocus Expo no later than **1 month before the exhibition set-up**.



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). The prices for additional services are specified in the documents of BuildExpo, the general builder at Crocus Expo.

Fire safety certificates must be provided for banners. For more details, see the fire safety regulations on page 11.

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://eng.buildexpo.ru/bexpo/>).

CARGO HANDLING. DELIVERY. CUSTOMS

Local cargo

Loading and unloading operations shall be carried out in accordance with the exhibition schedule only in the loading and unloading areas. Opening of the assembly gates during the hours when the exhibition is open to visitors is not allowed.

Entry of vehicles into the loading and unloading area shall be carried out by paid passes. Delivery and removal of exhibits and equipment shall be carried out according to the procedure set out on page 23 about the entry documents to the exhibition.

You can use the services of DMV EXPO, which is the officially recommended freight forwarder, to deliver local goods to the exhibition.

Yuri Kharchenko

Mob. phone: +7 (977) 260-93-51, **E-mail:** yuri.kharchenko@dmw-expo.ru



The Transport and Logistics Department of Crocus Expo has the exclusive right to provide loading, unloading and handling of local cargoes (i.e. cargoes having the status of goods of the Customs Union) on the territory of the exhibition centre.

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**. The administration of the exhibition centre will charge a fine 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. You can get the form for loading and unloading services, as well as information about the cost of these services from the managers of the Transport and Logistics Department of Crocus Expo (<https://eng.crocus-expo.ru/services/> - see the section on loading and unloading works).

Phone: +7 (495) 727-25-87, **E-mail:** Trans@Crocus-Expo.ru

Storage of packaging materials on the stand **is not allowed** according to fire safety regulations.



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.

Cargo subject to customs clearance

You can use the services of DMV EXPO, which is the officially recommended freight forwarder, to deliver international goods to the exhibition.

Marina Filippova

Mob. phone: +7 (915) 224-47-27, **E-mail:** marina.filippova@dmw-expo.ru

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

ENTRY DOCUMENTS TO THE EXHIBITION

Authorization of access to the territory

Exhibitor IDs are a pass to the territory of the exhibition centre and are valid during the period of set-up, running and dismantling of the exhibition.



Exhibitor IDs (exhibitor passes) can be obtained via the Exhibitor's personal account or in the lobby of the exhibition pavilion on the final day of set-up upon presentation of a power of attorney (you will find the sample of the power of attorney on page 37).



Exhibitor IDs are provided according to the calculation:

- when renting an area up to 90 sq m inclusive: 1 pass per every 3 sq m;
- when renting an area over 90 sq m: 30 passes plus 1 pass per every 6 sq m of the area exceeding 90 sq m.

You can also order additional exhibitor IDs via your personal exhibitor account for charge.

Work passes for employees of contractors are obtained from BuildExpo, the general builder at Crocus Expo, during the technical expertise.

In order to obtain **work passes for employees of the exhibitor**, you have to prepare 2 copies of a **letter for work passes** on your company's letterhead (see the template on page 36), indicating the name of the exhibition, the place of work (pavilion, hall, stand) and the list of employees, and submit it to the Service Centre Department of your pavilion not earlier than 2 weeks before the start of the exhibition set-up.

In order to obtain work passes, you have to submit the approved letter for the delivery and removal of equipment and exhibits together with the letter for work passes. If nothing is delivered, then a confirmation of EXPOCENTRE (confirming the approval) on the letter for work passes is required.



Please note that the letter for delivery and removal of equipment and exhibits can be approved by e-mail in advance:

- first with EXPOCENTRE (td@expoctr.ru);
- then with the Service Centre Department (service@crocus-expo.ru).

The passes are valid for entry during set-up and dismantling on presentation of an identity document. The staff must keep these passes with them at all times. Security guards are strictly instructed not to allow persons without passes to enter the pavilions of the exhibition centre.



Only hand luggage in purses, bags or suitcases weighing no more than 20 kg and measuring no more than 60x60x60 cm or the sum of measurements no more than 180 cm may be carried through the entrance groups.

