

International exhibition of
automotive industry InterAuto

August 20-23, 2024

Crocus Expo, Pavilion 2



TABLE OF CONTENTS

	SECTION	TABLE OF CONTENTS	
S1	TERMS AND DOCUMENTS	TERMS	3
		DOCUMENTS	3
S2	BASIC RULES AND RESTRICTIONS	BASIC RULES	4
		TRADE AT THE EXHIBITION	4
		PAYMENT AND PAPER WORK	4
		LIABILITY AND COMPENSATION	4
		EXPOSITION	4
		EXPOSITION BUILDUP	5
		EXPOSITION DISMANTLING	5
		EXTENSION OF BUILDUP/DISMANTLING PERIODS	5
		SECURITY	6
		ADVERTISING MATERIALS	6
		CATERING	6
		LABOUR SAFETY AND FIRE SAFETY RULES AND REGULATIONS	6
S3	DETAILED EXHIBITION TIME SCHEDULE		8
S4	VENUE LAYOUT		9
S5	EXHIBITION HALLS TECHNICAL SPECIFICATION PAVILION 2		10
S6	STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND		12
		FORM 1 COMPLETION RULES	12
S7	TECHNICAL REQUIREMENTS TO STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND DECORATION		13
S8	UNEQUIPPED STAND (SPACE ONLY)		16
S9	GENERAL BUILDER SERVICES	APPLICATION FOR STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND	16
		APPLICATION FOR SPACE ONLY STAND	16
		CONNECTION TO ELECTRICITY, WATER AND COMPRESSED AIR MAINS	16
		AUDIOVISUAL EQUIPMENT	17
		SUSPENDED STRUCTURES	17
S10	ADDITIONAL SERVICES	DELIVERY OF FOREIGN CARGO AND CUSTOMS SERVICES	17
		HANDLING OPERATIONS	17

OFFICIAL GUIDE OF THE EXHIBITION PARTICIPANT

	AND EQUIPMENT	ADVERTISING	18
		SECURITY	18
		STAND CLEANING	18
		TERMS FOR ADDITIONAL SERVICES AND EQUIPMENT APPLICATION	18
S11	ACCESS TO THE EXHIBITION SITE	EXHIBITOR BADGES	18
		PASSES FOR BUILDERS AND STAND ATTENDANTS	19
S12	PROCEDURE OF EXHIBITS AND EQUIPMENT MOVE IN AND MOVE OUT		19
S13	HAND CARRIED LUGGAGE		20
S14	CONTACTS		21
	FORMS		
F1	STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND LAYOUT		23
F2	ADDITIONAL EQUIPMENT FOR STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND		24
	POWER OF ATTORNEY TEMPLATES		
T1	Uniform power of attorney from a legal entity		25
T2	Uniform power of attorney from an individual entrepreneur		26
T3	Uniform power of attorney from a natural person		27

TERMS AND DOCUMENTS

TERMS	
Exhibition centre	Crocus Expo International Exhibition Centre.
Organizer	Crocus Expo SC CROCUS Krasnogorsk subsidiary.
Management office	Persons authorized by the Organizer for the Event organization and holding.
Event	Any exhibition, fair, corporate, congress or any other event held by the Organizer at the Exhibition centre.
Exhibitor	Any organization, individual entrepreneur or any natural person who concluded with the Organizer of the Event a space lease contract or a stand contract for participation in the Event intending to demonstrate their exhibits (goods, work, services).
Participant	Exhibitors, Builders and other persons who have contractual relations (in terms of services rendering or ordering) with the Organizer or the General Builder, as well as contractors and stand attendants attracted by the Exhibitor, promoters, advertising distributors, participants of any business events.
Builder	Any organization, individual entrepreneur or any natural person who concluded with the Exhibitor any contract for implementation of work package on exhibition stand and structures buildup and equipment installation, debris disposal and performance of decoration works within the contracted by the Exhibitor Exhibition area.
Unequipped stand (space only)	A part of the Exhibition area of the Event contracted between the Exhibitor and the Organizer intended for installation of an exhibition stand, exhibits, exhibition and other relevant to the Event profile equipment.
Standard equipped stand	An Exhibition area contracted between the Exhibitor and the Organizer of the Event equipped with standard exhibition elements by the General Builder.
Advanced standard equipped stand	An Exhibition area contracted between the Exhibitor and the Organizer of the Event equipped with exhibition structures of 5 m height with individual design elements and expanded set of furniture provided by the General Builder.
Registration fee	Compulsory for all participants of the Event. The Registration fee will cover general advertising and information expenses, Exhibitor badges, listing in the official show e-catalogue posted on the Event website.
Overall Event period	Overall Event period contracted with the Exhibitor including buildup period, the Event period and dismantling period.
Event period	Event period opened for visitors except for buildup and dismantling periods.
General builder	Crocus Expo General Builder – BuildExpo Limited Liability Company.
DOCUMENTS	
Services Guide	Services guide for services provided during holding Events at Crocus Expo including the list of services and equipment and stipulating terms and costs of the rendered services and equipment.
Order forms as of the Services Guide	Set of application forms for services provided during holding events at Crocus Expo.
General Terms of Holding Events at Crocus Expo	Contains the most significant conditions to be met by Exhibitors, Participants and Builders regarding the form and scope of submitted information, the procedure and deadlines for performing certain actions during the preparation and holding of Events.
Fire Safety Regulations	Fire safety regulation during buildup (dismantling) of expositions and events holding in pavilions and outdoor areas of Crocus Expo.

BASIC RULES

Only company(-ies), contracted Exhibition area or standard equipped stand with the Organizer of the Event and effected the payment in full, is authorized to work at the stand. Any third-party company which is located at the stand of the Exhibitor (according to the agreement), at any free stand or not equipped space without the contract with the Organizer will be removed from the Event by Crocus Expo Security service.

Only employees and official representatives of the Exhibitors are authorized to work at the stand. All stand attendants must have Exhibitor badges providing admittance to the exhibition pavilion during the Overall Event period. Badges are issued at the Service Centre (Information and Services counter).

TRADE AT THE EXHIBITION

Any types of trade within the Exhibition centre territory should be verified to comply with the requirements of the current legislation and other legal acts regulating retail commercial activity valid in the territory of the Russian Federation.

PAYMENT AND PAPER WORK

All invoices shall be settled in Russian roubles/yuans in accordance with the Contract, Additional Agreements to it and/or Order-contract. The payment shall be effected to the bank account stipulated in the invoice. Should there be any invoice discrepancy inform immediately the Management office. Exhibitors should provide their representatives with a power of attorney authorizing to execute financial documents during the Event period. For power of attorney templates please refer to the POWER OF ATTORNEY TEMPLATES section.

