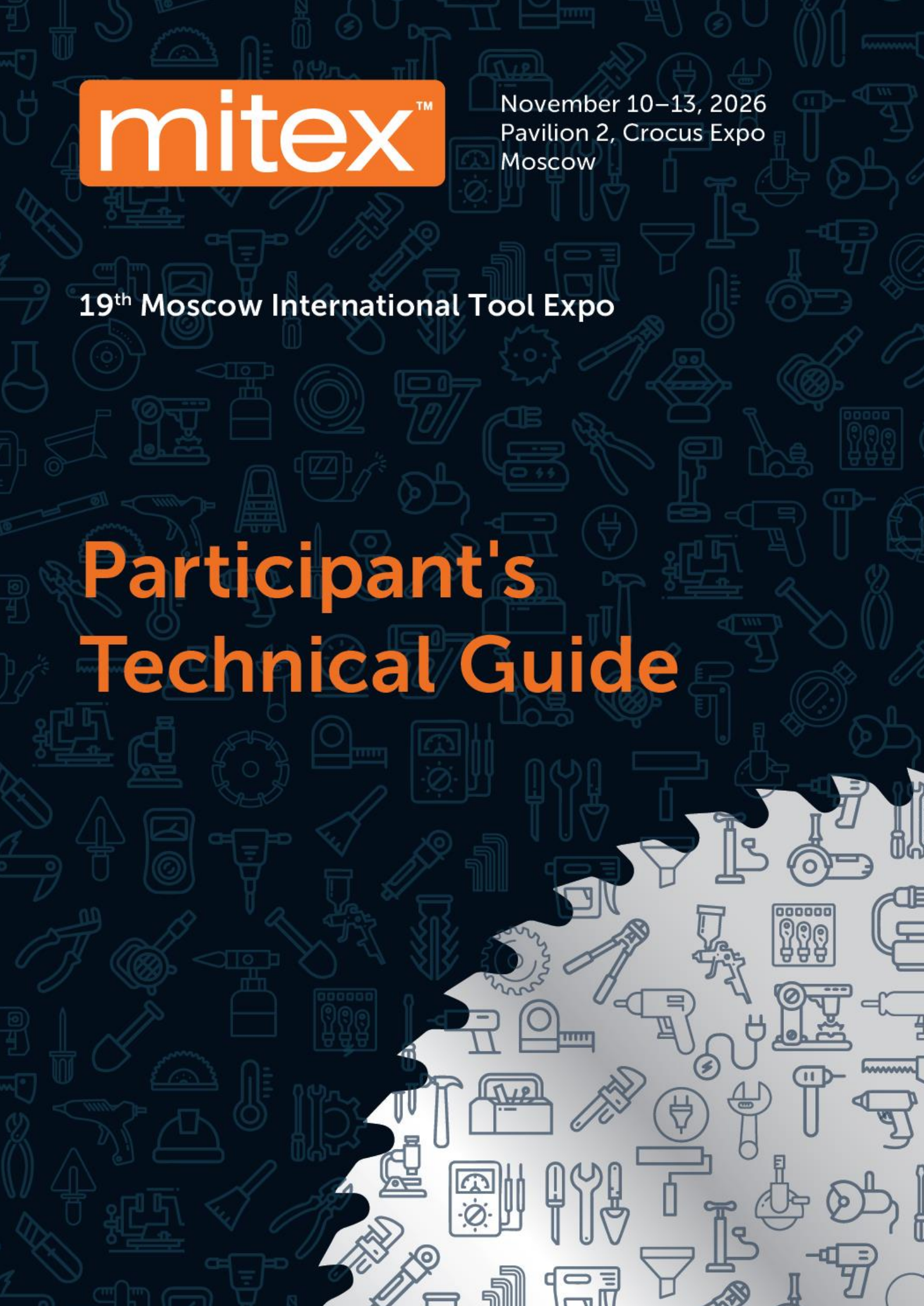




November 10–13, 2026  
Pavilion 2, Crocus Expo  
Moscow

19<sup>th</sup> Moscow International Tool Expo

# Participant's Technical Guide



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# OFFICIAL REFERENCE MANUAL (RAW SPACE)

## Purpose

### **Dear Exhibitor,**

Thank you for choosing to participate in MITEEX 2026, the International Exhibition of Tools, Equipment and Technologies, to be held in Moscow at Crocus Expo International Exhibition Center, Pavilion 2, Halls 5, 6, 7, 8 and 10, from 10 to 13 November.

This Exhibitor Manual is intended for the personnel responsible for organizing your company's participation in the exhibition, including document preparation, stand construction, delivery of goods and other organizational matters. The information in this manual will help you plan your preparations effectively and make your participation in the exhibition simpler and more convenient.

Please read carefully the general rules and requirements set out in the following documents:

- « [General Requirements for Events Held at Crocus Expo IEC](#)»,
- « [Rules for Access to and Stay on the Territory of Crocus Expo IEC and Attendance at Events Held There](#)»,
- « [Basic Requirements of the General Stand Builder, BuildExpo LLC, for Arranging Exhibition Events at Crocus Expo IEC](#). ».

This will help you avoid misunderstandings and optimize the costs of your participation in the exhibition.

Please comply with the established deadlines and the procedure for submitting forms, as late orders are subject to surcharges in accordance with the rules in effect at the exhibition center.

Please contact us with any questions that may arise during your preparations for the exhibition. Our postal address, telephone numbers and email addresses are provided in the Contacts section of the exhibition website..