It is not allowed to carry boxes, crates, exhibition equipment and materials through the main entrance. Items that do not belong to hand luggage may only be brought in by car through the loading and unloading area.

Clearance of delivery and removal of exhibits

Approval procedure for letters for delivery/removal and rules of entry

In order to deliver local (not subject to customs clearance) exhibits and equipment to the territory of the exhibition centre, you have to prepare 3 copies of a **letter for delivery and removal of equipment and exhibits** (see the template on page 35) on your company's letterhead with a seal and signature of your head manager. These letters have to be approved in the office of EXPOCENTRE at the exhibition and in the Service Centre Department of your pavilion.



Please note that the letter for delivery and removal of equipment and exhibits can be approved by e-mail in advance:

- first with EXPOCENTRE (td@expoctr.ru);
- then with the Service Centre Department (service@crocus-expo.ru).

Entry to the loading and unloading area is carried out on the basis of a paid pass purchased from the Service Centre Department on the basis of an approved letter for the delivery and removal of equipment and exhibits.

Access to the assembly gates in the loading and unloading area is carried out on the basis of a signed letter for the delivery and removal of equipment and exhibits.



- The 1st copy of the letter is to be handed over to the Service Centre Department of your pavilion.
- The 2nd copy of the letter is handed over to the security officer at the assembly gate when entering the hall.
- The 3rd copy of the letter remains with you to arrange removal after the end of the exhibition.

Please note that a pass to the loading and unloading area is issued for one vehicle and grants the right to load or unload from/to a certain type of vehicle once a day during the set-up and dismantling of the exhibition.

Parking time in the loading and unloading 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 loading and unloading area shall be increased by 1 hour.

Exceeding the unloading time in the loading and unloading area is paid additionally in the Service Centre Department of your pavilion.



Additional delivery of exhibits and/or promotional materials during the exhibition running period can be carried out according to the above procedure from 8:00 to 10:00 or from 18:00 to 19:00.

Immediately after unloading the exhibits and equipment, the transport must be taken outside Crocus Expo. 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.

To remove exhibits and equipment, you have to present a paid pass and a signed copy of the letter for the delivery/removal of equipment and exhibits to the security guards in the loading and unloading area.



On the last day of the exhibition the entry of contractors' vehicles into the loading and unloading area is prohibited until 18:00.

To clarify the permitted time and conditions of arrival and departure, please carefully read the exhibition timetable on page 5.

For contractors and exhibitors who have ordered loading and unloading services from the Transport and Logistics Department of Crocus Expo, a pass to the loading and unloading area will be issued by a representative of the Transport and Logistics Department of Crocus Expo free of charge.

If you bring movable 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 loading and unloading areas and current conditions, please contact the managers of the Service Centre Department.

Website: <https://www.crocus-expo.ru/services/vv.php>

SERVICE SECTION

Service Manager

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How to place service orders

Authorise in your [personal account](#) for exhibitors and place an order for services you require.

Access to the personal account of the exhibitor 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

Payment for services by bank transfer shall be made before the start of the exhibition set-up period.

Payment by credit card via a payment terminal shall be available in the office of the exhibition management during the exhibition set-up and running period.

The services shall be provided only after receipt of payment on the settlement account or in the cash office of EXPOCENTRE.

The listed prices are valid for the exhibitions organised by EXPOCENTRE and are subject to change without prior notice.

Surcharge for a late order

– 50% for all orders submitted less than 15 working days before the start of the exhibition set-up period.

– 100% for all orders submitted less than 10 working days before the start of the exhibition set-up period.

Service orders shall not be accepted less than 5 working days 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 an order

If you would like to cancel your orders, you should send an official stamped letter signed by your company's CEO to EXPOCENTRE no later than 40 working 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.
All prices include VAT.