Applications for additional equipment and services documented at the Service Centre (Information and Services counter) and Management office during the Overall Event period shall be executed against the availability and payment in full at the Information and Services counter cash register.

LIABILITY AND COMPENSATION

The Exhibitor shall bear material liability for any damage caused to the property of the Organizer and the General Builder (including floor, walls, pavilion pillars and standard stand equipment) and also to the property of other Exhibitors. The Exhibitor shall compensate to the Organizer damage caused to leased exhibition and storage premises, stands, electricity, water supply and sewer system mains and other property of the Organizer and all other damages and losses caused by the Exhibitor to the Organizer.

EXPOSITION

The Exhibitor and the Builder shall meet the requirement of maximum floor load per sq m for indoor and outdoor spaces (for details please refer to the PAVILION 2 EXHIBITION HALLS TECHNICAL SPECIFICATION). In case of the load requirement breach, insufficient stability of the exhibit or a special type of its fastening, the Exhibitor shall immediately inform about it the Organizer and shall continue the works only after the Organizer's approval.

The Exhibitor shall organize and carry out the work of the exposition so that avoid blocking visitors flow in the aisles and not to create threat or violation of the rights of other Exhibitors and visitors.

Any promotional activity or demonstration leading to blocking visitors flow in the aisles or impeding access to the next stands shall be suspended for a period of time advised by the Management office. To ensure safety and comfort of visitors watching the promotional activity or demonstration the Exhibitors shall provide a sufficient space at the stand area.

During the Event period and in the course of promotional actions and other events with the use of audio and video appliances the level of noise should not exceed 75 dB. Employees of Technical Maintenance Service will effect measurements of the noise level. In case of complaints on high level of noise claimed by other Exhibitors the Organizer will express oral notification and after further violation the Organizer reserves the right to disconnect the source of noise in accordance with oral and/or written instruction.

Presentation and audio- video equipment of the Participants is allowed for use during the Event provided the equipment has been accredited by the General Builder department of Technical Documentation Inspection.

The Organizer of the Event reserves the right to forbid the Exhibitor to display exhibits which might be hazardous to public, do not conform to the subject of the Event or do not belong to the Exhibitor.

If a stand remains vacant after the period provided for the exposition buildup the Organizer shall be entitled to use the unclaimed area at his discretion.

EXPOSITION BUILDUP

Exhibits delivery to the stand shall be made via loading gates located in the Material Handling area (access by passes for transportation vehicles).

The exhibition stand buildup is allowed within the space contracted by the Exhibitor. Aisles between the stands shall be kept clear of equipment, empties and construction debris. When carrying out painting works the floor and the walls of the building adjoining the stand surfaces have to be covered reliably by a polyethylene film or other protective materials.

On the last day of buildup works and before the beginning of Concluding cleaning the Exhibitor shall:

- clear the aisles of equipment, empties and products which are not subject to utilization;
- remove all empties, packaging and construction debris from the exhibition hall;
- building materials, structures and large-sized debris shall be removed from the Exhibition Center at the expense of the Exhibitor or its Builder;
- it is not allowed to place garbage in the aisles after the beginning of the Concluding cleaning;
- it is forbidden to obstruct aisles between stands.

All persons within the Exhibition area during buildup and dismantling works shall use protective helmets, as well as other personal protective equipment necessary for the performance of specific types of work.

Access to the Exhibition area during buildup and dismantling works is prohibited to persons under 18 years of age.

The use of personal mobility equipment on the Exhibition area during buildup and dismantling periods is prohibited.

EXPOSITION DISMANTLING

The dismantling works and exhibits removal shall not begin before the official closing of the Event. Dismantling period is specified in the DETAILED EXHIBITION TIME SCHEDULE. The Organizer reserves the right to refuse removal of exhibits from the Exhibition site before the authorized dismantling period.

The Exhibitor shall undertake to vacate and to return the leased indoor and outdoor stand area in the condition as received at own expense no later than the expiration of their rent period.

EXTENSION OF BUILDUP/DISMANTLING PERIODS

The Exhibitor/Builder is allowed to use the Exhibition area contracted prior to and after the end of the Overall Event period in coordination with the Organizer should there be such a possibility. The Overtime use of the contracted space is allowed under the Overtime use terms defined in the Services Guide if not otherwise stipulated by the Contract.

The minimum period of the ordered overtime use of the Exhibition area is 2 (two) hours. If Overtime use of the Exhibition area for implementation of installation works takes place within the period from 20:00 of the last day of installation works to 08:00 of the first day of the Event period the cost will be subject to 100% surcharge.

Overtime use of the Exhibition area during the Overall Event period shall be registered by the Service Centre (Information and Services counter) up to 18:00 of the day in question.

The Exhibitor shall provide the presence of the authorized representative on site and any other attendants responsible for compliance with the safety rules of the companies carrying out the works.

No move in of extra cargo to the Exhibition area at Overtime use of the Exhibition area at nighttime (from 20:00 to 08:00) is permitted.

SECURITY

The Exhibition Organizer provides twenty-four-hour security for the duration of the Event but there is no security for the exhibits. The security guards are located at the entrance to the Exhibition hall and at loading gates. The Event Organizer does not bear responsibility for the safety of the exhibits.

The Organizer provides the overnight security during the Overall Event period ensuring integrity of exhibition halls perimeter and seals located at entrances to exhibition halls and loading gates of the Exhibition centre.

ADVERTISING MATERIALS

It is strongly prohibited to place advertising materials not conforming to the subject of the Event, goods and services provided by companies not participating in the Event.

If the above mentioned condition is violated the Organizer reserves the right to apply fine sanctions including the stand shut down. In that case neither compensation will be paid nor funds paid by the Exhibitor to the Organizer for participation in the Event will be returned.

The Exhibitor is allowed to distribute advertising materials outside the space contracted only if approved by the Management office. All other types of advertising activity both within the bounds of the Event and outside the Event grounds (registration halls, passageways, outdoor area and etc.) are permitted only upon approval by the Management office and the Advertising and Information department.

CATERING

Involvement of entities for catering services provision and/or sale of food products shall be approved by Crocus Expo.

LABOUR SAFETY AND FIRE SAFETY RULES AND REGULATIONS

The obligation for the strict observation of all regulations regarding labour safety and fire safety measures is the essential condition for the Exhibitor's participation in the Event. The Exhibitor's representatives bear full responsibility for observance of the requirements. Their omission can entail unilateral cancellation of the Contract by the Organizer. The funds paid by the Exhibitor shall not be returned.

