

**Venue:**

Crocus Expo, Moscow, Pavilion 3, Hall 13, 14, 15

www.crocus-expo.ru**Exhibition days:**

October 27 (Wed): 10:00 - 18:00

October 28 (Thu): 10:00 - 18:00

October 29 (Fri): 10:00 - 18:00

October 30 (Sat): 10:00 - 17:00

Dear Exhibitors!

InterCHARM 2021 exhibition will be open soon. We hope your company is getting ready according to your plan and your participation will be successful. We would like to remind you some major aspects important at the final pre-exhibition phase.

PLEASE NOTE! The exhibition is subject to the trade laws of the Russian Federation, including selling procedures, mandatory registration/certification of the products etc.

1. PREVENTION OF COVID-19

Please follow [the link and click Safety recommendations](#) to get to know the Methodological Recommendations MP 3.1 / 2.1.0198-20, approved by the Federal Service for Supervision of Consumer Rights and Human Well-being 26.06.2020. Exhibitors are responsible for compliance with sanitary and hygienic standards at their stands.

PCR-TESTING IS MANDATORY FOR ENTRY TO RUSSIAN FEDERATION AND EXHIBITION!

Please make sure you have negative PCR-Test on COVID-19, taken within **the last 72 hours** before entering the territory of Russian Federation in general and exhibition in particular. You are kindly requested to have **VALID PRINTED CERTIFICATE** with you to present to the Security Check when entering the Exhibition site at Crocus Expo. Should you need to take an extra PCR-testing during your stay in Moscow, or have the PCR-testing before departure from Russia please see below the contacts of laboratories:

ARHIMED LAB https://www.arhimedlab.com/ +7 (499) 288-07-29 arhimed@arhimedlab.com Vnukovo airport, Domodedovo airport, Sheremetyevo airport 4	CMD https://www.cmd-online.ru +7 495 788 0001 Field service	INVITRO www.invitro.ru 8 (800) 200-363-0 8 (495) 363-0-363 Field service
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2. ORGANISER OFFICE AT THE EXHIBITION

The Organiser Office will be located at **Pavilion 3, Hall 13, Stand A15-1** during the build-up and exhibition open time. Please contact us if you have any questions during preparations, installation and exhibition.

Roza Deberdeeva INTERCHARM Brand Director roza.deberdeeva@rxglobal.com +7 495 937 6861 (ext. 138) +7 926 900 6121	Alexander Kalyagin International Key account manager alexander.kalyagin@rxglobal.com +7 495 937 6861 (ext. 136) +7 926 520 8470
Dmitry Bugakov Technical Manager dmitry.bugakov@expo-system.ru +7 (925) 487-11-36	Daria Lazarenko Sales Manager daria.lazarenko@rxglobal.com +7 495 937 6861 (ext. 156) +7 926 205 9687

**INVITATION TICKETS**

Invitation tickets can be obtained after full payment for exhibiting in the amount of 1 invitation / 1 m².

All tickets are online/electronic. Please generate electronic invitation tickets via your Exhibitor Account:

Russian: <https://reedclick.reedexpo.ru/sls/login/?l=ru>

English: <https://reedclick.reedexpo.ru/sls/login/?l=en>

3. EXHIBITOR BADGES

- **Exhibitor accreditation:** October, 26 from 08:30 to 18:00 in the foyer of Hall 14 (pavilion 3).
- Entrance to the exhibition hall is **open only** for those having exhibitor badges. Make sure that exhibitor badges have been generated to each of your employee entitled to work at your stand.

Exhibitor badges can be generated in your Exhibitor Account:

Russian: <https://reedclick.reedexpo.ru/sls/login/?l=ru>

English: <https://reedclick.reedexpo.ru/sls/login/?l=en>

- Please take into account the correct number of exhibitor badges assigned to your company under the contract and calculate, based on this, the number of employees allowed to work at your stand. Additional Badges cannot be assigned due to sanitary restrictions on the space capacity.
- Exhibitor badge must always be with you in printed or electronic form.

4. **V.I.P. PARKING AREA PASSES AND PROMOTER BADGES**

V.I.P. parking area passes and Promoter badges (**pre-ordered and pre-paid**) can be collected from the Organiser Office (**Pavilion 3, Hall 13, Stand A15-1**) on **October, 26 starting from 12:00** after providing power of attorney on company letterhead or stamp of the payer. V.I.P. parking area passes are invalid for trucks, minibuses or promo cars.

