

Access to the exhibition grounds

ENTRANCE to the pavilions of the Crocus Expo IEC at all stages of preparation and holding of the Exhibition (installation, move-in, days of the Exhibition, dismantling) is allowed only with personal passes (installation pass, participant/decorator/visitor badge). The personal pass must be used exclusively by the person in whose name it was issued. It is prohibited to transfer it to third parties. You must have a passport or another identification document with you, which you may be asked to present when entering the territory of the Crocus Expo IEC. During the installation and dismantling of the exhibition, the pavilions are usually open from 08.00 to 19.45. On the days of the exhibition, the pavilion is open from 09.00 to 19.00 (from 08.00 on the first day of the exhibition).

Entrance to the halls of the exhibition center is allowed with passes:

✓ Participants / Exhibitors

The pass to the grounds is a **Participant Badge**, which gives the right to the personnel of the companies participating in the exhibition to enter the exhibition center **during the entire period of the event (November 07-15)**: days of installation/dismantling and days of the exhibition. The lists for badges to be issued are filled in through the Personal Account (PA) of the participant on [the exhibition website](#) (the password and login from the PA will be additionally sent to the Exhibitor). An electronic badge can be downloaded from the PA starting from November 03. If necessary, the participant can receive a laminated badge (exchange a previously downloaded one) at the information desk in the Exhibition Director's Office starting from November 10. Please note that both badges have the same validity, but to enter the exhibition halls, a badge is MANDATORY (in electronic or printed form).

✓ Decorators / Assistants

The pass to the grounds is a **Decorator Badge**, which gives the right to the personnel involved in the process of preparing the exhibition stand to enter the exhibition center **on the days of move-in and move-out (November 10 and 14)**. The lists for decorator badges to be issued are filled in through the Personal Account of the participant on [the exhibition website](#) (the password and login from the Personal Account will be additionally sent to the Exhibitor). An electronic badge can be downloaded from the Personal Account starting from November 03.

✓ Contractors: developers / installers

The pass to enter the grounds for the developers' representatives is an **Installation Pass**, which gives the right to enter the exhibition center **on the days of installation and dismantling (November 07-10 and November 14-15, not valid during the exhibition)**. They will be issued in the office of the General Developer, BuildExpo LLC (Pavilion No. 1, Crocus Expo IEC, service entrance CROCUSGROUP), on the basis of lists submitted in the prescribed form: [Letter for Installation Passes](#) ([download](#)), prepared on the company's letterhead paper with the signature and seal of the chief executive (a sample letter is provided on [page 9](#) of this Memo).

VEHICLE ENTRY to the territory of the Crocus Expo IEC (driveway to the installation gates). To organize the move-in and move-out of exhibits and equipment in the pavilions of the Crocus Expo IEC, a loading and unloading zone (L&U zone) 30 meters wide along the perimeter of the pavilions has been allocated. Vehicles enter the L&U zone using PAID SINGLE-USE PASSES purchased at the Service Center Department of Crocus Expo: for this, it is necessary to have an **APPROVED (by the organizer) Letter for equipment and exhibits move-in and move-out** ([download](#)) sent by e-mail to Service@Crocus-Expo.ru or submitted directly at the Information and Services Desk in Pavilion No. 2 (a sample letter is provided on [page 7](#) of this Memo). The organizer (Euroexpo COMM LLC)'s approval of the Letter for equipment and exhibits move-in and move-out **may be obtained starting from October 10, 2025**.

Please note:

An Exhibitor/Developer representative must have the necessary Power of Attorney forms available: Power of Attorney for Euroexpo COMM LLC (sample on [page 10](#)) and Power of Attorney for Crocus Expo IEC (sample on [page 11](#)). The Powers of Attorney must be issued to a person authorized to issue and sign the relevant documents on company letterhead paper and certified by the seal and signature of the company's chief executive.

[Power of Attorney for Crocus Expo IEC \(download\)](#) - for ordering and receiving Vehicle Passes (Pass to the L&U zone and Pass to VIP parking), issuing and receiving documents for such orders. We recommend that you have several copies of the Power of Attorney with you, as a separate Power of Attorney will be required for each order!

[Power of attorney for Euroexpo COMM LLC \(download\)](#) - The Exhibitor is obliged to receive the original Agreements/Certificates from the Director's Office during the exhibition (November 10–14, 2025), sign them and return them to the Director's Office.