GO TO THE EXHIBITOR'S [PERSONAL ACCOUNT](#)



1. POWER SUPPLY

Place your order in your [personal account](#)

<i>Service</i>	<i>Price, USD (VAT included)</i>
1.1. Connection to a power source with capacity up to 5 kW, per connection	666
1.2. Connection to a power source with capacity up to 10 kW, per connection	799,20
1.3. Connection to a power source with capacity up to 20 kW, per connection	1 290
1.4. Connection to a power source with capacity up to 40 kW, per connection	1 956
1.5. Connection to a power source with capacity up to 60 kW, per connection	2 220

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.

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. You can see samples of standard shell-scheme stands on page 31.

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

Note!

If power consumers with a capacity of **more than 10 kW** are connected to a shell-scheme stand (standard or upgraded) 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 on mobile stands and in display cases, you have to contact the technical department of BuildExpo, the general builder at Crocus Expo.

GO TO THE EXHIBITOR'S [PERSONAL ACCOUNT](#)


DEADLINE
29.10.2025

2. WATER SUPPLY

Place your order in your [personal account](#)

<i>Service</i>	<i>Price, USD (VAT included)</i>
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*	972
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*	756,60
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*	1 124,40
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*	822
2.5. Pouring/draining of water into a tank (pool, tub), per each 1 cub. m.	333,60

*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.

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 the 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 in your [personal account](#)

3.1. Connection to the air main with air consumption up to 30 cub. m per hour (air pressure 6–8 kg/sq. cm.)	873,60
3.2. Connection to the air main with air consumption over 30 cub. m per hour (air pressure 6–8 kg/sq. cm.)	1 938

In case of connection of more than one unit of technological equipment, each such connection shall be ordered separately.

Compressed air connection is not available on the second floor of Pavilion 2.
 Compressed air is supplied by ½" hoses (internal diameter 12.5 mm).

Note!

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).

GO TO THE EXHIBITOR'S [PERSONAL ACCOUNT](#)


DEADLINE
29.10.2025

4. PASSES

Place your order in your [personal account](#)

Service	Price, USD (VAT included)
4.1. Additional exhibitor pass, per one	37,80
4.2. Pass for a distributor of information and advertising products (promoter), per one*	422,40
4.3. Pass for a passenger car to a VIP parking for the whole exhibition period, per one**	492
4.4. Pass for a passenger car to a VIP parking for one day of the general period of the exhibition, per one**	200,40
4.5. Bus pass for one day of the general period of the exhibition, per one	134,40

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

**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. Overnight parking is prohibited. The licence plate number of the car must be entered in the pass.

Passes **shall not be exchanged** when replacing a vehicle.

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.

Note! 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 in your [personal account](#)

5.1. One-time vacuum cleaning of the stand floor covering, per 1 sq. m.	3,12
5.2. Daily vacuum cleaning of the stand floor covering, per 1 sq. m.	10,80
5.3. One-time wet cleaning of the stand floor covering, per 1 sq. m.	6
5.4. Daily wet cleaning of the stand floor covering, per 1 sq. m.	15,60
5.5. Container to remove bulky waste (8 cub. m.), per 1 container	462,22
5.6. Container to remove bulky waste (27 cub. m.), per 1 container	1 098

* Cleaning is ordered for the entire stand area.

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.

GO TO THE EXHIBITOR'S [PERSONAL ACCOUNT](#)


DEADLINE
29.10.2025

6. TEMPORARY PERSONNEL

Place your order in your [personal account](#)

<i>Service</i>	<i>Price, USD (VAT included)</i>
6.1. Interpreter, consecutive translation, major European languages, per hour (specify the language)*	213,60
6.2. Interpreter, consecutive translation, Oriental and rare languages, per hour (specify the language)*	267,60
6.3. Stand attendant with no knowledge of foreign languages, per day from 10:00 to 18:00	150
6.4. Stand attendant with basic foreign language knowledge, per day from 10:00 to 18:00	195
6.5. Assistant stand attendant with no knowledge of foreign languages, per day from 10:00 to 18:00**	150
6.6. Assistant stand attendant with basic foreign language knowledge, per day from 10:00 to 18:00**	195
6.7. Promoter, per day from 10:00 to 18:00***	150
6.8. Security guard at your stand in pavilion, per day from 8:00 to 20:00****	365,40
6.9. Security guard at your stand in pavilion, per day from 20:00 to 8:00	442,80
6.10. Security guard outdoors, per day from 8.00 to 20:00	442,80

*The minimum time for interpreter services is 4 hours. Part hours are charged as full.