## Contacts

### **Exhibition Organizer** — Euroexpo LLC

Office 423, 35 Arbat St., Moscow, 119002, Russia; Tel.: +7 (495) 925 65 61 / 62

<https://euroexpo.ru/en/>

Contact	Position	Telephone	Email
Gulnara Markelova	Exhibition Director	+7 (977) 378-66-53	<a href="mailto:info@mitexpo.ru">info@mitexpo.ru</a>
Irina Lopareva	Exhibition Manager	+7 (916) 222-42-54	<a href="mailto:lopareva@euroexpo.ru">lopareva@euroexpo.ru</a>
Mikhail Novik	Exhibition Manager	+7 (999) 356-63-94	<a href="mailto:novik@euroexpo.ru">novik@euroexpo.ru</a>
Daria Vasilyeva	International Exhibitor Relations Manager	+7 (927) 001-51-19	<a href="mailto:d.vasilyeva@euroexpo.ru">d.vasilyeva@euroexpo.ru</a>
Fedor Lagutin	Technical Manager (equipped space)	+7 (903) 150-77-91	<a href="mailto:Lagutin@euroexpo.ru">Lagutin@euroexpo.ru</a>
Andrey Ivanov	Technical Manager (equipped space)	+7 (916) 313-65-15	<a href="mailto:andrey6515@mail.ru">andrey6515@mail.ru</a>
Elena Kravtsova	Program Director	+7 (916) 155-35-14	<a href="mailto:kravtsova@euroexpo.ru">kravtsova@euroexpo.ru</a>
Zhanna Serikova	Advertising Manager	+7(495) 925-65-61 <i>добр. 173</i>	<a href="mailto:serikova@euroexpo.ru">serikova@euroexpo.ru</a>
Maria Melnikova	Coordinator for move-in/move-out and permanent exhibitor pass registration [Clarification needed: position not specified in the source]	+7 (495) 925-65-61 <i>добр. 150</i>	<a href="mailto:coordinator@euroexpo.ru">coordinator@euroexpo.ru</a>
Petr Levchenkov		+7 (495) 925-65-61 <i>добр. 149</i>	<a href="mailto:levchenkov@euroexpo.ru">levchenkov@euroexpo.ru</a>
Kirill Gavrilin	Technical Manager, Vienna, Austria	Phone: +43 1 230 85 35 Mobile: +43 660 302 01 08	<a href="mailto:k.gavrilin@euroexpo-vienna.com">k.gavrilin@euroexpo-vienna.com</a>

**Companies from the People's Republic of China should contact our exclusive Chinese agent:**  
**TAIN EXPO, LTD**

Mr. Luo Zeyuan

E-mail: [andre\\_luo@qq.com](mailto:andre_luo@qq.com)

Tel: +8613904270864

**For special projects and custom-built stands, please contact:**

Fedor Lagutin

Head of Special Projects

+7 (903) 150-77-91

[Lagutin@euroexpo.ru](mailto:Lagutin@euroexpo.ru)

**For visitor registration matters:**

E-mail: [mitexpo@expodat.com](mailto:mitexpo@expodat.com)

Tel: +7 (499) 758-09-11

### **Crocus Expo International Exhibition Center**

16, 18, 20 Mezhdunarodnaya St., Krasnogorsk, Moscow Region, 143402, Russia <https://eng.crocus-expo.ru>

<b>Service Center Department</b>	
Letters for delivery and removal of equipment and exhibits; passes to the handling area; rental of cargo trolleys; installation passes; additional services; closing documents issued by Crocus Expo IEC.	Tel.: +7 (495) 727-26-26 E-mail: <a href="mailto:Service@Crocus-Expo.ru">Service@Crocus-Expo.ru</a>
<b>Handling, Transport and Logistics</b>	
Loading and unloading, installation, dismantling and rigging using modern lifting equipment. The Crocus Expo Transport and Logistics Department rents out lifting and transport equipment and arranges temporary vehicle parking.	Tel.: +7 (495) 727-25-87 E-mail: <a href="mailto:Trans@Crocus-Expo.ru">Trans@Crocus-Expo.ru</a>
<b>Fire Safety Department</b>	
Approval of delivered materials and exhibits, including wooden structures, carpet, combustible decorations, draperies and similar items. Fire safety certificates must be provided.	Tel.: +7 (916) 547-04-51 Duty Officer, Pavilion 3, Room 133
<b>Customs clearance and forwarding of international exhibition freight</b>	
Crocus Expo IEC customs forwarding agents.	For current information, please check the Crocus Expo IEC website, Services section, “Official Freight Forwarders / Customs Clearance”: <a href="https://eng.crocus-expo.ru">https://eng.crocus-expo.ru</a>

### **How to Get to the Exhibition Center**

#### **By public transport:**

- Take the metro to Myakinino station.
- Use the exit toward Pavilions 1 and 2 of Crocus Expo.
- From the metro, walk along the street between Pavilions 1 and 2 to the main entrance of Pavilion 2, which will be on your left.

#### **By car:**

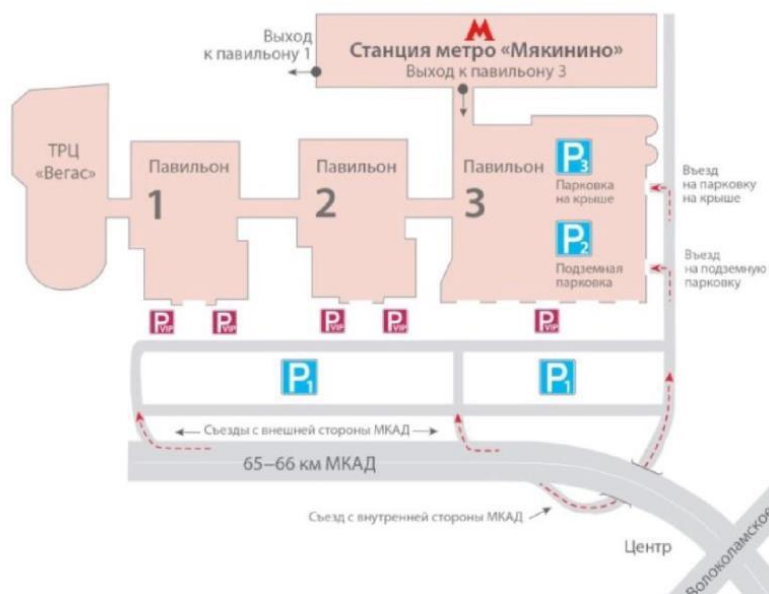
- From the outer side of the Moscow Ring Road (66 km): exit to Crocus City after Volokolamskoye Highway; follow the Crocus City sign.
- From the inner side of the Moscow Ring Road (66 km): exit under the Spassky Bridge of the Moscow Ring Road across the Moscow River; follow the Crocus City sign.
- Vehicles with a gross weight of more than 12 metric tons may enter and travel on the Moscow Ring

Road without special permits only at night, from 22:00 to 06:00.

When planning your route by car, please refer to the map on the Crocus Expo IEC website.