For detailed information about fire safety measures during buildup/dismantling of expositions and holding exhibition events in the Crocus Expo pavilions and on the outdoor areas please refer to the Fire safety regulation during buildup (dismantling) of expositions and events holding in pavilions and outdoor areas of Crocus Expo. The document is available on the exhibition website.

All types of engineering support (electrical works, connection to water and compressed air mains) are performed only by the General Builder specialists.

At the Exhibition centre premises it is strongly prohibited to:



carry out hot works (welding, soldering, metal cutting and etc.) without approval by the Fire Safety Service;
 block access to automatic fire alarm systems, indoor fire hydrants and fire extinguishers;
 store combustible waste and empties (disposable empties are to be utilized, reusable empties are to be stores in the warehouse);
 demonstrate exhibits applying open flame;
 tampering with sprinkler distributors of the automatic fire prevention system, smoke and manual fire indicators, light indicators of evacuation directions, warning system loudspeakers, SC CROCUS Fire Safety Department's operator feedback device (phone);



use paints, lacquers, adhesive and other coatings to floor, walls and pillars of the building, standard stand equipment and asphalt pavement;



apply flammable stand construction materials not treated by fire retarding composition;
 install and use tanks with fuel gases;
 use pressure tanks without engineering certification;

use fixed buzz saws and orbital sanders not equipped with dust extraction bags;



change electrical circuit scheme during exhibition holding without approval, apply undeclared extra electrical appliances;

apply household electric extension cords, substandard (home produced) electric appliances;

install projectors and border lights within 0,3 m to flammable constructions and sprinkler system distributors, wrap electric lamps in paper, textile or other flammable materials;

apply organic glass, polystyrene and other flammable materials for lamp diffusers;



fix stand elements to steel structures and wall panels with the use of hardware and adhesive tape, and to floor (asphalt pavement) with the use of anchor bolts;

construct display stands within immediate proximity to stationary electric cabinets, fire cabinets, telecommunication cabinets and other engineering facilities;



unauthorized connection to electric, water supply and compressed air mains;

turn on water and compressed air taps and electric distributing switchboards without approval;



relocate, move, break down, disassemble stationary and movable electric switchboards and connect electric appliances.



Smoking in exhibition halls and within the exposition site is strictly prohibited. Smoking is only allowed in specially designated and equipped areas located minimum 15 m from the entrance to pavilions and buildings.

DETAILED EXHIBITION TIME SCHEDULE

BUILDUP			
August 17	SA	12:00 – 20:00	Stands buildup (space only stands) ^{1,2}
August 18	SU	08:00 – 20:00	Stands buildup (space only stands and outdoor area) ^{1,2}
August 19	MO	08:00 – 20:00	Stands buildup ^{1,2}
		08:00 – 16:00	Exhibits and equipment move in ^{1,2,7}
		16:00	Cargo (exhibits) to be delivered and unpacked ⁷
		16:00 – 20:00	Concluding cleaning of aisles. All buildup works are allowed only within space contracted, it is not allowed to place garbage in the aisles ^{1,2,3,6}
August 20	TU	08:00 – 10:00	Additional delivery of exhibits and equipment (to be approved in advance by the Management office) ⁷
		10:00	All stands to be ready and cleaned including equipped space
EXHIBITION OPENING HOURS			
August 20	TU	08:00 – 20:00	Pavilion opening hours ^{4,7}
		10:00 – 18:00	Exhibition opening hours for visitors
August 21	WE	08:00 – 20:00	Pavilion opening hours ^{4,7}
		10:00 – 18:00	Exhibition opening hours for visitors
August 22	TH	08:00 – 20:00	Pavilion opening hours ^{4,7}
		10:00 – 18:00	Exhibition opening hours for visitors
August 23	FR	08:00 – 20:00	Pavilion opening hours ^{4,7}
		10:00 – 14:00	Exhibition opening hours for visitors
DISMANTLING			
August 23	FR	14:00 – 19:30	Vehicle arrival to the Material Handling area for exhibits and equipment move out
		14:00 – 20:00	Move out of exhibits and equipment from the exhibition hall ¹
August 24	SA	08:00 – 20:00	Move out of exhibits and equipment from the exhibition hall ¹ Stands dismantling
		20:00	Exhibition halls to be vacated, stands equipment and structures to be dismantled and removed ^{1,5,6}

1. For information regarding possibility and cost of the buildup/dismantling period extension please refer to the Management office.
2. Terms for bulk and heavy equipment and exhibits installation shall be agreed with the Management office in advance.
3. Any stand not occupied by 20:00 August 19, 2024 shall be deemed vacant. Please advise in writing if you cannot occupy your stand by this time.
4. Admittance to the pavilion only by Exhibitor badges. It is prohibited to carry out installation works at stands, buildup passes are invalid. The Exhibitor bears responsibility for stand exhibits security from 08:00 till 20:00.
5. All exhibits and equipment shall be moved out. Otherwise the Exhibitor shall bear further responsibility for their undamaged state (or full utilization of disposable structures).
6. All construction materials, structures and large-size garbage shall be removed from the Exhibition centre territory at the expense of the Exhibitor or his Builder. If necessary Builders/Exhibitors shall order utilization of garbage into garbage containers in advance. Failure to comply with the regulation involves penalties to the Exhibitor or his Builder (refer to General Terms of Holding Events at Crocus Expo).
7. Exhibitor shall bear responsibility for the safety of exhibits and equipment at the stand during his presence at the exhibition.

Exhibitors are allowed within exhibition halls only till 20:00.

Admittance to exhibition halls via entrance groups is allowed till 19:45.

From 19:45 to 20:00 entrance groups shall be available only for exit from exhibition halls.

Loading gates to exhibition halls are closed at 19:45.

Vehicles admittance to the Materials Handling area is allowed up to 19:30.

Vehicles exit from the Materials Handling area is allowed up to 20:00.