You are reminded of the need to provide the following exhibition space acceptance certificates signed by your company to the stand of the Director's Office of the MITEX exhibition organizer, Euroexpo Company - Crocus Expo IEC, Pavilion 2, Floor 3, Hall 10, stand 10C1401, upon arrival at the exhibition:

1. [Exhibition space acceptance certificate](#) provided to your company by the exhibition organizer Euroexpo COMM LLC (Exhibition Space Acceptance Certificate), 2 copies;
2. [Exhibition space acceptance certificate](#) provided by your company to the exhibition organizer Euroexpo COMM LLC (Exhibition Space Acceptance Certificate), 2 copies.

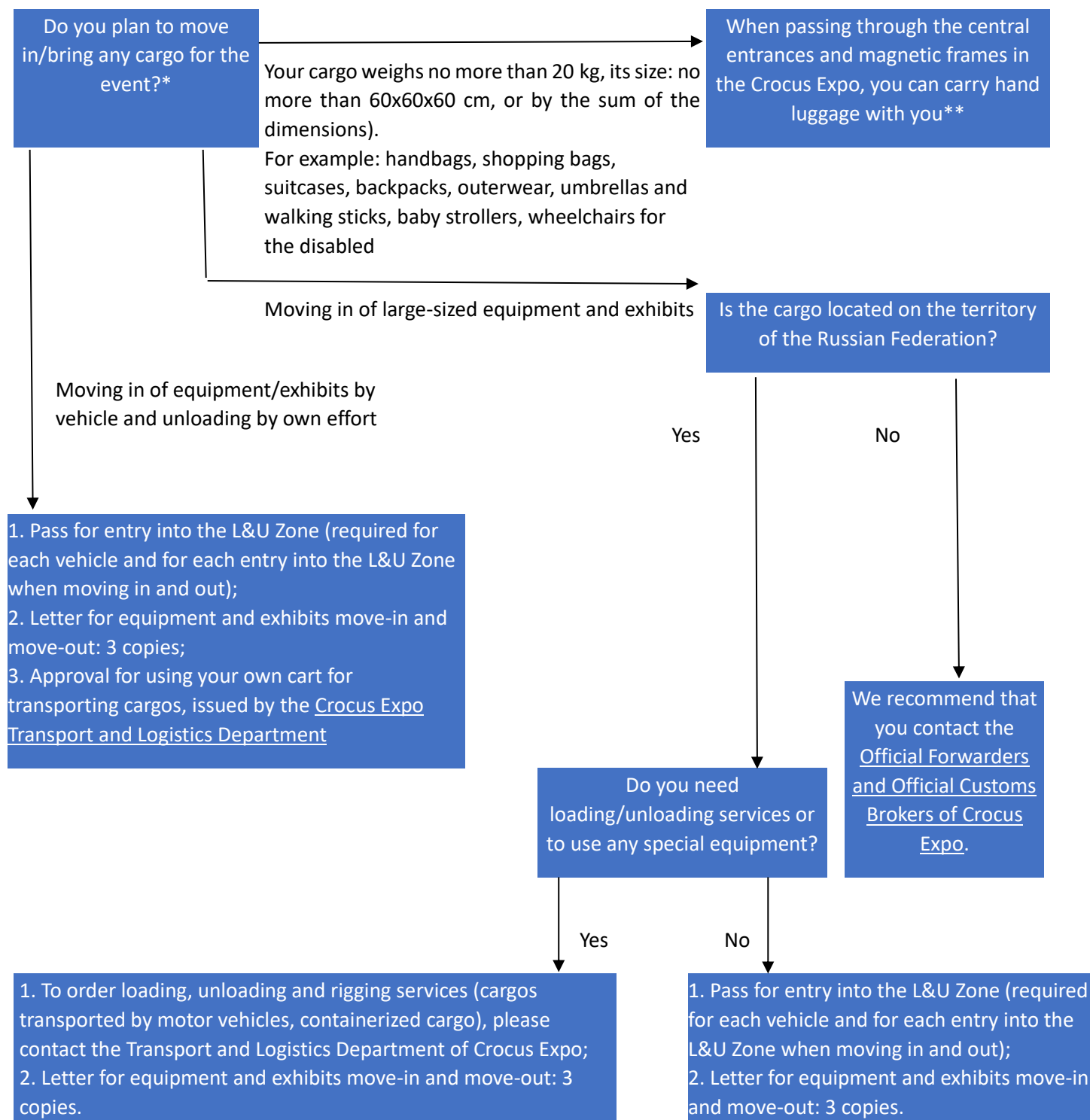
PROCEDURE FOR MOVING EQUIPMENT AND EXHIBITS INTO AND OUT OF the Crocus Expo IEC grounds.