### Passenger car parking:

- Free parking in front of the Crocus Expo IEC pavilions — P1 on the map.
- Free underground parking under Pavilion 3, Level -1 — P2 on the map.
- Free rooftop parking on Pavilion 3, Level 4 — P3 on the map.
- Paid parking (P VIP on the map) is available near the entrances to Crocus Expo IEC with paid parking passes, which can be requested through the Participant’s Personal Account on the [exhibition website](#).



### Services for Participants:

#### Travel authorization documents

Travel authorization documents may be stamped at the Service Center of your pavilion with the Crocus Expo IEC seal, or at the Organizer’s office at the exhibition with the Euroexpo LLC seal.

#### Medical assistance

In the event of minor injuries, headache and similar cases, you may contact the medical station in Hall 8, Pavilion 2. Tel.: +7 (916) 816-67-67. In emergencies, call 112.

#### Photocopying and printing / Service Center

The Service Center provides paid services such as computer use, printing, photocopying and related services. The Service Center is located in the foyer of your pavilion.

#### Wi-Fi

Free Wi-Fi is available in the foyer and food courts of the Exhibition Center; access may not be available in all areas.

#### ATMs and currency exchange

ATMs are located in the foyers of Pavilions 2 and 3, near Halls 8, 7, 13 and 15. Cash currency exchange is available at exchange offices located in Crocus City Mall, Tvoyn Dom and Vegas shopping and entertainment center.

### **Cafes and restaurants**

Food courts and cafes are located in all pavilions of the exhibition center, as well as in Vegas shopping and entertainment center and Crocus City Mall.

### **Smoking on the Exhibition Center premises**

Smoking is prohibited inside the pavilions. Designated smoking areas are available on the Exhibition Center premises.

## • Expo Rules and Regulations

### • Ceiling heights and floor loads in Pavilion 2

Level 1 (1st floor) / Hall	Maximum ceiling height	Maximum permitted stand construction height	Maximum floor load
5	7,95 m.	6,95 m.	20 metric tons per 1 m <sup>2</sup>
6	7,95 m.	6,95 m.	20 metric tons per 1 m <sup>2</sup>
7	7,95 m.	6,95 m.	20 metric tons per 1 m <sup>2</sup>
8	7,95 m.	6,95 m.	20 metric tons per 1 m <sup>2</sup>
Level 2 (3rd floor) / Hall	Высота потолка, м макс.	Максимально допустимая высота застройки, м	Максимальная нагрузка на пол, кг/м <sup>2</sup>
9	7,85 m.	6,85 m.	0,75 metric tons per 1 m <sup>2</sup>
10	7,85 m.	6,85 m.	0,75 metric tons per 1 m <sup>2</sup>
11	7,85 m.	6,85 m.	0,75 metric tons per 1 m <sup>2</sup>

- No part of your stand structure may extend beyond the limits of the exhibition space occupied by you. Company names or logos may not be placed on stand structural surfaces located on or near the stand boundary and facing neighboring stands. If this requirement is violated, the Exhibition Organizing Committee reserves the right to suspend construction of your stand.
- All external surfaces of stand structures visible from aisles between stands and from neighboring stands must be properly finished. Only white surfaces are permitted, without logos, text, images or similar elements.
- For visitor safety, utility rooms, offices and other rooms on the stand that open directly into an aisle between stands must be equipped only with sliding doors, or hinged doors must open inward into the stand.
- Two-level stand construction requires the participant to pay the surcharge for exhibition space on the second level. The Organizer reserves the right to suspend installation of stands of companies that have not paid this surcharge.
- Stands whose structures block direct access to fire hydrants, fixed power distribution boards or emergency exits are not permitted for construction.
- During the installation period, before the exhibition opens **the Exhibitor and its Stand Builder must**
  - ✓ install metal stand structures and exhibits only on wooden, rubber or similar pads that prevent scratches and chips in the floor covering;
  - ✓ keep aisles and evacuation routes free from equipment, packaging and construction materials (**penalty: RUB 50,000**);
  - ✓ remove all packaging, containers and remaining construction and installation materials from the Exhibition Center premises;
  - ✓ place small construction waste and garbage in containers at the installation gates within the deadlines set by the Organizer on the final installation day.
- Exhibits, packaging and other construction materials and structures **may be stored only within the Exhibitor's stand area**. Storage in aisles, outside the exhibition perimeter fenced with standard panels, in the installation gate area, or behind stands along the hall perimeter entails **a penalty of**

**RUB 50,000.** If additional storage space is required, the storage service may be ordered from the Crocus Expo IEC Transport Department, **tel. +7 (495) 727-25-87**

- **. Exhibits are installed by the Exhibitor.** The Exhibitor is responsible for maintaining exhibits and cleaning the stand during the exhibition. All exhibits must remain fully intact until the official closing of the exhibition. Moving or dismantling exhibits before the official closing time is prohibited. The Organizer reserves the right to refuse permission to display products that may be hazardous to others.
- **Cleaning.** Aisles between stands will be cleaned every morning before the exhibition opens. Garbage left the previous day in front of your stand in a plastic bag or box will also be removed. Cleaning of the stand floor covering is performed exclusively by Crocus Expo, except for wiping and polishing exhibits. Third-party cleaning companies are not permitted to clean areas on the Exhibition Center premises. **Independent cleaning using technical equipment such as vacuum cleaners, Karcher-type pressure washers and similar devices is prohibited on the Exhibition Center premises. Penalty: RUB 500,000.**
- Individual cleaning of the stand floor covering may be ordered from the Service Center Department, tel. +7 (495) 727-26-26, email Service@Crocus-Expo.ru, or at the Information and Services Desk in Pavilion 2.

**For all stand types:** ll construction and finishing work on your stand must be completed by the deadlines set by the Organizer on the final installation day. If these rules are violated, additional costs for cleaning the aisles adjacent to your stand and disposing of oversized waste will be charged to the exhibition participant.

**For raw space stands:** leaning of the stand after installation, including ordering a container for oversized waste removal, is carried out by your Stand Builder.