CROCUS EXPO INTERNATIONAL EXHIBITION CENTRE

Конференц-залы Conference halls

Павильон 1, этаж 1
Pavilion 1, level 1

Конференц-залы А, В, С, D, E, F, G
Conference halls A, B, C, D, E, F, G

Павильон 2, этаж 1
Pavilion 2, level 1

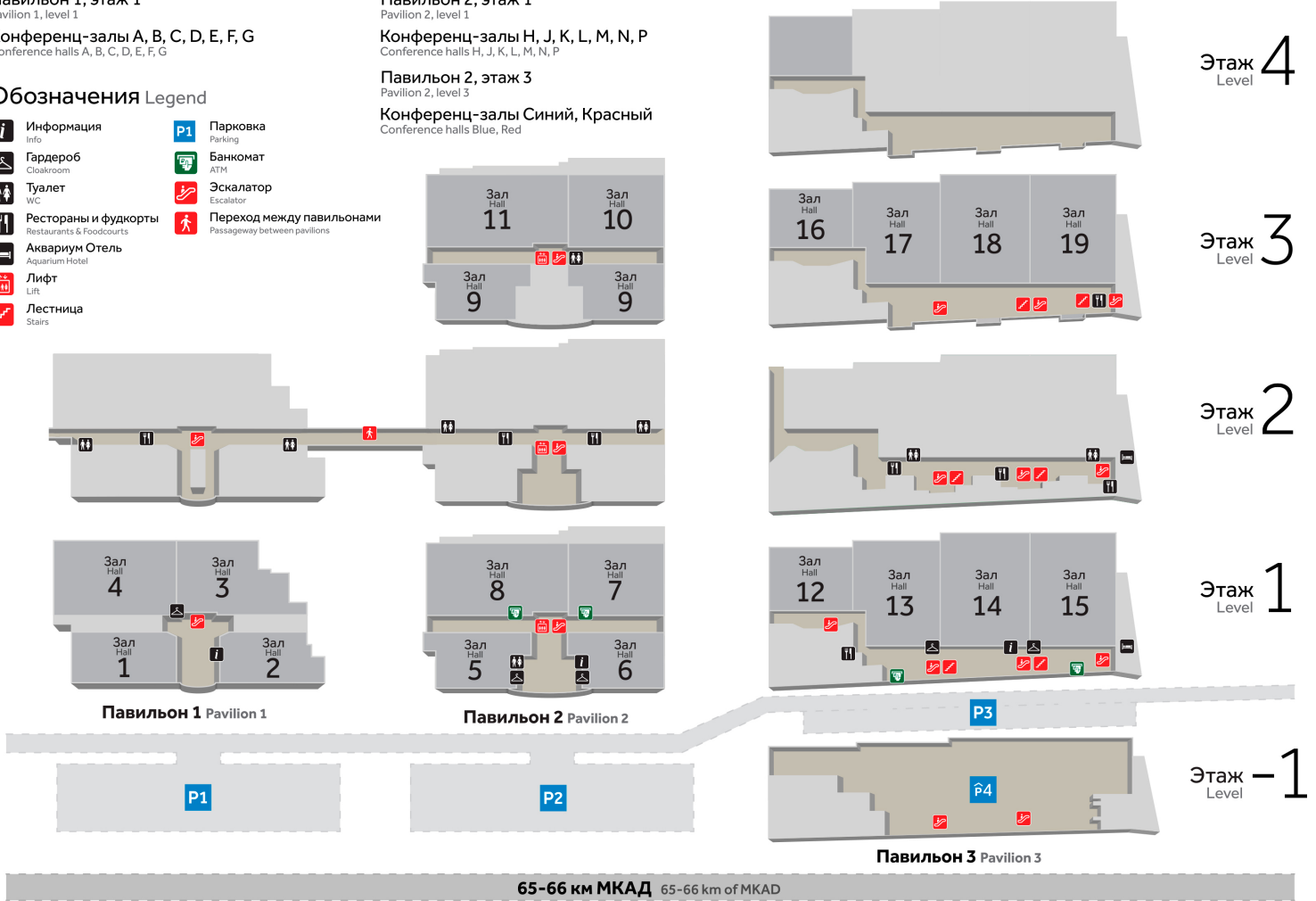
Конференц-залы H, J, K, L, M, N, P
Conference halls H, J, K, L, M, N, P

Павильон 2, этаж 3
Pavilion 2, level 3

Конференц-залы Синий, Красный
Conference halls Blue, Red

Обозначения Legend

- | | | | |
|--|--|--|---|
| | Информация
Info | | Парковка
Parking |
| | Гардероб
Cloakroom | | Банкомат
ATM |
| | Туалет
WC | | Эскалатор
Escalator |
| | Рестораны и фудкорты
Restaurants & Foodcourts | | Переход между павильонами
Passageway between pavilions |
| | Аквариум Отель
Aquarium Hotel | | |
| | Лифт
Lift | | |
| | Лестница
Stairs | | |



OFFICIAL GUIDE OF THE EXHIBITION PARTICIPANT
EXHIBITION HALLS TECHNICAL SPECIFICATION
PAVILION 2

For configuration, sizes and applicable restrictions related to build up, height under balconies and passageways, location and dimensions of loading gates and folding gates between halls, dimensions of loading gates and location of access hatches please refer to halls layouts and other documents received from the General Builder.

	Floor 1 (1 st level)				Floor 2 (3 rd level)		
	Hall 5	Hall 6	Hall 7	Hall 8	Hall 9	Hall 10	Hall 11
Space	4 425 m ²	4 423 m ²	8 538 m ²	12 780 m ²	9 735 m ²	8 443 m ²	12 635 m ²
Allowable build up floor space	4 072 m ²	4 070 m ²	7 945 m ²	12 069 m ²	9 000 m ²	7 882 m ²	11 815 m ²
Maximum floor load capacity ¹	20 t/1 m ²	20 t/1 m ²	20 t/1 m ²	20 t/1 m ²	0,75 t/ 1 m ²	0,75 t/1 m ²	0,75 t/1 m ²

¹ For distributed load. Maximum localized load is defined depending on bearings quantity and size and total exhibit (stand) weight.

Height to ceiling beams	7,95 m	7,95 m	7,95 m	7,95 m	7,85 m	7,85 m	7,85 m
Maximum stand height	6,95 m	6,95 m	6,95 m	6,95 m	6,85 m	6,85 m	6,85 m
Number of loading elevators	n/a	n/a	n/a	n/a	4	5	4
Loading elevator number	-	-	-	-	9, 10, 11, 12	6, 7, 8, 9, 10	1, 2, 3, 4

Maximum cargo size moved via loading elevators

height	-	-	-	-	2,1 m	2,1 m	2,1 m
width	-	-	-	-	2,35 m	2,35 m	2,35 m
length	-	-	-	-	5,65 m	5,65 m	5,65 m
Maximum cargo weight moved via loading elevators	-	-	-	-	3 200 kg	3 200 kg	3 200 kg
Number of loading gates	3	3	5	5	4	5	4
Loading gate number	16, 17, 18	44, 45, 46	37, 38, 39, 40, 41	21, 22, 23, 24, 25	19, 20, 42, 43	34, 35, 36, 42, 43	26, 27, 28, 29

