Attention!

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

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

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

Transport and Logistics department: [Trans@Crocus-Expo.ru](mailto:Trans@Crocus-Expo.ru)

Service centre departments:

[Service@Crocus-Expo.ru](mailto:Service@Crocus-Expo.ru)

|  |  |
| --- | --- |
| **ACTIONS PROCEDURE** | Complete the **Letter for move in/move** out providing detailed data regarding the equipment and materials on the company’s letterhead signed by CEO and stamped. |
| Get approval on the **Letter for move in/move out** at the Exhibition Management office (the Letter to be marked appropriately). |
| Get approval on the **Letter for move in/move out** at the Transportation and Logistics department (the Letter to be marked appropriately). |
| Send the duly approved **Letter for move in/move out** by e-mail to the Service centre or present directly at the Information and Services counter. |
|  | Pay for and get pass to the Material Handling area at the Service centre on the Information and Services counter. |

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| **NOTE!**  **HAND CARRIED LUGGAGE** | When passing through the central entrances and metal detectors into the Crocus Expo pavilions it is permitted to carry hand luggage (weight maximum 20 kg, dimension maximum 60x60x60 cm or in the sum of measurements). |
| Hand carried luggage includes: handbags, shopping bags, suitcases, backpacks, paper folders, overcoats, umbrellas and canes, strollers, wheelchairs for the disabled |
| **Items not related to hand carried luggage:** equipment of any kind and purpose; furniture and components; boxes; packaging materials; items and materials for decoration (banners, posters, balloons, plants, etc.); advertising structures; exhibits of any size, quantity and type of packaging are permitted to be moved in only through the **loading gates at the Material Handling area (admission by vehicles with passes)** |

**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!**

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