5. **BUILD-UP PASSES**

- **Build-up passes** for the personnel working during build-up / dismantling (**invalid** during the exhibition) will be available in the Service Centre of Pavilion 3 from 08:00 till 20:00 during build-up / dismantling days. To receive build-up passes you must provide a letter (printed on your company letterhead paper) indicating the exhibitor company, full names and passport details of build-up workers. Please see a sample letter in Appendix 1.
- **Build-up passes for stand constructors** have to be requested in advance from Buildexpo during the procedure of technical approval.

6. **EXHIBITION SCHEDULE**

October, 23	08:00 – 12:00	Mark-up
Saturday	12:00 – 20:00	Build-up ¹
October, 24	08:00 – 20:00	Build-up ¹
Sunday		
October, 25	08:00 – 20:00	Build-up ¹
Monday		
October, 26	08:00 – 16:00	Build-up finishing
Tuesday	08:00 – 19:30	Exhibitors arriving ²
October, 27	08:00 – 19:00	Pavilion opening hours ³ (for exhibitors)
Wednesday	10:00 – 18:00	Exhibition is open for visitors
October, 28	08:00 – 19:00	Pavilion opening hours ³ (for exhibitors)
Thursday	10:00 – 18:00	Exhibition is open for visitors
October, 29	08:00 – 19:00	Pavilion opening hours ³ (for exhibitors)
Friday	10:00 – 18:00	Exhibition is open for visitors
October, 30	08:00 – 20:00	Pavilion opening hours ³ (for exhibitors)
Saturday	10:00 – 17:00	Exhibition is open for visitors (cash desk is open until 16:00)
	17:00 – 20:00	Exhibitors departure ⁴
October, 31	08:00 – 20:00	Pavilion opening hours ³ (for exhibitors)
Sunday	08:00 – 20:00	Dismantling. Access for exhibitors' and stand constructors' vehicles
November, 01	08:00 – 16:00	Dismantling.
Monday	16:00	Pavilion must be left fully empty, all equipment and stand structures should be removed ⁵

¹ Please contact the technical manager for availability and prices for extra build-up/dismantling hours. Applications for extra hours should be submitted to the Service Centre of the Pavilion by 18:00 at the latest. Extension of working hours on the last day of build-up is subject to prior approval by the Organiser.

² All major work on the design of stands and placement of exhibits must be completed by 16:00 on October 26. You can stay at the stands and do minor decoration works until 20:00.

³ Access to the Pavilion is allowed only for the exhibitors with Exhibitor badges (passes). It is forbidden to do any build-up works at stands, build-up passes are invalid. At 10:00 am, the Pavilion will be open for visitors. Please make sure your stand is ready for visitors by that time!

⁴ All of exhibitors' materials and exhibits shall be taken out; otherwise, the exhibitor is responsible for the safety and/or full disposal of any items left.

⁵ All building materials, structures and heavy duty waste must be taken out of the premises of IEC Crocus Expo or placed into waste containers at the expense of the exhibitor or his constructor. If necessary, exhibitors/stand constructors should order in advance the service of waste disposal at the Service Centre. In case of violation of this rule, exhibitors/stand constructors shall be liable to fines.

7. **LETTER FOR BRINGING IN / TAKING OUT EXHIBITS**

If you bring any local goods (material, products, machines, equipment, etc.) into the exhibition hall, you **must** prepare a letter listing all these goods. Please, have a letter ready for exhibits and equipment which should **be brought in or taken out**. The procedure **for local goods** is the following:

1. Prepare a letter on your company letterhead (as per attached template in Appendix 2), signed by the Director, **in 3 copies** the letter should be strictly from the company **with Russian legal entity**. Contractors or travel agents should have a letter of attorney from your company or a letter of exhibits on your company letterhead.
2. Have this letter stamped in the Organiser Office (**Pavilion 3, Hall 13, Stand A15-1**) **first, and then**, by the Service Centre officer **in the foyer of Hall 14, Pavilion 3**.
3. Collect passes for vehicle access to the loading/unloading zone (pre-ordered and pre-paid) at the Service Centre desk in Pavilion 3. These passes can also be purchased on site at the Service Centre desk.