Maximum cargo size moved via loading gates

height	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	-	-	-
width	4,0 (6,8) m	4,0 (6,8) m	4,0 (6,8) m	4,0 (6,8) m	-	-	-

Maximum cargo size moved via folding gates between halls

height	4,3 m	4,3 m	4,3 m	4,3 m	5,8 m	5,8 m	5,8 m
width	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m

Maximum ceiling beams loading capacity for suspended structures

per point of suspension	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg
per a beam	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg

OFFICIAL GUIDE OF THE EXHIBITION PARTICIPANT

	Floor 1 (1 st level)				Floor 2 (3 rd level)		
	Hall 5	Hall 6	Hall 7	Hall 8	Hall 9	Hall 10	Hall 11
Connection via hatches							
standard voltage 220/380 V ²	yes	yes	yes	yes	yes	yes	yes
water supply	yes	yes	yes	yes	yes	yes	yes
compressed air mains	yes	yes	yes	yes	no	no	no
² Electricity connections can be made to electricity switchboards located on hall pillars and walls.							
Number of conference halls / meeting rooms	7 / 5				2 / 0		

STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND

The General Builder carries out installation of standard equipped stands and advanced standard equipped stands.

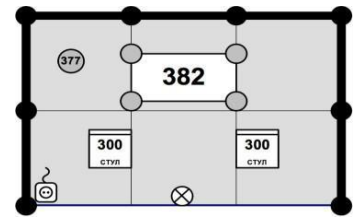
Standard equipped stand and advanced standard equipped stand is a space equipped with the exhibition structures of light aluminum and plastic panels installed on the carpet flooring. The stand includes a set of furniture, electrical equipment and fascia with company name in accordance with approved specification and contracted space (refer to APPENDIX 1 and 2). There are stand samples available in the Appendix; however the Exhibitor can design the stand layout placing walls and furniture at his discretion.

The exhibitor can order additional equipment (refer to APPENDIX 3) alongside with the standard set.

The Exhibitor shall submit completed FORMS 1 and 2 (STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND LAYOUT and ADDITIONAL EQUIPMENT FOR STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND). Please refer to APPENDIXES 1, 2 and 3 when completing the forms.

FORM 1 COMPLETION RULES

Draw the layout of your stand contracted space taken into consideration (relevant proportions). Indicate open sides and equipment to be installed (including additional equipment ordered by FORM 2). Indicate also separately located elements (walls, furniture, plug sockets, lamps and etc.). Do not indicate your exhibits!



Equipment not indicated on the layout **will not be provided!**



Equipment included into standard equipped stand and advanced standard equipped stand is specified in APPENDIX 1 and 2 – EQUIPMENT OF STANDARD EQUIPPED STANDS AND ADVANCED STANDARD EQUIPPED STANDS. Please note that standard stand packaging is invariable. Should you need additional equipment please complete FORM 2. The list and cost of additional equipment is specified in APPENDIX 3.



If there is no FORM 1 submitted, the stand will be built up from a set of standard equipment as indicated in standard equipped stand and advanced standard equipped stand samples. In case of a corner configuration of the stand and absence of additional indications of the Exhibitor there will be no wall panels installed on open sides. Please contact the Management office if ordered equipment is missing.



Stands built up and decorated by the General Builder are not subject to any independent changes, full or partial dismantling works by the Exhibitor. The Exhibitor shall not be authorized to make changes of designs and electric equipment of the stand. In case of violation of this condition and damage of the equipment, the Exhibitor shall be fined threefold cost of the dismantled and/or damaged equipment (structures).



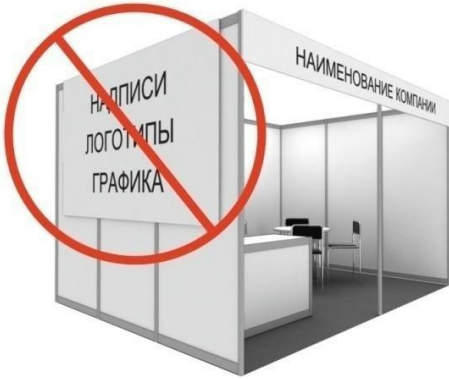
NOTE! Exhibitors that booked STANDARD EQUIPPED STAND OR ADVANCED STANDARD EQUIPPED STAND will not be able to change the space application to UNEQUIPPED STAND (space only) after **June 19, 2024**.

The Exhibitor shall **deposit** and receive at the General Builder representative keys from doors of the stand office and locks with keys from showcases (if showcases have been ordered) on the last day of the buildup period.



In case of violation of the requirements the Organizer reserves the right to suspend the stand buildup till elimination of the violation and fine the Exhibitor.

**TECHNICAL REQUIREMENTS TO STANDARD EQUIPPED STAND AND
ADVANCED STANDARD EQUIPPED STAND DECORATION**



It is prohibited to place inscriptions, logos, and graphics on the reverse side of the wall panels which are located on/about stand boundaries and are facing other stands.



Exhibits shall be placed within the contracted space. No part of the stand structure (including lamps, flags, decorative elements, exposition and etc.) shall exceed the boundaries of the space contracted including vertical stand side.



It is prohibited to install wall panels on open stand sides.



It is prohibited to block aisles between stands and placement of materials, equipment and articles of personal use on other Exhibitors' stands.



It is prohibited to fix exhibits and decoration elements to electric equipment, lamps and other equipment installed on the stand and not intended for these purposes.



The following should be provided: free access to cabinets (indoor fire hydrants, electricity cabinets and telecommunication switchboards) located on pillars and walls; free access to emergency exits.



It is prohibited:

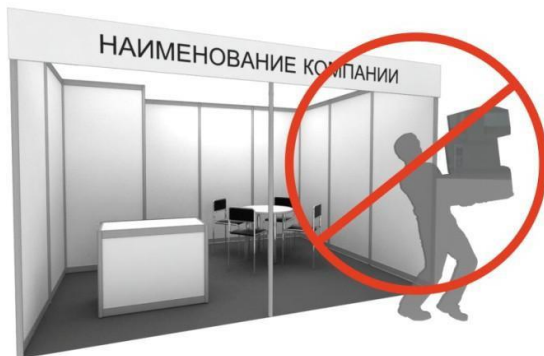
- to make unauthorized pasting of wall panels, to use adhesive tape and other self-adhesive materials when decorating wall panels with information and advertizing production;
- to use staplers for fastening of advertizing and other materials;
- to perform drilling works on stand structures.