** 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.

*** The work of the promoter does not involve the use of life-size cut-outs. 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.

**** 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.

GO TO THE EXHIBITOR'S [PERSONAL ACCOUNT](#)

TECHNICAL SECTION

Technical manger

Oleg Krivenko

E-mail: olego@expoconsta.ru

Phone: +7 (916) 623-82-29

Technical manger

Pavel Kudryavsev

E-mail: pavel@expoconsta.ru

Phone: +7 (916) 555-12-51

Technical manger

Roman Tarasov

E-mail: tarasov@expoconsta.ru

Phone: +7 (916) 555-12-57

Technical manger

Stanislav Kolpakov

E-mail: kolpakov@expoconsta.ru

Phone: +7 (916) 280-06-82

Approval of stand layout and construction

Before starting the process of approving the stand layout, you should 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.

You can develop the stand layout yourself, placing walls and furniture according to your preferences, as well as selecting text to be placed 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 required furniture and equipment. The technical manager will also calculate the cost of additional services and send the final stand layout for approval.

Unauthorised pasting of the stand elements with film is not allowed! It is also forbidden to damage exhibition equipment and stand elements (drilling, using adhesive tape, etc.).

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

Note!

In case the exhibitor fails to approve the layout, 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 standard. Company name on the fascia panel will appear as in the contract for participation in the exhibition.

Payment for services

Payment for services by bank transfer shall be made prior to the start of the exhibition set-up.

The prices are valid for exhibitions organised by EXPOCENTRE and are subject to change without prior notice.

Surcharge for late orders

– 100% for all orders placed less than 40 working days before the start of the exhibition set-up.

Orders for stand construction services will not be accepted less than 10 working days before the start of the exhibition set-up.

Orders placed after the start of the exhibition set-up will be fulfilled if technically feasible and 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 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.

Below you will find detailed information on options for building standard and improved (superior) stands, as well as furniture and equipment for stands.

All prices include VAT.

STANDARD STAND No. 1

Coordinate your stand construction with the technical manager of the exhibition



Oleg Krivenko



+7 (916) 623-82-29



olego@expoconsta.ru



Moscow, 1st Krasnogvardeisky pr-d, 1, str. 7



DEADLINE

23.09.2025

Stand name

STANDARD STAND No. 1



The sketch shows a variant of the corner stand with an area of 6 sq.m.

STANDARD Stand No. 1 package

- Walls and structures height is 2.5 m
- Carpeting (colour options: grey, blue, red, green), the default colour is grey
- Fascia panel H=30 cm with inscription no longer than 36 characters on the open sides of the stand (the colour of inscription is optional), the default colour is blue (ORACAL 049)
- Utility room 1x1 m with a folding door H=2 m (for stands over 12 sq. m)
- Lighting of the total stand area (one spot (510) 70 W per 3 sq. m of the stand area)

	sq. m	6-8	9-11	12-15	16-24	25-32	33-45
Information counter H=1.1 m (318)	pcs	1	1	1	1	1	1
Round table D 0.7 m, square table 0.8x0.8 m, rectangular table 1.2x0.8 m (select 310/314/315)	pcs	1	1	1	2	2	2
Conference chair (300/303)	pcs	3	3	4	6	6	8
Wall coat rack (331)	pcs	1	1	1	1	2	2
Plug socket 1 kW (505a)	pcs	1	1	1	1	2	2
Waste basket (377)	pcs	1	1	1	1	2	2

- Make sure that you have ordered the power supply of the required capacity. You can order additional power supply for the stand via your [exhibitor's personal account](#).
- Logo placement on the fascia panel and ORACAL vinyl for wall panels are not included in the stand price.
- You can order additional furniture and equipment for the stand from the technical manager of the exhibition. For more details, see Furniture and equipment for stands.
- You can request sketches and configurations of superior stands from the technical manager of the exhibition.