One copy of this letter will be taken by the Service Centre; **the second copy** will be taken by the security guard at the cargo gates when the exhibits are brought in. **The remaining copy** should stay with you, and it will be used when the exhibits are taken out after the exhibition. Before taking out the equipment and exhibits after the exhibition, obtain the Take-Out stamp in the Service Centre on your copy of letter, and exchange your passes to the loading/unloading zone for trucks if necessary.

During the exhibition days **any additional exhibits may only be brought in from 08:30 till 09:30** (on the first exhibition day from 08:00) and **from 18:30 till 19:30**. In this case, please prepare beforehand the required letters for additional products to be brought in to your stand.

No cargo is allowed to be brought in during exhibition opening hours.

Dismantling of stands is not allowed until the first day of dismantling. Stand constructors will be admitted to the hall only **from 08:00 on October, 31**.

PLEASE NOTE! Exhibitors with **local goods** may be required to provide documents confirming the customs status and ownership of goods to be brought into the Crocus Expo area.

8. STANDARD SHELL SCHEME DECORATION

PLEASE NOTE! Wall panels and other additional structure elements shall remain undamaged and clean after the exhibition. **Covering of panels with self-adhesive film, attaching of any materials to panels with self-adhesive tape or other sticking materials is PROHIBITED.** In case of violation of this rule, the Exhibitor will be charged for the service "covering with customer's material". Light materials may be fixed using hooks or binder clips (provided by Exhibitor) which can be attached to the top beams of the wall panels.

Holes making, attachment of promo materials to panels with pins, self-adhesive tape or other sticking materials is PROHIBITED. The cost of damaged elements of constructions will be charged to the Exhibitor.

Installation of stand equipment and connection of electrical equipment (except for exhibits) within standard shell scheme is considered as custom-build elements and are subject to paid technical approval. This also applies to mobile booths fitted with electrical lights and to showcases.

9. KEYS FOR DISPLAY CASES AND STORAGE ROOMS

Available at the stand of the General Builder of Crocus Expo (Pavilion 3, Hall 13, Stand A14). The amount of the deposit: 100 or 1000 rubles depending on the type of lock. The deposit is to be returned on the day of departure from the exhibition (October, 30).

Receiving schedule:

26.10.2021 from 08:00 to 13:00, from 14:00 to 20:00

27.10.2021 from 08:00 to 13:00, from 14:00 to 19:00

Returning schedule:

30.10.2021 from 14:00 to 20:00

10. BRINGING IN / TAKING OUT EXHIBITS PROCEDURE

For international goods:

Transport and custom clearance services for exhibition cargoes of international exhibitors are offered by the official cargo carriers and customs brokers of IEC Crocus Expo – Hansa-Messe-Speed GmbH, Kuehne + Nagel, ADEFA GmbH, EXPOTRANS SPA, please see the contacts on page 4 of the Technical Manual.

For local goods:

Cargo vehicles access to Crocus Expo area is allowed only through the first exit from the Moscow Ring Road. **Access to Crocus Expo area through the arch is forbidden.**

A loading/unloading zone is allocated around the perimeter of the Pavilions. Vehicles can enter the loading/unloading zone **using paid passes** purchased from the Service Centre of Pavilion 3 upon provision of a written letter for exhibits' bringing in and taking out. The paid pass to the loading/unloading zone is valid for one vehicle with unlimited number of arrivals during the build-up and dismantling days. In case of a vehicle change, you can exchange your pass in the Service Centre of Pavilion 3 on the next day without any extra costs. **The type of the pass to the loading/unloading zone (passenger car or truck) is determined by the type of vehicle specified in the certificate of vehicle registration.**

For information on the price of the passes, please contact the Service Centre of Pavilion 1 (for local or customs cleared goods only): tel.: +7(495) 727-2626, e-mail: Service1@Crocus-Expo.ru

Time of stay in the loading/unloading zone is **limited** and **registered** at the entrance point by turnstiles:

- trucks – 2 hours (6000 rubles);
- passenger cars – 1 hour (3000 rubles).

Immediately after unloading, vehicles must leave the loading/unloading zone. For every 30 minutes above the time limit there is a **FINE** in the amount of 1000 rubles. The fine must be paid at the Service Centre of Pavilion 1 before 20:00.

Please consider these limitations when you plan your loading/unloading works.

Handling and installation work requiring the use of cargo lifting equipment is carried out **exclusively by specialists and using the resources of the Transport and Logistics Department of IEC Crocus Expo.**

Please contact the Transport and Logistics Department beforehand in case of heavy load transportation!

