**EXHIBITORS \***

\*Non-residents of the Russian Federation and the EAEU Customs Union countries. Used for move in and move out to the Crocus Expo territory of exhibits and other goods which are not placed under the «temporary importation» customs status.

Note!

Freight forwarding and customs services for handling foreign cargoes, and services for handling all cargoes for Exhibitors who are not residents of the Russian Federation and the EAEU Customs Union countries, are provided by Crocus Expo Official freight forwarders and Official customs broker.

The full list of international freight forwarders, who are official partners of the Exhibition Center and allowed to work on its territory, is posted on the official Crocus Expo website in the Services section.

**The Letter for Equipment and Exhibits Move in and Move out (**hereinafter referred to as **the Letter for move in/move out)** is applicable exclusively for goods purchased in the territory of the Russian Federation or not requiring return shipment (documentary evidence is necessary).

Department of Transport and Logistics: [Trans@crocus-expo.ru](mailto:Trans@crocus-expo.ru)

Service Center: [Service@crocus-expo.ru](mailto:Service@crocus-expo.ru)

|  |  |
| --- | --- |
| **PROCEDURE** | Fill in **the Letter for move in/move out** with a detailed description of the moved in equipment and materials on the company's letterhead with the signature and seal of the head. |
| Agree **the Letter for move in/move out** with the Management Office (get the appropriate mark on the letter). |
| Agree **the Letter for move in/move out** with the Department of Transport and Logistics (get the appropriate mark on the letter). |
| Send the approved **Letter for move in/move out** to the Service center by e-mail or provide it directly at the Information and Services counter. |
|  | Effect the payment and get the pass to the Material Handling area at the Information and Services counter. |
| **NOTE!**  **HAND CARRIED**  **LUGGAGE RULES** | When passing through the central entrances and metal detectors into the Crocus Expo pavilions, visitors can carry hand luggage (weight maximum 20 kg, dimension maximum 60x60x60 cm for a total of 180 linear cm). |
| Hand carried luggage includes: handbags, briefcases, suitcases, backpacks, outerwear and strollers. |
| **Items not related to hand carried luggage**: equipment of any kind and purpose; furniture items and components; boxes; packaging materials; items and materials for decoration (banners, posters, balloons, plants, etc.); advertising structures; exhibits of any size, quantity and type of packaging to be exhibited are allowed to be carried only **through the loading gates in the Materials Handling areas (access by vehicle passes)**. |

**Please note that letters containing the full text of the sample Letter for Equipment and Exhibits Move in and Move out are accepted for approval!**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LETTER FOR EQUIPMENT AND EXHIBITS**  **MOVE IN AND MOVE OUT** | | | | | | | | Letter No. | | |  |
| To be completed by the Service Centre employee | | | |
| Customer | | | | | Company name under the contract. | | | | | | |
| Company to perform move in/move out of equipment and exhibits | | | | | Specify if other than the customer | | | | | | |
| Event | | | | |  | | | | | | |
| Dates | | | | |  | | | | | | |
| Location | | | | | Pavilion | | | Hall | | | Stand |
| **LIST OF EQUIPMENT AND EXHIBITS** | | | | | | | | | | |  |
|  | | Description of moved in equipment or exhibit (specify serial number for technical devices) | | | | | | | | | Quantity |
| 1. | |  | | | | | | | | |  |
| 2. | |  | | | | | | | | |  |
| 3. | |  | | | | | | | | |  |
| 4. | |  | | | | | | | | |  |
| 5. | |  | | | | | | | | |  |
| 6. | |  | | | | | | | | |  |
| We hereby confirm that:  - all moved in equipment, exhibits and other material assets are approved (if necessary) by the Crocus Expo General Builder BuildExpo LLC, the Crocus Expo Technical Maintenance service, the Fire Safety department and do not include anything prohibited for move into the territory of Crocus Expo 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;  - employees of the company are responsible for the safety of moved in goods during the Overall Event period, transfer of passes to the Material Handling area to third parties;  - involved company employees are made aware of the General Terms of Holding Events at Crocus Expo and Basic Requirements of the General Builder BuildExpo LLC during Buildup (Dismantling) of Events at Crocus Expo, Fire Safety Regulation during Buildup (Dismantling) of 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 Visiting Events Held there. | | | | | | | | | | |
|  | Full name: | |  | | | | Date: | |  | |
|  | Job title: | |  | | | | Signature: | |  | |
|  |  | | | |  | |  | | | Stamp |
|  | Contact data, person responsible for works on the expo grounds: | | | | | | | | | |
| Full name: | |  | | | | Phone: | |  | | |