1. OBTAINING A VEHICLE PASS	<p>To order and pay for a pass to the Loading and Unloading Zone (hereinafter referred to as the "L&U Zone"), you must send to the Service Center Department of Crocus Expo (hereinafter referred to as the Service Center Department) by e-mail to Service@Crocus-Expo.ru a Letter for equipment and exhibits move-in and move-out approved by the organizer (the approval is possible starting from October 10, 2025), specifying the type of vehicle, event, hall and booth number, attaching the customer's details, or place an order for a pass directly at the Information and Services desk¹.</p>
	<p>The pass grants the right to load or unload by one's own effort from/to a vehicle of a certain type once during the installation or dismantling of the Event subject to the standard periods².</p>
	<p>¹ Except where passes are obtained at the Crocus Expo Transport and Logistics Department (hereinafter referred to as the TLD):</p> <ul style="list-style-type: none"> - when ordering loading and unloading services from TLD (cargo transported by motor vehicles, containerized cargo), entry into the L&U Zone is free of charge using passes with a one-time use right for the duration of the works. The pass is issued on the day of the works while the vehicle is on the grounds of the Crocus Expo IEC; - when ordering a pass for self-propelled exhibits arriving on the grounds of Crocus Expo under their own power or on a transport platform. The transport platform is allowed into the L&U Zone provided that there is no additional cargo on it; - when moving in exhibits and other cargo with the customs status of "temporary import" through the Official forwarders of the Crocus Expo IEC. <p>² Standard periods of time for a vehicle to stay in the L&U Zone:</p> <ul style="list-style-type: none"> - for a passenger vehicle - 1 hour; - for a freight vehicle - 2 hours; - for a passenger vehicle with a trailer - 2 hours; - for vehicles loading (unloading) in the premises of the second exhibition level, the standard period of time to stay in the L&U Zone is increased by 1 hour; - an additional period of vehicle stay over the standard period is 30 minutes. The standard periods of time of vehicle stay are paid for in compliance with the terms and according to the rates of the Crocus Expo IEC.
2. PREPARING A LETTER FOR EQUIPMENT AND EXHIBITS MOVE-IN AND MOVE-OUT	<p>You will have to fill out the Letter for equipment and exhibits move-in and move-out (hereinafter referred to as the "Letter for move-in/move-out"), with a detailed description of the equipment and materials to be moved in, on the company letterhead paper and certified by the seal and signature of the company's chief executive, and get it approved by the exhibition organizer</p>
3. OBTAINING AN APPROVAL FOR A LETTER FOR EQUIPMENT AND EXHIBITS MOVE-IN AND MOVE-OUT	<p>Developers, as well as Exhibitors carrying out independent construction, must have their Letter for move-in/move-out approved by the General Developer of the Exhibition Center BuildExpo LLC.</p> <p>Exhibitors need to have their Letter for move-in/move-out approved by the Organizer (<u>obtain an approval stamp on the letter, approval may be obtained starting from October 10, 2025</u>).</p> <p>When moving in stage smoke generators, pressurized cylinders, gas cylinder equipment and in case of combustion processes in any form, it is necessary to undergo review and approval by specialists of the Crocus Expo Technical Operations Service, the General Developer and the Fire Safety Department of Crocus Expo.</p> <p>For Exhibitors, the request is to be submitted to the Organizer (technical manager, Ivanov Andrey, tel.: +7 (916) 313-65-15, e-mail: andrey6515@mail.ru).</p> <p>For Developers, the request is to be submitted on their own to the General Developer (tel. +7 (495) 727-2671, e-mail: ingener@buildexpo.ru).</p> <p>Presentation and audiovisual equipment may be used at the Event only after receiving the relevant permission issued by the General Developer, BuildExpo LLC. Getting an approval for the use of audiovisual equipment: tel. +7 (495) 727-2671, E-mail: avt@buildexpo.ru.</p>