- **Additional installation and dismantling hours.** ЧPavilion opening hours on installation and dismantling days may be extended by the Exhibition Center at the Exhibitors' expense and upon their request. If you need additional time for installation and/or dismantling, contact the Information and Services Desk in Pavilion 2, tel. +7 (495) 727-26-26. The fee depends on the number of additional hours and the area of your stand. **After 16:00 on 9 November, installation work may be carried out only inside the stand. Aisles must be cleared of equipment, exhibits and similar items for final hall cleaning. Penalty: RUB 50,000.**
- **Failure to meet rental obligations.** If any exhibit space remains unoccupied upon expiration of the installation-specific term, the Organizer has the right to use the unclaimed space as they think proper with no refund
- **Property damage.** Exhibitor shall be liable for any damage done to the floor, walls, columns of the building, standard stand equipment or property of other Exhibitors. Exhibitors may not use paints, lacquers, adhesives and other coatings for the floor, walls, columns of the building or standard stand equipment. In case of damage to any structure, participant reimburses the incurred damage in the amount equal to triple cost of rent.
- **Compliance with occupational safety and fire safety rules** is an essential term for Exhibitor's participation in the Expo. Exhibitor shall be fully and solely responsible for compliance with these requirements. Failure to comply with this clause may result in the Organizer's unilateral termination of contract.
- **All those being within the Fairgrounds during installation and dismantling procedures are strongly encouraged to use safety helmets. Stand Builders (as well as participants acting as stand builders) are required to wear safety helmets and other personal protective equipment necessary for any specific types of work (for failure to comply with this requirement, a penalty of RUB 5,000.00 shall incur).**

- **Promotion Requirements.** Any show or actions that block the movement of visitors between aisles or interfere with their direct access to nearby exhibit stands shall be suspended for a period specified by the Organizing Committee. For the safety and convenience of visitors watching any show and promotional activities, Exhibitors shall ensure adequate stand space.

During the Expo, when having various promotions within stands using audio and video equipment, **noise level shall not exceed 40 dB**. Violation entails a penalty of RUB 50,000.00 imposed based on a record of measurement. Records shall be drawn up in 2 copies, signed for the Organizer by a relevant person in charge and given to participant. In case of a repeated violation, penalty is reimposed. The Organizer reserves the right to disconnect power supply of the offending stand and suspend removal of Exhibitor's property until confirmation of penalty payment is received.

- **Advertising activities.** Distribution of promotional materials and other advertising activities must be carried out by the Exhibitor only within its own stand. The Exhibitor must organize the operation of its display so that it does not obstruct visitor traffic in the aisles. Advertising activities outside stands are allowed only with a paid permit for a promotional activity. **Applications must be submitted to the Organizer no later than 14 days before the start of exhibition installation.**
- **Distribution of advertising** for third-party exhibitions, as well as advertising and promotional materials of organizations, institutions, firms and companies that are not direct participants in the exhibition, is strictly prohibited throughout the entire exhibition space. If this provision of the Manual is violated, the Organizer reserves the right to apply sanctions to the Exhibitor, up to and including closure of the exhibition stand without any compensation or refund of amounts paid by the Exhibitor to the Organizer for participation in the exhibition.
- **The Exhibitor must** vacate and restore the closed exhibition areas rented from the Organizer to their original condition no later than the expiration of the rental term.

## Entry to Crocus Expo IEC

- To bring exhibits and equipment onto the Exhibition Center premises, you must prepare a letter in **three copies** on your company letterhead, certified by the signature of the company head and the company seal, listing the equipment to be brought in. A sample letter is provided in this Manual. One copy remains at the Information and Services Desk, the second is presented to security at the entrance, and the third remains with you for removal of the items.
- **The Fire Safety Department's signature must be obtained in advance.** Fire safety certificates must be provided for all materials and exhibits brought in. All materials and structures without the appropriate fire safety certificates, including wooden structures, carpet, combustible decorations and draperies, must be treated with the appropriate fire-retardant compound.
- To deliver exhibits and equipment, leave the vehicle in the Exhibition Center parking area and have the letter endorsed at the Information and Services Desk located in the foyer of Pavilion 2. Access to the installation gates is granted on the basis of **the endorsed letter and a paid handling area pass purchased at the Information and Services Desk**, tel. +7 (495) 727-26-26.
- **Vehicle entry to the Crocus Expo IEC premises:**

A 30-meter-wide handling area (PRR) around the pavilion perimeter is allocated for delivery and removal of exhibits and equipment to and from the Crocus Expo IEC pavilions. Vehicle entry to the handling area is allowed only **with paid single-entry passes purchased** at the Information and Services Desk in Pavilion 2 on the basis of the delivery/removal letter. **Trucks equipped with load-handling cranes may not be used for loading, unloading or transporting cargo, except for vehicles with a tail lift. Transferring cargo from one vehicle to another is prohibited. A penalty of RUB 100,000 is charged for each unit of equipment used in violation of this rule.**
- Immediately after unloading exhibits and equipment, the vehicle must leave the Crocus Expo IEC premises. The maximum time a vehicle may remain in the handling area is two hours for a freight vehicle and one hour for a passenger vehicle. For exhibition halls located on the 3rd floor, the time allowed in the handling area is increased by one hour. **Each additional 0.5 hour is counted as a new hour, calculated as a full hour, and paid separately by the participant according to Crocus Expo IEC rates at the Service Center / Information and Services Desk in Pavilion 2.** Overnight parking on the premises is prohibited.
- For Stand Builders and exhibition participants using the services of the Crocus Expo Transport and Logistics Department, except for trolley rental and cargo weighing up to 100 kg, entry to the handling area is free of charge.
- **Participants may not use their own cranes, forklifts or stackers. Installation, dismantling, loading and unloading operations at the exhibition using lifting mechanisms are performed only by Crocus Expo IEC specialists and equipment on a commercial basis, tel. +7 (495) 727-25-87.**