The price list and application forms can be obtained at www.crocus-expo.ru/services/pograzgr.php

Phone: +7 (495) 727 25 87 (Monday - Friday from 09:30 till 18:30), e-mail: Trans@Crocus-Expo.ru

Handling works are carried out from 08:00 till 19:45 (break from 13:00 till 14:00) within the loading/unloading zone only.

Self-loading, -unloading and transportation of cargo using heavy lifting equipment of all kinds of lifting and transport equipment (cranes, electric and hydraulic forklift trucks and other lifting equipment of any type) **is prohibited**. Staff / trolley access to the loading/unloading zone for unloading is allowed only from the cargo gates of the exhibition halls. For any violation the Administration of the IEC Crocus Expo imposes fines.

Please be aware that applications for handling works are accepted not later than 10 working days before the beginning of Build-up. Applications submitted later will be surcharged.

Based on your application forms we form the Schedule of Arrival to exhibition, mandatory for all participants. **If your cargo comes out of Schedule of Arrival, the delivery of the cargo to your stand cannot be guaranteed.**

PLEASE NOTE! It is **strictly forbidden** to bring **boxes** through the main entrance.

Only belongings which have a handle and bag shape and can be quickly inspected are **allowed to be brought** via main entrance: suitcases on wheels, bags, backpacks, packages, briefcases.

11. **CLEANING**

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided they are placed in plastic bags or cartons in front of the stand in the evening.

Any works on cleaning in the Exhibition Centre should be carried out only by "Crocus Expo", directly or through accredited companies, except for the works relating to cleaning, rubbing, polishing of exhibit items. Exhibitors are not allowed to use technical equipment (vacuum cleaners, washing machines etc.) for cleaning of their stands.

PLEASE NOTE! **Stand area** is not to be cleaned if you have not ordered and paid for the cleaning in advance. You can order stand cleaning at the Organizer Office (Pavilion 3, Hall 13, Stand A15-1):

- Dry one-time cleaning of the stand (carpet) - 130 roubles / 1 m² / 1 day
- Wet one-time cleaning of the stand (laminat, floor tiles) - 170 roubles. / 1 m² / 1 day

12. **SECURITY**

Space rental rate includes the cost of **general security of Pavilion**. To ensure safety of exhibits and personal items, it is necessary to ensure **presence of your company representative** at the stand during the exhibition from the moment of opening at 8:00 until the Halls are closed by security guards at 20:00.

Whenever the exhibition is open for visitors, your stand (valuable exhibits, laptops, mobile phones, personal items) must be attended by your personnel. The Organizer and administration of Crocus Expo are not liable for any loss that occurred in the said period.

13. **EXTRA ORDERS**

Extra orders placed during build-up and exhibition will be received only if possible and subject to a **100% surcharge**. Payment for extra services ordered during the exhibition shall be made immediately in the Organizer Office by credit card only. No refund will be provided if pre-ordered and pre-paid services are cancelled.

14. **NOISE LEVEL**

DURING THE SHOW PROGRAMMES AND AUDIOVISUAL PRESENTATIONS AT THE STAND THE NOISE LEVEL CANNOT EXCEED 60 DB.

In case of complaints, the Organizer have the right to disable the noise source or, if not possible, the power supply on your stand, under the Act, which is made in two copies, signed by the responsible member of Reed Exhibitions. The

Act is handed to the exhibitor. **Repeated violations are subject to cut off without notice!** We kindly ask you to respect other exhibitors and their guests.

15. CATERING

To order hot meals at the stand, please contact the company:

- Суcre Банкейт, Ellada Gurbanova: +7 (495) 727 24 46, ext. 5836, mob. +7 (925) 508 60 06
- BACKSTAGE Catering, Anna Zayko: +7 (926) 007 05 87, mob. +7 (925) 771 16 17

You can also use the food court located on Level 2 of the exhibition pavilion.

16. HOW TO REACH CROCUS EXPO

By public transport: Metro station «Myakinino» (Arbatsko-Pokrovskaya metro line) – exit to Expo-1

By Car: Crossing of the Moscow Ring Road (outer side, 65-66 km) and Volokolamskoe Highway / Pavilion 1 (Expo-1)



We wish you a successful work at the exhibition!
InterCHARM 2021 team