4. OBTAINING A PERMISSION FOR MOVE-IN/MOVE-OUT	<p>After obtaining all necessary approvals (obtaining a stamp from the organizer), you must send the Letter for move-in/move-out to the Service Center Department by e-mail to Service@Crocus-Expo.ru or submit it directly at the Information and Services Desk.</p> <p>Please note that printed copies (3 copies) of the Letter for move-in/move-out are required:</p> <ol style="list-style-type: none"> to be provided to the Service Center Department (Information and Services Desk) when obtaining the permission for move-in/move-out (if the letter has not been previously approved by e-mail) and a pass to the L&U Zone; to be handed over to a Crocus Expo security representative at the installation gates when equipment and exhibits are being moved in (during installation); to be handed over to a security representative at the installation gates when equipment and exhibits are being moved out (during dismantling).
5. OBTAINING A PASS TO THE L&U ZONE	<p>Obtaining a pass is possible subject to 100% prepayment.</p> <p>A pass to the L&U Zone can be obtained based on a completed and approved Letter for move-in/move-out at the Service Center Department¹:</p> <ul style="list-style-type: none"> by e-mail; at the Information and Services Desk. <p>To enter the L&U Zone, it is necessary to have a pass on paper or on a mobile device.</p>
6. MOVING IN EQUIPMENT AND EXHIBITS	<p>Equipment and exhibits are moved in through installation gates. The Letter for move-in/move-out with the "MOVING IN PERMITTED" stamp is given to the security service representative, who checks the list of equipment and exhibits being moved in according to the provided letter. A copy of the letter remains with the security service representative.</p> <p>⚠ You must have an additional copy of the letter with you in case the equipment is moved in multiple times.</p>
7. OBTAINING INSTALLATION PASSES	<p>To access the Event site during the installation and dismantling periods, representatives of the exhibition equipment installation workers and adjusters need installation passes³.</p> <p>Passes are issued as follows: 1 pass per every 5 m² of the stand area.</p>
	<p>³Developers obtain installation passes based on the submitted lists when passing accreditation with the General Developer.</p> <p>Representatives of Participants/Exhibitors enter the Exhibition space using the badges of the exhibition participants, you can download an electronic badge from your Personal Account (PA) on the exhibition website.</p>
	<p>To obtain installation passes, it is necessary to present the approved Letter for move-in/move-out together with the Letter for installation passes (page 9). If nothing is to be moved in, then the Organizer's stamp (confirming approval) is required on the Letter for installation passes.</p>
	<p>After all necessary approvals, you must send the Letter for installation passes to the Service Center Department by e-mail Service@Crocus-Expo.ru or submit it directly at the Information and Service Desk.</p>
8. CARRYING IN HAND LUGGAGE	<p>When passing through the central entrances and magnetic frames in the Crocus Expo pavilions, you can carry with you only hand luggage (weight: no more than 20 kg, size: no more than 60x60x60 cm, or by the sum of the dimensions).</p> <p>Hand luggage includes: handbags, briefcases, suitcases, backpacks, outerwear, baby strollers. Boxes of any size are not considered hand luggage!</p> <p>⚠ Items that are not considered hand luggage are allowed to be carried in only through the installation gates in the L&U Zones (access by vehicles with passes).</p>
9. MOVING OUT EQUIPMENT AND EXHIBITS	<p>Equipment and exhibits are moved out through the installation gates. The Letter for move-in/move-out with the "MOVING OUT PERMITTED" stamp is given to the security service representative, who checks the list of equipment and exhibits being moved out according to the provided letter. A copy of the letter remains with the security service representative.</p> <p>The Developer receives permission to move out⁴ from the exhibition hall from a representative of the Crocus Expo Administrative and Economic Department (hereinafter referred to as the "AED") after clearing the Exhibition Space of garbage and adhesive tape. An AED employee confirms the fact that the Exhibition space was cleared and delivered in proper condition by signing a copy of the Letter for move-in/move-out, which remains with the Developer.</p>

	<p>Unauthorized (unapproved) presence of property on the territory of the Exhibition Center after the General Period of the Event is not permitted.</p> <p>The presence of such property on the territory of the Exhibition Center is paid for by the owner of the property in the manner set out in clause 6.4.3. of the Service Directory. Crocus Expo has the right to move such property within the territory of the Exhibition Center, as well as to dispose of it after 5 (five) business days from the time when the presence of the property on the territory of the Exhibition Center is considered unauthorized (unapproved) if the owner does not pick up the property.</p>
	<p>⁴In case of detection of abandoned garbage, damage to property and absence of a permission to move out stamped on the Letter for move-in/move-out by an AED employee, Crocus Expo has the right to send a claim to the Developer.</p>

FLOW CHART



*You will also need a participant badge to access the event site.