- If additional exhibits are brought in during the exhibition, they must be added to all copies of the letter, including the copy held at the Information and Services Desk of the pavilion, to avoid problems during removal. Additional delivery/removal of equipment during the exhibition may be carried out only from 09:00 to 09:30 and from 19:00 to 19:30, after obtaining delivery/removal approval at the Information and Services Desk in Pavilion 2 and on the basis of a **paid handling area pass**.
- If an exhibition participant brings in **television, video or audio equipment**, the participant **must purchase a paid permit to use its own audiovisual devices** in Crocus Expo exhibition halls. Approval is issued free of charge only if the application deadline is met and the equipment is listed on the company balance sheet, subject to provision of the required documents: 1) operating manual; 2) seller's or manufacturer's warranty certificate issued to the participant's or stand builder's company; 3) photographs of the external appearance and the label with technical specifications and serial number; 4) unified form No. TORG-12. **Documents must be submitted three business days before the start of event installation. If this deadline is not met, approval is available only on a paid basis. After the specified deadline, the approval fee doubles.** Approval is confirmed by the original stamp "APPROVED AVT". **Applications are accepted remotely by email at [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)**, tel. +7 (495) 727-26-71, or in person at Crocus Expo IEC, BuildExpo LLC Technical Department, Pavilion 1, Office 119.
- **Parking passes.** Parking space around the exhibition complex is limited. You may purchase a **paid passenger car pass** for the exhibition period from the exhibition Organizer, Euroexpo LLC, through the Participant's Personal Account on the [exhibition website](#). The pass allows the participant to drive to and park the car in specially designated parking areas located near the entrances to the Crocus Expo IEC pavilions.

**Unauthorized placement of advertising and informational media on the Crocus Expo IEC premises, including vehicles used as advertising media, is subject to a penalty of RUB 500,000.**

**A parking pass does not grant the right to drive to the installation gates.**

### **Operating hours and access to the premises**

During exhibition installation and dismantling, the pavilions are generally open from 08:00 to 19:45. During exhibition days, the pavilion is open from 09:00 to 19:00, and from 08:00 on the first exhibition day. See the Expo Schedule section for details.

Access to the exhibition center halls is by pass:

- ✓ **Participants:**  
The exhibition participant badge serves as the pass to the premises and allows personnel of exhibiting companies to enter the exhibition center during installation, dismantling and exhibition days. Badge lists are completed through the Participant's Personal Account on the [exhibition website](#).
- ✓ **Contractors**  
installation passes, which are not valid during the exhibition period, are issued at the Service Center of your pavilion to all personnel involved in installation and dismantling of your stand, based on lists prepared and submitted in advance: a letter specifying the Exhibitor company name and the full names and passport details of employees. A sample letter is provided in this Manual (on page 24).

## Expo Schedule

<b>FRIDAY</b> 06 November	<b>12:00 – 19:30</b>	Stand installation (raw space) <sup>1,2,3</sup>
<b>SATURDAY</b> 07 November	<b>08:00 – 19:30</b>	Stand installation (raw space) <sup>1,2,3</sup>
<b>SUNDAY</b> 08 November	<b>08:00 – 19:30</b>	Stand installation (raw space) <sup>1,2,3</sup>
<b>MONDAY,</b> 09 November	<b>08:00 – 19:30</b>  <b>14:00</b>  <b>15:30</b>  <b>16:00</b>  <b>19:00 – 20:00</b>	Stand installation and dressing, including equipped space <sup>1,2,3</sup>  Latest time by which the participant must arrive at the stand  All construction equipment, stepladders and other builders' tools must be moved to the installation gates or stored behind the stand. Garbage must be disposed of.  Final cleaning of aisles  Pavilion is placed under security
<b>TUESDAY</b> 10 November	<b>08:00 – 19:00</b>  <b>10:00 – 18:00</b>	Pavilion opening hours <sup>4</sup>  Exhibition open to visitors
<b>WEDNESDAY</b> 11 November	<b>09:00 – 19:00</b>  <b>10:00 – 18:00</b>	Pavilion opening hours <sup>4</sup>  Exhibition open to visitors
<b>THURSDAY</b> 12 November	<b>09:00 – 19:00</b>  <b>10:00 – 18:00</b>	Pavilion opening hours <sup>4</sup>  Exhibition open to visitors

<b>FRIDAY</b> 13 November	<b>09:00 – 19:30</b>	Pavilion opening hours <sup>4</sup>
	<b>10:00 – 16:00</b>	Exhibition open to visitors
	<b>16:00 – 19:30</b> <b>19.30</b>	Participant vehicles enter to remove exhibits <sup>3</sup> . Stand Builder vehicles are prohibited from entering the handling area. Equipped space must be vacated <sup>3,5</sup>

<b>SATURDAY</b> 14 November	<b>08:00 – 19:30</b>	Dismantling. <b>Stand Builder vehicles enter</b> for dismantling. Pavilion opening hours <sup>3</sup>
	<b>19:30</b>	Pavilion must be vacated; stand equipment and structures must be dismantled and removed <sup>5,6</sup>
<b>SUNDAY</b> 15 November	<b>08:00 – 19:30</b>	Dismantling. <b>Stand Builder vehicles enter</b> for dismantling. Pavilion opening hours <sup>3</sup>
	<b>19:30</b>	Pavilion must be vacated; stand equipment and structures must be dismantled and removed <sup>5,6</sup>

<sup>1</sup> Please ask the MITEEX 2026 Technical Manager about the possibility and cost of extending installation/dismantling time. Installation extension is arranged at the Service Center of your pavilion before 18:00. Extension on the final installation day is possible only by agreement with the Organizer.

<sup>2</sup> The installation schedule for oversized and heavy equipment and exhibits must be agreed in advance with the MITEEX 2026 Technical Manager. The Organizer has the right to suspend construction of individual stands to organize the delivery of oversized exhibits according to the move-in schedule.

<sup>3</sup> Vehicle access to the handling area (PRR) is until 19:30. Vehicles must leave the handling area by 20:00. Installation gates in the halls close at 19:45. Access to the halls through entrance groups is until 19:45.

<sup>4</sup> Pavilion entry is permitted only to Exhibitors with participant badges. Installation work on stands is prohibited and installation passes are not valid. Visitors will already be in the pavilion at 10:00. Please make sure your stand is ready to receive them.

<sup>5</sup> All exhibits and equipment must be removed. Otherwise, further responsibility for their safekeeping, or for complete disposal of disposable structures, rests with the participating company, except for oversized exhibits removed according to the move-out schedule.