It is prohibited to perform at the stand any electric installation work not approved by the General Builder including replacement of bulbs and installation of own lighting fixtures. It is prohibited to install extra lighting or mobile structures with own electric chains. It is allowed only if approved by the General Builder.



It is prohibited to use chairs as stepladders.



It is prohibited to remove equipment transferred for temporary use outside the premises.



Installation of elements of non-standard stand structures and interior decoration which aren't exhibits inside standard modular structures (independent completion or decoration making essential impact on the standard stand structure) by the Event Participant is allowed only if approved by the General Builder after the review of engineering design documentation.

UNEQUIPPED STAND (SPACE ONLY)

The Organizer will not provide furniture and other equipment the Exhibitors who have booked only space.

The Exhibitor who has booked space only stand will bear responsibility for the stand buildup and the equipping. The stand design shall conform to the Event's rules and requirements and shall be approved by the Management office and the General Builder. In case of non-compliance with the requirements the stand buildup will be forbidden.

In case the Exhibitor applies to a contractor services for the stand construction and equipping and/or execution of installation and construction works by a third party, the Builder shall undergo accreditation at the General Builder. The Builder will be allowed to perform works only against the duly signed relative contract with the General Builder.

In case of a double-decker the Exhibitor will be surcharged additional 30% on space only rate per sq m of the second floor.

No part of the stand structure, banners, exhibits and other equipment shall exceed the boundaries of the space contracted; otherwise the Organizer reserves the right to force the Exhibitor to dismantle these parts at his own expense.



NOTE! Exhibitors that booked UNEQUIPPED STAND (space only) will not be able to change the space application to STANDARD EQUIPPED STAND OR ADVANCED STANDARD EQUIPPED STAND after **June 19, 2024.**

GENERAL BUILDER SERVICES

BuildExpo LLC is the Crocus Expo official General Builder.

For detailed information about the General Builder please refer to the official website at eng.buildexpo.ru.

The price list for equipment and services rendered by the General Builder is specified in APPENDIX 3.



Applications for additional services and equipment shall be submitted under the terms stipulated in the Contract for participation in the Event. Applications submitted later are subject to equipment availability.

APPLICATION FOR STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND

The General Builder renders the service of standard equipped stand and advanced standard equipped stand buildup. For detailed information please refer to STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND section.

APPLICATION FOR SPACE ONLY STAND

The Exhibitor can apply to the General Builder's services or a contractor's services only after accreditation at the General Builder Technical Documentation Supervision department in case of booking the space only stand. For detailed information please refer to UNEQUIPPED STAND (SPACE ONLY) section.

CONNECTION TO ELECTRICITY, WATER AND COMPRESSED AIR MAINS

The General Builder provides connection of the stand to electricity mains. Unauthorized connection to power supply mains is strictly prohibited. Power distribution board, plug sockets and wires shall be provided by the Exhibitor or by the stand builders. Technical and kitchen equipment of the Exhibitor will be connected to drainage system of the exhibition hall. Connection hoses, fittings shall be provided by the Exhibitor or by the stand builder.



Standard voltage provided to Standard equipped stand and advanced standard equipped stand – 220 V. Use FORM 1 to order voltage of 380 V. If your equipment operates on 110 V, you will need a voltage adaptor.

To order power supply, water and compressed air please complete the application form for additional services (FORM 2)

and indicate their location with relevant indications on the stand layout (FORM 1).

AUDIOVISUAL EQUIPMENT

The General Builder provides for rent all necessary audio, video and sound equipment, projectors and presentation hardware, including LED screens, plasma display panels, seamless panels, equipment for simultaneous interpretation, conference systems, video projectors, notebooks and so forth.

Use of own devices and audiovisual equipment (LCD/plasma display panels with the diagonal exceeding 28 inches, projectors, sound amplifiers, video walls and etc.) is allowed only after accreditation of the equipment at the General Builder.

For detailed information about the procedure and cost of approval for own equipment use please refer to BuildExpo LLC Technical Documentation Supervision department.

SUSPENDED STRUCTURES

The project of works on suspension and removal of light structures at height specifying weight of the suspended structure and points of suspension is executed by the Builder and will be coordinated with the General Builder and Crocus Expo Maintenance Service.

The cost of suspension works includes suspension and removal of structures. The suspension works are executed during buildup and dismantling periods of the Event. The suspension works are not executed during the Event period. When works are executed within the period from 20:00 to 08:00 their cost is subject to 100% surcharge.

ADDITIONAL SERVICES AND EQUIPMENT



For the full list of rendered services and additional equipment during the Event holding in the Exhibition center please refer to the Services Guide. The Services Guide is available on the Exhibition website.

Apply to Services Guide application forms when ordering a service.

DELIVERY OF FOREIGN CARGO AND CUSTOMS SERVICES

Forwarding and customs services for foreign cargoes handling and handling services for all cargoes for Exhibitors who are not residents of the Russian Federation are provided by the Crocus Expo Official Forwarding Agent and the Official Customs Broker.

The full list of international freight forwarders, which are official partners of the Exhibition Center and admitted to work on its territory, is available on the Crocus Expo website.

HANDLING OPERATIONS

The Crocus Expo Department of transport and logistics renders a wide range of services related to loading and unloading works, hoisting and rigging works with application of the most modern hoisting equipment. Services rendered to the Participants: loading and unloading works, buildup and dismantling works with the use of lifting mechanisms, rental of lifting and transport mechanisms, organization of temporary transport parking lots. All types of loading and unloading operations on the territory of the Exhibition centre are carried out exclusively by the Exhibition centre staff. Use of own lifting mechanisms is not allowed.

When ordering loading and unloading services at the Transportation and Logistics department (truck cargoes, container consignment), entry into the Material Handling area is provided free of charge and is valid for one-time use for the duration of the work. The pass is issued on the day of work when the vehicle is located on the territory of the Crocus City Trade and Exhibition Complex.



Permitted standard time period for a transport mean stay in the Material Handling area:

- car – 1 hour;
- truck – 2 hours;
- car with trailer – 2 hours.

Every started 30 minutes of excess standard period shall be charged 1 000 RUB.

ADVERTISING

There are various advertising activities available for the Participants of the Event. They significantly improve the commercial effect of the work on the exhibition platform and the post show results being a source of additional information for visitors: navigation to stands, distribution of advertising production, invitations to business events, seminars or master classes, announcement of special events and many other things. The full list of advertising opportunities with the detailed description is available on the website at eng.crocus-reklama.ru.

SECURITY

The Participant can order extra individual stand guards both during the Event period and in overtime. A separate contract application on the basis of the contract assignment concluded between Crocus Expo and the security organizations is signed when ordering the service. Payment shall be effected in cash or to the Crocus Expo settlement account.