INDIVIDUAL STAND CONSTRUCTION

 Aleksey Netesov

 netesov@expoconsta.ru

 +7 (916) 100-64-36

 Moscow, 1st Krasnogvardeisky pr-d, 1, str. 7

Dear exhibitors,

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 the objectives of 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.

Forward this form to EXPOCONSTA

Exhibiting company:					
Contact person:					
Phone:					
E-mail:					
Exhibition:					
Stand configuration:					
Stand size:		m (along the front) x		m (depth) =	sq. m
Planned stand height:		m			
Planned number of floors:		Floor (s)			

FURNITURE AND EQUIPMENT FOR STANDS

Coordinate the construction of the stand with the technical manager of the exhibition

Oleg Krivenko
olego@expoconsta.ru

+7 (916) 623-82-29
 Moscow, 1st Krasnogvardeisky pr-d, 1, str. 7

DEADLINE
23.09.2025

300a Chair	300c White chair	303 Conference chair	306 Bar stool	314 Round table
310 Square table	315 Rectangular table	220 Wall panel	225 Economy panel	241 Swing door
240 Folding door	382 Podium	384 Podium	318 Bar counter	709 Round bar counter
320 Cupboard	321 Cupboard	394 Showcase	396 Showcase (medium)	398 Showcase (tall)
701 Shelf unit	380 Wall shelf	381 Slopping wall shelf	375 Wall grid	378a Hook for wall grid
324 Literature stand	510 Spotlight 75 W	516 Halogen light 150 W	Metal halogen light 70 W	514 Metal halogen light
505a Socket 220 W	350 Refrigerator	338 Water cooler + 1 water bottle	600 Sink, boiler	703 Clothes rail

COFFEE BREAKS, BUFFETS, LUNCHES

Dear exhibitors,

EXPOCENTRE, the exhibition organiser, offers you a special service for delivery of canapés, croissants and sandwiches to your stand. The service is provided by our own catering service provider, EXPOMEAL.

This offer includes a full range of additional services:

- preparing a menu taking into account the gastronomic preferences and dietary needs of your team,
- calculation of the optimal quantity of food and drinks,
- services of catering personnel, if required,
- control over the banquet services.

If you are interested in our offer, please fill out this form and send it to us by e-mail.



Forward this form to EXPOCENTRE



© Gennady Kostin
✉ expomeal@yandex.ru

+7 (903) 795-51-36
5, ul. Ermakova Roshcha, Moscow, 123290

Exhibiting company:	
Contact person:	
Phone:	
E-mail:	
Exhibition:	
Pavilion, Hall, Stand:	
Catering type:	
Catering date:	
Catering time:	
Number of persons (per day):	

Thank you for your enquiry!
We will get back to you promptly!

Best regards,
Gennady Kostin

LETTER FOR DELIVERY/REMOVAL OF EQUIPMENT AND EXHIBITS

The letter with detailed description of delivered equipment and materials shall be issued on your company's letterhead and be signed and sealed by your CEO/head.

Please note that only letters containing the full text of the template letter for deliver/removal of equipment and exhibits shall be accepted for approval!

If you have all required approvals (seals), you can send the letter to the Crocus Expo Service centre by e-mail in advance to obtain a delivery/removal permit and a pass to the loading and unloading area.