<sup>6</sup> All construction materials, structures and oversized waste must be removed from the Exhibition Center premises or disposed of in waste containers at the expense of the Exhibitor or its Stand Builder. If necessary, Stand Builders/Exhibitors must order waste disposal services in advance through the Service Center. Violation of this rule may result in penalties imposed on the exhibition participant or its Stand Builder. [See the General Requirements for Events Held at Crocus Expo IEC.](#)

## General Information

### **EXPO ORGANIZING COMMITTEE**

For any questions, please contact the Exhibition Organizing Committee in **Hall 10**.

### **ORDERS FOR EQUIPMENT AND SERVICES**

The cost of additional equipment and services (Forms [E](#), [F](#), [G](#) and [H](#)) is paid by the Exhibitor on the basis of separate applications and invoices issued by the Organizer. Applications must be submitted to the Organizer by 7 October 2026. Orders received after 7 October 2026 will be accepted only subject to equipment availability and only after prepaid orders have been fulfilled. Orders for equipment and services placed after 7 October 2026 are subject to a 50% surcharge; orders placed after 15 October 2026 are subject to a 100% surcharge.

### **SECURITY OF EXHIBITS**

On exhibition days, the Organizer provides only overnight pavilion security from 20:00 to 08:00. The Exhibition Organizing Committee is not responsible for the safekeeping of participants' exhibits. If you are concerned about exhibit security, we recommend that you order individual security in advance at the Information and Services Desk in Pavilion 2, tel. +7 (495) 727-26-26, for the periods when you are absent from your stand, from 08:00 to 10:00 and from 18:00 to 20:00.

### **LIABILITY**

Exhibition participants bear full financial liability for damage caused to the Organizer and to the pavilions, areas and equipment provided by the Organizer. If an area or equipment is damaged, or if equipment is lost, the participant must pay the cost of the damaged property in the amount of three times its rental value.

### **Badges also serve as passes to the Crocus Expo premises**

Entry to Crocus Expo IEC during the exhibition period, from 10 to 13 November 2026, is by badge. From 2 November 2026, participants will be able to download electronic badges from the **Participant's Personal Account on the exhibition website**. If desired, a participant may obtain a laminated badge at the information desk of the Exhibition Directorate in Hall 10 or at the registration desk. The Exhibitor receives free badges at the rate of **one badge for every full 4 sq. m of exhibition space**. To obtain badges, please complete all required information in the Participant's Personal Account on the [MITEX 2026](#) website no later than 15 October 2026.

### **CATALOGUE INFORMATION**

The list of participants is published electronically [on the exhibition website](#).

You may edit information about your company, including changing the product category section, through **the Personal Account**. To obtain a login and password, contact the organizers by email: [mitexpo@expodat.com](mailto:mitexpo@expodat.com).

## SPECIAL EVENTS

If you plan to hold a seminar, presentation or similar event as part of the exhibition, the topic, date and duration of the event must be agreed with the Organizer, Program Director Elena Kravtsova. The completed application for rental of a conference room and audiovisual equipment ([Form I](#)) must be sent by email to Project Coordinator Larisa Kazakova at [kazakova@euroexpo.ru](mailto:kazakova@euroexpo.ru). The event must be agreed and the application submitted no later than 16 October. After 16 October 2026, the fee doubles.

## INFORMATION SUBMISSION DEADLINES

Please observe all deadlines. Timely submission of information allows the Organizer to fulfill your order within the required timeframe.

Deadline	Form name	Fonm No.
<b>30.09.2026</b>	Advertising placement order	Form B
<b>07.10.2026</b>	Additional services and service support order	<a href="#">Form C</a>
<b>07.10.2026</b>	Additional equipment and services order	<a href="#">Form G, H</a>
<b>16.10.2026</b>	Conference halls and meeting rooms order	<a href="#">Form I</a>
<b>16.10.2026</b>	Badges and exhibitor certificate	Information is completed in the Participant's Personal Account on the exhibition website

## Raw Space Stand Information

### RAW SPACE

When renting raw space, you receive only an exhibition area marked on the floor. Construction of raw exhibition space, both indoors and outdoors, is arranged by the exhibition participant independently or under a contract with a Stand Builder. The Organizer does not provide participants with carpet, sockets, lighting fixtures or furniture. The design project of your stand, including dimensions and height, must be approved by the Exhibition Organizing Committee through the Technical Manager. The name of your Stand Builder, its address, contact person, telephone number and fax number must be submitted to the Exhibition Organizing Committee through the Technical Manager no later than **one month before the start of installation**.

Participants who arrange stand construction themselves and/or their Stand Builders must obtain permission from BuildExpo LLC, the General Stand Builder on the Crocus Expo IEC premises, to carry out installation and artistic design work. This permission is issued following mandatory review of the stand technical documentation.

«[General terms of holding events](#)», «[Rules of access and conduct on the Crocus Expo International Exhibition Center \(Crocus Expo\) territory and visiting events held there](#)», «[Fire Safety Regulation](#)» and «[Basic Requirements of the General Stand Builder, BuildExpo LLC, for Arranging Exhibition Events at Crocus Expo IEC](#).»

**PLEASE** provide a copy of this Exhibitor Manual to your Stand Builder. When planning stand construction, ensure compliance with all rules in effect on the Exhibition Center premises: the General Requirements for Events Held at Crocus Expo IEC, the Rules for Access to and Stay on the Territory of Crocus Expo IEC and Attendance at Events Held There, the Fire Safety Instructions, and the Basic Requirements of the General Stand Builder, BuildExpo LLC, for Arranging Exhibition Events at Crocus Expo IEC.

Exhibitors may carry out installation, dismantling, engineering and artistic design work themselves or engage other organizations (Stand Builders) to perform this work only for the installation of NON-STANDARD and CUSTOM-BUILT exhibition stands and only with the written permission of BuildExpo LLC.

Standard stand construction may be ordered exclusively through the exhibition Organizer via the Technical Manager.

**A non-standard stand** is a stand over 2.5 m high, made from non-standard exhibition components and materials according to an individual design and equipped with original furniture and electrical equipment.

**A custom-built stand** is a stand made from non-standard exhibition systems, components and materials according to an individual design and containing special creative and technological solutions that are not intended for replication.

**A non-standard/custom-built stand** that uses furniture of the Stand Builder or participant in its design, assembled from or using lightweight exhibition structures such as showcases, information counters, bar counters and shelving, is treated as an equipped stand and may be ordered **ONLY** from the exhibition Organizer through the project Technical Manager. Stands that violate this rule will **NOT** be approved or admitted for construction.