Security services in the territory of the Exhibition center can be ordered only at Crocus Expo. Security services are rendered by the security organizations licensed for implementation of security activity and accredited at Crocus Expo.

STAND CLEANING

Any works on cleaning in the Exhibition Center should be carried out only by the Administrative department of Crocus Expo directly or through accredited companies, except for the works related to cleaning, rubbing, and polishing of exhibit items.

One time cleaning of stand includes vacuum cleaning of carpeting or wet cleaning (parquet, laminated flooring), emptying of waste baskets.

TERMS FOR ADDITIONAL SERVICES AND EQUIPMENT APPLICATION



Applications for additional services and equipment shall be submitted under terms stipulated in the Event Participation Contract. Late applications shall be subject to equipment availability and 50% surcharge.

ACCESS TO THE EXHIBITION SITE

EXHIBITOR BADGES



Exhibitor badge provides admittance to the Event grounds during the Overall Event period including buildup and dismantling periods.

Exhibitor badges issued at the Service Centre (Information and Services counter) are calculated according to the stand space contracted:

Stand space	Badges (pcs)
6-12 m ²	3
13-20 m ²	5
21-35 m ²	9
36-50 m ²	12
51-80 m ²	16
81-100 m ²	20
101-105 m ²	25
151 m ² and more	to be agreed with the Management office

The Participant’s representative shall present the power of attorney to receive Exhibitor badges. For the power of attorney template please refer to the POWER OF ATTORNEY TEMPLATES section.

PASSES FOR BUILDERS AND STAND ATTENDANTS



Passes for builders and stand attendants involved into buildup/dismantling process provide admittance to the Event grounds only during buildup and dismantling periods.

Passes for **Builder's** employees shall be received in the General Builder Technical Documentation Supervision department against the submitted list only after the accreditation process has been completed.

Exhibitors (including for attracted subcontractors) shall provide their buildup personnel with passes received at the Service Centre (Information and Services counter) on the basis of the Letter application for passes for builders made on the stationery of the company in accordance with the submitted list of builders, hall and stand specified.

LETTER FOR EQUIPMENT AND EXHIBITS MOVE IN AND MOVE OUT duly approved by the Management office shall be presented during the receipt of passes. If nothing is moved in then the mark of the Management office (confirming approval) is required on the Letter application for passes for builders.

PROCEDURE OF EXHIBITS AND EQUIPMENT MOVE IN AND MOVE OUT*

* for goods purchased in the territory of the Russian Federation or not requiring return shipment



TRUCKS ENTRY AND EXIT THROUGH CROCUS CITY ARCHWAY
IS STRICTLY PROHIBITED!

After entering the Crocus Expo territory the drivers of freight vehicles with exhibits and equipment shall park their vehicles on the free parking lot opposite the pavilions or on the designated temporary parking lot following instructions of the Traffic management department until the drivers receive vehicle passes.

Entry to the Material Handling area is allowed only by pass. The pass to the Material Handling area is issued on the basis of documented and approved Letter for equipment and exhibits move in and move out.

The pass is issued for one vehicle and provides the right to a single entry for self-loading or unloading to/from a certain type of vehicle during the buildup or dismantling of the Event in accordance with the terms herein.



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

To move in equipment and exhibits it is necessary to:

- complete the LETTER FOR EXHIBITS AND EQUIPMENT MOVE IN AND MOVE OUT with a detailed description of the equipment and materials on the company's letterhead with the signature and seal of the CEO.
- get approval on the LETTER FOR MOVE IN/MOVE OUT at the Exhibition Management office (the Letter to be marked appropriately).
- get approval on the LETTER FOR MOVE IN/MOVE OUT at the Transportation and Logistics department (the Letter to be marked appropriately).
- send the duly approved LETTER FOR MOVE IN/MOVE OUT by e-mail to the Service centre or present directly at the Information and Services counter.
- pay for and get pass to the Material Handling area at the Service centre on the Information and Services counter.

HAND CARRIED LUGGAGE



When passing through the **central entrances and metal detectors** into the Crocus Expo pavilions it is **permitted to carry hand luggage** (weight maximum 20 kg, dimension maximum 60x60x60 cm or in the sum of measurements).



Hand carried luggage includes:

- handbags;
- shopping bags;
- suitcases, backpacks;
- paper folders;
- overcoats;
- umbrellas and canes, strollers, wheelchairs for the disabled.



Items not related to hand carried luggage are permitted to be moved in **only through the loading gates at the Material Handling area (admission to the Material Handling area is permitted only by vehicles with passes)**.

Items not related to hand carried luggage:

- equipment of any kind and purpose;
- furniture 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.

CROCUS EXPO SERVICES				
Description	Contact person	Job title	Phone	E-mail
MANAGEMENT OFFICE				
General issues	Andrey Korovkin		+7 (495) 223-42-14 Cell phone: +7 (916) 822-47-03 +7 (915) 087-46-28	A.Korovkin@Crocus-Expo.ru
	Aleksandr Shkrabak		Cell phone: +7 (915) 283-53-13	shkrabak@Crocus-Expo.ru
	Marina Avdoeva		Cell phone: +7 (977) 526-57-28	avdoeva@Crocus-Expo.ru
Paper work (contracts, invoices and etc.)	Elena Baulina		+7 (495) 987-31-66 Cell phone: +7 (985) 366-71-97	EN.Baulina@Crocus-Expo.ru
Coordination of standard equipped stands and advanced standard equipped stands, submission of FORMS 1, 2	Ilya Mogunov	Manager BuildExpo LLC, Department of standard stands	+7(495) 727-25-92 Cell phone: +7 (917) 527-93-90	i.mogunov@buildexpo.ru
SERVICE CENTRE (INFORMATION AND SERVICES COUNTER)				
Receipt of passes to the Material Handling area, Exhibitor badges, invitations, submission of letters for exhibits and equipment move in and move out, services settlement (in cash)			+7 (495) 727-26-26	Service@Crocus-Expo.ru
TRANSPORTATION AND LOGISTICS DEPARTMENT				
Handling and hoisting works, handling and hoisting equipment for rent and etc.			+7 (495) 727-25-87	Trans@Crocus-Expo.ru
ADVERTISING AND INFORMATION DEPARTMENT				
Application for advertising in the territory, advertising structures rent, large format printing	Angelica Aleksanyan	Department Director	+7 (495) 727-26-39	A.Aleksanyan@Crocus-expo.ru
DEPARTMENT OF NON-EXHIBITION AND CONGRESS EVENTS				
Conference halls for rent	Arturs Kleshniks	Senior manager	+7 (495) 727-25-91 Cell phone: +7 (977) 523-57-18	Kleshniks@Crocus-Expo.ru
MAINTENANCE SERVICE				
Floor load and suspended structures approval	Sergey Fedorov	Chief engineer	Cell phone: +7 (977) 525-56-30	S.Fedorov@Crocus-Expo.ru
FIRE SAFETY SERVICE				
Approval of use of fire hazardous and explosive exhibits and materials, compressed gas tanks	Dmitriy Bogachuk	Leading specialist	Cell phone: +7 (962) 977-08-69	bogachuk@crocus-expo.ru