**If your cargo meets the parameters of hand luggage, but is packed in a box, we strongly recommend that you place the box in a bag

SAMPLE LETTER FOR EQUIPMENT AND EXHIBITS MOVE-IN AND MOVE-OUT

(Follow the link and [download](#))

(To be drafted on company letterhead paper and certified by the seal and signature of the company's chief executive, in 3 copies)

Please note that only letters containing the full text of the sample "Letter for equipment and exhibits move-in and move-out" are accepted for approval!

If you have all the necessary approvals (the Organizer's seal), you can send the letter in advance to the Service Center Department by e-mail or submit it directly at the Information and Service Desk of Pavilion No. 2 at the Information and Service Desk located in the foyer of Pavilion No. 2 to obtain permission for move-in/move-out and a pass to the L&U Zone.

Service Center Department: Service@Crocus-Expo.ru

LETTER FOR EQUIPMENT AND EXHIBITS MOVE-IN AND MOVE-OUT

Letter No. _____

To be filled out by an employee
of the Service Center Department

Customer	Name of the customer company (or full name of the individual customer) under the contract with Euroexpo COMM LLC.		
Customer company country			
Customer category	Exhibitor		
Company carrying out equipment and exhibits move-in and move-out	Specify if different from the customer		
Country of the company carrying out equipment and exhibits move-in and move-out			
Event			
Dates of the event			
Venue	Pavilion	Hall	Stand

LIST OF EQUIPMENT AND EXHIBITS

	Name of equipment or exhibit to be moved in (for machinery, indicate serial number)	Quantity
1.		
2.		
3.		
4.		
5.		
6.		

I hereby confirm that:

- all equipment, exhibits and other material assets to be moved in have been approved (if necessary) by the General Developer of the Exhibition Center of BuildExpo LLC, the Technical Operations Service of Crocus Expo and the Fire Safety Department of Crocus Expo and do not include anything that it is prohibited to move in into the territory of the Crocus Expo IEC in accordance with the rules in force at the Exhibition Center;
- the company's employees are responsible for the safety of the property moved in during the General Period of the Event, the transfer of passes to the Loading and Unloading Zone to third parties;
- the company's employees involved in the work are familiar with the ["Basic requirements for holding events in the Crocus Expo IEC"](#), ["Basic requirements of the General Developer, BuildExpo LLC, or arranging exhibition events in the Crocus Expo IEC"](#), ["Instructions on fire safety measures during the installation \(dismantling\) of exhibits and holding events in pavilions and in open areas of the Crocus Expo IEC"](#), ["Procedure for equipment and exhibits moving into/moving out of the territory of the Crocus Expo IEC"](#), ["Rules for access to and stay on the territory of the Crocus Expo IEC and attending events held therein"](#).

Full name _____

Date _____

Position _____

Signature _____

L.S.

Contact details of the person responsible for works at the Exhibition space:

Full
name _____

Telephon
e: _____

Please note that vehicles enter the loading and unloading zone using **PAID SINGLE-USE PASSES**, purchased at the Information and Services Desk in Pavilion No. 2 on the basis of this letter. It is prohibited to use trucks equipped with lifting manipulators to perform loading and unloading operations. In case of violation of this requirement, a fine of 100,000 rubles is charged for each unit of equipment used. The maximum time a vehicle can stay in the loading and unloading zone is 2 hours for a truck, 1 hour for a passenger vehicle. Each additional 0.5 hours is considered a new hour and is charged for as a full hour, and is to be paid for by the participant separately according to the Crocus Expo IEC rates at the Information and Services desk of the Service Center in Pavilion No. 2.