The use of particleboard (chipboard) as the load-bearing frame of a stand structure is prohibited, except for non-standard dimensions considered on an individual basis.

## Installation Rules

Before installation begins, please make sure that your stand is located in the place shown on the plan. If the structures are positioned incorrectly relative to the general floor markings, you will have to dismantle and reinstall the stand at your own expense.

To comply with Crocus Expo IEC requirements, aisles must be completely cleared of equipment by 15:30 for final cleaning. All equipment must be moved to the installation gates or stored on the stand. After 15:30, all garbage must be disposed of. Dumping garbage in aisles is prohibited. Violation of these rules may result in a penalty. The Exhibitor and/or Stand Builder must remove packaging and remaining construction and installation materials from the Exhibition Center premises, and must place packaging, small construction waste and garbage in containers by 15:30 on the final installation day.

Any construction work and access for installers during the exhibition period, including the opening day, are prohibited.

The following are not permitted:

- obstructing aisles between stands with packaging and construction materials;
- installing construction structures in areas where fixed electrical switchboards, service hatches, fire cabinets and other engineering equipment are located, or blocking access to them during the exhibition;
- bringing in woodworking equipment and lumber, or carrying out sawing, planing and other carpentry work related to manufacturing stand structural components;
- performing work related to complete painting of the structure of the exhibition stand being installed;
- applying paint, varnish, adhesive or any other difficult-to-remove coating to floors, walls or columns of exhibition pavilions;
- making holes in floors, walls or columns;
- suspending structures and advertising media from the ceiling structures of the exhibition pavilion;
- driving onto or across carpet laid on the floor when transporting goods to exhibition stands;
- being in the stand installation area without necessity;
- placing or storing materials, clothing, footwear or other personal belongings outside the stand installation area;
- using stands of other Stand Builders, or furniture and equipment brought in by participants, for construction and installation work, rest or meals;
- taking exhibition furniture and equipment outside the stand installation area;
- leaning any construction structures or materials against the walls, columns, windows or doorways of the exhibition hall;
- affixing or placing information signs on walls, glass, the exhibition hall floor, fire cabinets or other interior elements of the hall;
- damaging floor coverings in pavilions or asphalt-concrete and paving-stone surfaces in the outdoor areas of Crocus Expo IEC;
- dismantling stands by tipping stand structures onto the floor or dropping individual stand elements from a height onto the floor. После окончания демонтажа, после снятия напольного покрытия, экспонент и/или застройщик стенда должен удалить скотч с пола павильона и вывезти строительный мусор в контейнеры.

After dismantling is completed and the floor covering has been removed, the Exhibitor and/or Stand

Builder must remove adhesive tape from the pavilion floor and place construction waste in containers. For removal of oversized construction waste, the Exhibitor and/or Stand Builder must order a container at its own expense. All losses related to damage to pavilion structures, additional cleaning and waste removal caused by the Exhibitor and/or its co-exhibitors will be charged to the Exhibitor.

A two-level stand must be equipped with fire alarm detectors; see [Fire Safety Rules](#). The structure of a two-level stand must have strength characteristics that comply with safety standards and the necessary certificates.

### Accreditation of Custom-Built Stands

Organizations that have entered into an agreement with BuildExpo LLC, the General Stand Builder of Crocus Expo IEC, are admitted to installation work. Permission to carry out installation and artistic design work is granted based on the results of reviewing the stand technical documentation for compliance.

Attention! Technical documentation review is performed on a commercial basis.

- *Participants who arrange stand construction themselves and/or their Stand Builders must be familiar with, and strictly comply with, the General Requirements for Events Held at Crocus Expo IEC, the Rules for Access to and Stay on the Territory of Crocus Expo IEC and Attendance at Events Held There, the Fire Safety Instructions, and the Basic Requirements of the General Stand Builder, BuildExpo LLC, for Arranging Exhibition Events at Crocus Expo IEC. Penalties are charged for violation of these requirements.*
- **Use of mobile stands with lighting (pop-up), press-wall structures and installation of flagpoles are subject to paid approval by BuildExpo LLC.**
- More detailed information is available on the [BuildExpo LLC](#) website.
- *We remind you that all participants must strictly comply with the [General Requirements for Events Held at Crocus Expo IEC](#). Please review in detail the table of violations and the corresponding penalties.*
- **Fire safety certificates must be provided** for all materials used in stand construction. All materials and structures without the appropriate fire safety certificates, including wooden structures, carpet, combustible decorations, draperies and similar items, must be treated with the appropriate fire-retardant compound.
- For two-level stands, a static calculation must be submitted for review. You may also order this calculation from the General Stand Builder.
- Fire safety detectors must be installed **on two-level stands**.
- **Attention!** Each stand must be equipped with an electrical distribution board with an RCD (residual-current device). Rental and installation of the electrical distribution board are paid separately.

Participants who have ordered raw space must submit the complete technical documentation to BuildExpo no later than 14 business days before the start of installation. Late submission of documents is subject to a surcharge.

### TECHNICAL DOCUMENTATION

To obtain permission to carry out installation and artistic design work, the following documents must be provided:

- a stand design in isometric view, indicating dimensions, heights and materials used;
- a detailed electrical design for the stand, indicating supply voltage, maximum load capacity for each item of equipment, connection points for electrical equipment, and a full legend of symbols, certified by the head of the company;
- a list of electricians involved in stand installation at the specific exhibition, signed by the head of the company;

- copies of the certificates of the electricians listed, showing an electrical safety qualification group of at least Group 3 and certification by the city energy supervision authority;
- a copy of the electricians' knowledge-check log, certified by the head of the company and the company seal;
- a letter for delivery and subsequent removal of equipment for stand construction and the exhibition display, on company letterhead, signed and sealed by the company head;
- certificates of conformity for the materials and equipment used;
- fire safety certificates for the materials used;
- an engineering plan of the stand, if provided for by the Exhibitor, with a diagram for water, compressed air and similar connections, with a full legend of symbols, certified by the head of the company;
- an order appointing the person responsible at this exhibition for electrical installation work on the stand, on company letterhead, signed and sealed by the company head;
- an order appointing the person responsible at this exhibition for compliance with occupational safety on the stand, signed by the head of the company on letterhead with seal;
- a list of installers involved in installation/dismantling work, certified by the head of the company;
- for signing the agreement and the certificate of compliance of the documentation submitted by the company with the general conditions of participation, the company representative must have a power of attorney authorizing the signing of financial documents, or a company seal;
- a letter of authorization from the Exhibitor to the Stand Builder of the exhibit display;
- **Entry of an exhibit into the hall: To bring an exhibit into the hall, namely oversized self-propelled machinery on two or four wheels equipped with an engine, a pass for a self-propelled exhibit to enter the handling area and the exhibition area must be purchased from the Crocus Expo Transport Department: <https://www.crocus-expo.ru/services/loading.php>. No pass is required for lawn mowers and two-wheel walking tractors without a trailer.**

An additional list, as well as sample documents for technical review and the price list, are available on the [BuildExpo LLC](https://www.buildexpo.ru) website.