BUILDEXPO LLC – CROCUS EXPO GENERAL BUILDER

Description	Location	Contact person	Job title	Phone	E-mail
DEPARTMENT OF AUDIOVISUAL EQUIPMENT AND TELECOMMUNICATIONS					
Sound amplifiers, audio and video equipment, projectors for installation in specialized Crocus Expo premises and the Exhibitor's stands		Mikhail Edidovich	Head of the department	+7 (495) 727-26-15 Cell phone: +7 (925) 488-53-60	Micke67@mail.ru
MAINTENANCE DEPARTMENT					
Electrical and sanitary works, compressed air supply, electrical equipment for rent, electrical installation	Pavilion 1, 1 st floor, office 115	Alexei Doronenko	Deputy chief electrician	+7 (495) 727-24-38 Cell phone: +7 (916) 435-51-33	ote@buildexpo.ru
DEPARTMENT OF TECHNICAL DOCUMENTATION INSPECTION					
Inspection and approval of technical documentation for contracted builders, control of technical documentation of electric wiring executed by contracted builders, services related to static design, electrical laboratory, fire safety services, hoisting tackle for rent	Pavilion 1, 1 st floor, office 119	Moscow companies: Andrey Meshkov	Head of electrical laboratory and fire safety system	+7 (495) 727-26-71	ingener@buildexpo.ru
	Pavilion 1, 1 st floor, office 115	Regional and foreign companies: Veronika Sopina	Head of the department	+7 (495) 727-26-71 (ext. 22-18)	
Audiovisual equipment approval for use during the Event	Pavilion 1, 1 st floor, office 119	Semyon Ryzhov	Engineering manager	+7 (495) 727-26-71	
STAND DECORATION DEPARTMENT					
Large format printing	Pavilion 1, 1 st floor, offices 114, 123	Mikhail Chelyshev	Head of the department	+7 (495) 727-07-62	buildexpo@list.ru
DEPARTMENT OF EXCLUSIVE STANDS BUILDUP					
Individual design stands buildup and decoration, design development, improved standard	Pavilion 1, 2 nd floor, office A24			+7 (495) 223-42-08 +7 (495) 727-07-64	sales@buildexpo.ru
ACCOUNTING					
Acceptance documents, cash register	Pavilion 1, 1 st floor, office 112			+7 (495) 727-07-64	

FORM 2 – ADDITIONAL EQUIPMENT FOR STANDARD EQUIPPED STAND AND ADVANCED STANDARD EQUIPPED STAND

International exhibition
of automotive industry
InterAuto

To Contract dated

Company name as contracted

Pavilion Hall Stand Space



**Submit
before
19/07/2024**

For the list and price of additional equipment please refer TO APPENDIX 3 – PRICE LIST FOR ADDITIONAL EQUIPMENT AND GENERAL BUILDER SERVICES.

	Description	Code	Price, RUB VAT incl.	Quantity	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
			TOTAL:		

Applications for additional services and equipment shall be submitted under terms stipulated in the Event Participation Contract. Late applications shall be subject to equipment availability.

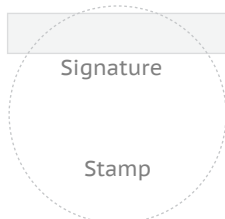
Value spelled out

ORGANISER

Full name

Signature

Date



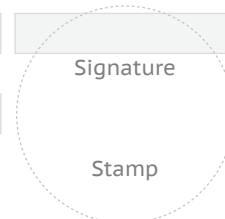
Stamp

EXHIBITOR

Full name

Signature

Date



Stamp



Return completed FORM 2 to: i.mogunov@builddexpo.ru
Ilya Mogunov Phone: +7(495) 727-25-92
Cell phone: +7(917) 527-93-90

POWER OF ATTORNEY (from a legal entity)

Place of issue (city)

date of issue (receipt)

Legal entity name

Location (address)

PSRN , in person of CEO

Job title

CEO full name

Acting on the basis

Authorizes

Passport serial number, number unit code

Authority when

Registered address

- Receive Exhibitor badge(s)
- Receive pass to Material Handling area



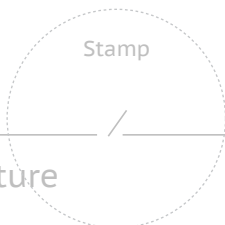
Exhibition

Dates

Venue: Crocus Expo International Exhibition Centre

Address: Mezhdunarodnaya 16, 18, 20 Krasnogorsk, Krasnogorsk area, Moscow region

Hereby authorizes to arrange, transfer and receive all necessary relevant documents issued, sign and perform other actions necessary for the execution of this assignment.



_____/_____
CEO signature print name

POWER OF ATTORNEY (from an individual entrepreneur)

Place of issue (city)

date of issue (receipt)

Individual entrepreneur

Full name

Registered address

PSRNIE

Authorizes

Representative full name

Passport serial number, number unit code

Authority when

Registered address

Receive Exhibitor badge(s)

Receive pass to Material Handling area



Exhibition

Dates

Venue: Crocus Expo International Exhibition Centre

Address: Mezhdunarodnaya 16, 18, 20 Krasnogorsk, Krasnogorsk area, Moscow region

Hereby authorizes to arrange, transfer and receive all necessary relevant documents issued, sign and perform other actions necessary for the execution of this assignment.

_____/_____

Signature

print name

POWER OF ATTORNEY (from a natural person)

Place of issue (city)

date of issue (receipt)

I,

Passport serial number, number unit code

Authority when

Registered address

Authorize

Passport serial number, number unit code

Authority when

Registered address

Receive Exhibitor badge(s)

Receive pass to Material Handling area



Exhibition

Dates

Venue: Crocus Expo International Exhibition Centre

Address: Mezhdunarodnaya 16, 18, 20 Krasnogorsk, Krasnogorsk area, Moscow region

Hereby authorize to arrange, transfer and receive all necessary relevant documents issued, sign and perform other actions necessary for the execution of this assignment.

_____/_____

Signature

print name