If an exhibition participant brings **television, video, audio equipment**, they must purchase a paid permission to use their own audiovisual devices in the Crocus Expo exhibition halls. The permission is issued free of charge only if applications are submitted within three business days before the start of the event installation and if the specified equipment is on the company's balance sheet (with the necessary documents provided, namely: 1) operating instructions; 2) a warranty card from the seller (manufacturer), issued to the participant/developer company; 3) photographs of the appearance and photographs of the label with technical specifications and serial number; 4) unified form No. TORG-12).

SAMPLE LETTER FOR INSTALLATION PASSES

(Follow the link and [download](#))

(To be drafted on Exhibitor company letterhead paper and certified by the seal and signature of the company's chief executive, in 2 copies)

During the installation and dismantling of the Event, Developers' representatives enter the Exhibition space using passes issued by the General Developer on the basis of the submitted lists in the established form.

To obtain installation passes, it is necessary to present the approved **Letter for move-in/move-out** together with the **Letter for installation passes**. If nothing is to be moved in, the Organizer's stamp (confirming the approval) is required on the Letter for installation passes.

Passes are issued as follows: 1 pass per every 5 m² of stand area.

If you have all the necessary approvals (Organizer's stamps), you can send the Letter for move-in/move-out to the Service Center Department by e-mail in advance for the required number of passes to be prepared.

Service Center Department: Service@Crocus-Expo.ru

LETTER FOR INSTALLATION PASSES

Customer	Name of the customer company / full name of the individual customer under the contract			
Event				
Dates of the event				
Venue	Pavilion	Hall	Stand	Metric area

LIST OF EMPLOYEES

Employee's full name	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

Full name _____

Date _____

Position _____

Signature _____

L.S.

Contact details of the person responsible for works at the Exhibition space:

Full name _____

Date _____

Developers, as well as **exhibitors acting as developers of their stands**, obtain passes for installers during technical accreditation based on the template of "BuildExpo" (General Developer of the Crocus Expo IEC) <https://www.buildexpo.ru/bexpo/exhibitors/>

ENTITY'S LETTERHEAD

**the text of the Power of Attorney is an approximate form*

(Follow the link and [download](#))

To Euroexpo-COMM LLC

POWER OF ATTORNEY

city of Moscow

____ 2025

By this Power of Attorney (Name of the entity),
represented by (Position) (Full name),
acting on the basis of the Articles of Association, authorizes (Full name), residing at
the address: _____, passport _____, issued
by _____ on __. __. ____, subdivision code _____.
to perform the following actions on behalf of (Name of the entity) (hereinafter referred to as the company) to act as follows:

1. To represent the company during the preparation and holding of the International Specialized Exhibition "MITEX 2025", perform all necessary actions for the purposes of this assignment: receive documents, order additional services, get approvals for works connected with the placement and installation of exhibits at the company's stand.
2. To sign the Delivery and Acceptance Certificates for the exhibition space.
3. To sign the Certificates of Services Completed by Euroexpo-COMM LLC (the Contractor) for participation in the International Specialized Exhibition "MITEX 2025".

Signature of the person receiving this power of attorney _____

The power of attorney is issued for a period of _____

(Position)
(Name of the entity)

signature

full name

L.S.

ENTITY'S LETTERHEAD

**the text of the Power of Attorney is an approximate form*

(Follow the link and [download](#))

To Crocus Expo IEC

POWER OF ATTORNEY

city of Moscow

_____ 2025

By this Power of Attorney (Name of the entity),
represented by (Position) (Full name),
acting on the basis of the Articles of Association, authorizes (Full name), residing at
the address: _____, passport _____, issued
by _____ on _____, subdivision code _____,
to perform the following actions on behalf of (Name of the entity) (hereinafter referred to as the company) to act as follows:

To represent the company during the preparation and holding of the International Specialized Exhibition "MITEX 2025",
perform all necessary actions for the purposes of this assignment:

1. To obtain vehicle passes, passes issued for the duration of installation and dismantling works, and other documents;
2. To sign contracts and application contracts for services to be provided during events at the Crocus Expo IEC (except for contracts whose subject matter may be any disposal of the Company's fixed assets or the Company's real estate), and to sign certificates, bills, invoices and other documents documenting the performance of such contracts and application contracts.

Signature of the person receiving this power of attorney _____

The power of attorney is issued for a period of _____

<u>(Position)</u>	_____	_____
<u>(Name of the entity)</u>	<i>signature</i>	full name

L.S.