For technical documentation review, please contact the Technical Department of BuildExpo LLC, Pavilion 1, Room 119. Tel.: +7 (495) 727-2671, +7 (495) 727-2670; Email: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)

## FIRE SAFETY

For fire safety purposes, Crocus Expo IEC requires Exhibitors displaying flammable exhibits to treat them with a fire-retardant compound. If your exhibits have already been fire-retardant treated, you must provide the following documents to the Technical Department of BuildExpo LLC:

- a copy of the license of the company that performed the fire-retardant treatment;
- a certificate/act confirming completion of the fire-retardant treatment;
- a certificate for the compound used to treat the exhibit.

## ELECTRICITY

**Electricity consumption is paid as an additional service.** If you require electricity for your work at the exhibition, you may order electricity consumption only through the Exhibition Organizing Committee. Independent connection to the main power supply is prohibited. **The electrical distribution board, sockets and wires must be provided by the Exhibitor or its Stand Builder.** The required number of kilowatts must be indicated in the relevant form: [Forms G](#) and [H](#), Additional Equipment and Services Order.

**Electrical installation work on your stand may also be ordered from the General Stand Builder, BuildExpo LLC, during the technical documentation review process.**

#### **WATER SUPPLY**

Water connection to the stand may be ordered only through the Exhibition Organizing Committee using [Forms G](#) and [H](#), Additional Equipment and Services Order.

**Attention!** The participant is responsible for providing its stand with water pipes, mixers/taps, electrical wires and other equipment and materials required for stand operation. Depending on the location of water access hatches, water hoses may be routed through your stand.

#### **OTHER EQUIPMENT AND SERVICES**

Other services are provided in accordance with the Crocus Expo IEC Service Guide, which is provided to the Exhibitor by the Exhibition Organizing Committee upon request.

#### **OTHER EQUIPMENT AND SERVICES**

Other services are provided in accordance with the [Crocus Expo IEC Service Guide](#), which is provided to the Exhibitor by the Exhibition Organizing Committee upon request.

## SAMPLE LETTER FOR DELIVERY AND REMOVAL OF EQUIPMENT AND EXHIBITS

The official freight forwarders for foreign exhibitors and Event participants delivering exhibition goods subject to customs clearance to the Exhibition Area are:

- Multimodal Logistic Operator LLC

Website: [www.adefa-expo.ru](http://www.adefa-expo.ru)

Address: Office 210, Pavilion 1, Crocus Expo, 16 Mezhdunarodnaya St., Krasnogorsk, Moscow Region, 143401, Russia

Contact Person: Anton Popov, Project Manager, tel.: +7 903 228 94 76, E-mail: [anton@adefa-expo.ru](mailto:anton@adefa-expo.ru)

- Global Event Logistics LLC

Website: [www.gelog.ru](http://www.gelog.ru)

E-mail: [office@gelog.ru](mailto:office@gelog.ru)

Address: Office 3, Bldg 1, 29 Dmitrovskoye Shosse, Moscow, 127434, Russia, tel.: +7 495 506 13 40

Contact Persons: Evgeny Andreevich Mylnikov, CEO, tel.: +7 926 809 76 16, E-mail: [emylnikov@gelog.ru](mailto:emylnikov@gelog.ru)

Olga Viktorovna Serzhantova, Commercial Director, tel.: +7 903 286 56 08, E-mail: [o.serzhantova@gelog.ru](mailto:o.serzhantova@gelog.ru)

- Hansa-Messe-Speed GmbH

Website: [www.hansa-messe-speed.com](http://www.hansa-messe-speed.com)

Address: Konsumstr. 45, D-42285 Wuppertal, Germany, tel.: +49 202 27158 21, fax: +49 202 27158 56

Contact Persons: Jörg Kessenbrock, CEO, tel.: +49 202 27158 11, E-mail: [joerg.kessenbrock@hansa-messe-speed.de](mailto:joerg.kessenbrock@hansa-messe-speed.de);

Zbigniew Pluta, Head of Russia & CIS, tel.: +49 202 27158 16, mob.: +49 171 32812 97, E-mail: [zbigniew.pluta@hansa-messe-speed.de](mailto:zbigniew.pluta@hansa-messe-speed.de);

Marc Wilhelmi, Project Manager, tel.: +49 202 27158 38, mob.: +49 170 44044 02, E-mail: [marc.wilhelmi@hansa-messe-speed.de](mailto:marc.wilhelmi@hansa-messe-speed.de).

### Moscow Office (HMS Expo LLC)

Website: [www.hms-expo.ru](http://www.hms-expo.ru)

Address: Office 109, Pavilion 1, Crocus Expo, 16 Mezhdunarodnaya St., Krasnogorsk, Moscow Region, 143401, Russia, tel.: +7 499 322 25 44

Contact Persons: Anna Akimova, CEO, tel.: +7 916 530 48 75, E-mail: [anna.akimova@hms-expo.ru](mailto:anna.akimova@hms-expo.ru);

Assiya Magomedova, Commercial Director, tel.: +7 499 322 25 44, mob.: +7 916 815 02 30, E-mail: [assiya.magomedova@hms-expo.ru](mailto:assiya.magomedova@hms-expo.ru).

Loading and unloading services for Event participants delivering exhibition goods subject to customs clearance to the Exhibition Area may only be ordered through the Official Freight Forwarders.