Crocus Expo Service:

service@crocus-expo.ru

LETTER FOR DELIVERY/REMOVAL OF EQUIPMENT AND EXHIBITS

Letter No. _____

To be completed by an employee
of the Crocus Expo Service

Customer	Company name (or full name of the individual contracting authority) under the Contract. The letter for delivery/removal of equipment and exhibits can be issued by companies having contractual relations with Crocus Expo, BuildExpo (the Crocus Expo General Builder), or the event organiser.		
Customer category	Specify the organiser, contractor, exhibitor		
Company that delivers/removes equipment and exhibits	Specify if other than customer		
Event			
Dates of event			
Location	Pavilion	Hall	Stand

LIST OF EQUIPMENT AND EXHIBITS

	Description of delivered equipment or exhibit. Specify serial numbers for technical devices	Quantity
1.		
2.		
3.		

We hereby confirm that

- all delivered equipment, exhibits and other material assets are agreed (in necessary) with BuildExpo, the General Builder of Crocus Expo, the Crocus Expo Technical Maintenance Service and the Crocus Expo Fire Safety Department, and do not include anything that is prohibited to be delivered to the territory of Crocus Expo according to the rules and requirements currently in force in the exhibition centre,
- company employees are responsible for the safety of delivered assets during the whole total period of the exhibition, transfer of passes for third parties to the loading/unloading area,
- involved company employees are made aware of the General Terms of Holding Events at Crocus Expo, the Basic Requirements of BuildExpo, the General Builder of the Exhibition Centre, for Works During Exhibition Events at Crocus Expo, the Fire Safety Regulations during Buildup (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor Areas of Crocus Expo, the Procedure of Delivery and Removal of Equipment and Exhibits to the Crocus Expo Territory, and the Rules of Access and Conduct on the Crocus Expo Territory and Visiting Events Held There.

Full name _____

Date _____

Job title _____

Signature _____

Seal

Contact details of a person responsible for works at the exhibition area:

Full name _____

Phone _____

LETTER FOR OBTAINING WORK PASSES

The letter shall be issued on your company's letterhead and be signed and sealed by your CEO/head.

Entry to the exhibition area of exhibitors' representatives during the total period of the exhibition shall be granted on the basis of the exhibitors' ID cards made by EXPOCENTRE AO.

Entry to the exhibition area of the representatives of contractors during the period of set-up and dismantling of the exhibition shall be granted on the basis of work passes issued by BuildExpo, the General Contractor of Crocus Expo, on the basis of submitted lists of the established template.

In order to obtain work passes, it is required to submit an approved letter for delivery and removal of equipment and exhibits together with the letter for work passes. If nothing is delivered, then a confirmation of EXPOCENTRE AO (confirming the approval) on the letter for work passes is required.

Passes are issued at the rate of 1 pass for every 5 square metres of stand area.

If you have all necessary approvals (stamps), you can send an e-mail to the Crocus Expo Service in advance to prepare the required number of passes.

Crocus Expo Service:

service@crocus-expo.ru

LETTER FOR OBTAINING WORK PASSES

Customer	Company name (or full name of the individual contracting authority) under the Contract			
Event				
Dates of event				
Location	Pavilion	Hall	Stand number	Stand sqm

LIST OF PERSONNEL

	Full name
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Full name _____

Date _____

Job title _____

Signature _____

Seal

Contact details of a person responsible for works at the exhibition area:

Full name _____

Phone _____

To be issued in 3 copies

POWER OF ATTORNEY No.Issue date _____
(dd-mm-yyy)_____
(Company (payer) name)_____
(Company address)**Hereby authorises** _____
(Full name, job title)

Passport No. _____

Passport issued by _____ Passport issue date _____

1) To sign documents related to the **Mebel 2025** exhibition:

- 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.

2) To receive from EXPOCENTRE AO:

- exhibitors passes,
- vehicle passes,
- passes for distributors of promotional materials.

3) To sign other documents and perform other actions related to participation in the exhibition, including compliance with fire regulations*, safety measures 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, payment of invoices, etc.*

Signature of the authorised person _____

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

Seal

*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.

CROCUS EXPO
International Exhibition Center



66–65 km MKAD, 16, 18, 20, ul. Mezhdunarodnaya, Krasnogorsk, Moscow oblast, Russia, 143402
Pavilion 3, Hall № 13, 14 and №15.