



INTERNATIONAL TOOL EXPO

November 11-14, 2025  
Pavilion 2, Crocus-Expo  
Moscow

## 18th Moscow International Tool Expo

### PARTICIPANT TECHNICAL GUIDE

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# OFFICIAL REFERENCE MANUAL (SHELL SCHEME)

## Purpose

### **Dear exhibitor,**

We appreciate your decision to take part in MITEX 2025, Moscow International Tool Expo to be held in Moscow (Crocus Expo Fairgrounds, Pavilion 2, Halls 5, 7, 8, 10 and 11), 11 through 14 November.

This Exhibitor Manual is meant for personnel responsible for the overall organization of your company's participation in the Expo - i.e. paperwork, stand customization, deliveries and other organizational matters. This information will help you plan your preparations and make your participation in the Expo easier and more comfortable.

Please be sure to carefully read the general rules and requirements of the documents as follows: [Crocus Expo Fairgrounds General Events-related Regulations](#), [Rules of Access to and Conduct at Crocus Expo Fairgrounds, including Events Held Therein](#) and [Basic Requirements of the General Developer, BuildExpo LLC, for Customizing Expo Events at Crocus Expo Fairgrounds](#). This will help you avoid any misunderstandings and rationalize your participation costs.

Please be sure to be on schedule with the deadlines and procedures for submitting relevant forms, since late orders increase in price in accordance with the fairgrounds current rules.

Please feel free to contact us if you have any questions that may arise during the preparation for the Expo.

Please see our mailing address, phone numbers and e-mail addresses in the *Contacts* section of the Expo website.

## Contacts

**Expo Organizer** - EUROEXPO LLC, Office 423, 35 Arbat St., 119002 Moscow; tel.: +7 (495) 925 65 61 / 62 [www.euroexpo.ru](http://www.euroexpo.ru)

Contact	Position	Telephone	E-mail
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Irina Lopareva	Expo Manager	+7 (916) 222-42-54	<a href="mailto:lopareva@euroexpo.ru">lopareva@euroexpo.ru</a>
Andrey Ivanov	Maintenance Manager (Shell Scheme - Halls 8, 10)	+7 (916) 313-65-15	<a href="mailto:andrey6515@mail.ru">andrey6515@mail.ru</a>
Fedor Lagutin	Maintenance Manager (Shell Scheme - Halls 5, 7, 11)	+7 (903) 150-77-91	<a href="mailto:lagutin@euroexpo.ru">lagutin@euroexpo.ru</a>
Elena Kravtsova	Programme 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	<a href="mailto:serikova@euroexpo.ru">serikova@euroexpo.ru</a>
Maria Melnikova	Coordinator, Check-in/Check-out and Permanent Registration	+7 (495) 925-65-61	<a href="mailto:coordinator@euroexpo.ru">coordinator@euroexpo.ru</a>
Natalia Ionidi	Coordinator, Check-in/Check-out and Permanent Registration	+7 (495) 925-65-61	<a href="mailto:ex@euroexpo.ru">ex@euroexpo.ru</a>
Stanislav Veselitskiy	MITEX PARK Segment Manager	+7 (925) 011-93-28	<a href="mailto:veselitskiy@euroexpo.ru">veselitskiy@euroexpo.ru</a>
Kirill Gavrilin	Technical Manager, Vienna, Austria	Phone: +43 1 230 85 35 Mobile: +43 660 3020108	<a href="mailto:k.gavrilin@euroexpo-vienna.com">k.gavrilin@euroexpo-vienna.com</a>

**If you are a PRC company, please 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 and custom-built projects, please refer to:**

Alexander Plakhtyurin,  
 Special Projects Manager

+7 (915) 032-13-01

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

**For any matters related to registration of visitors, please refer to:**

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; [www.crocus-expo.ru](http://www.crocus-expo.ru)

<b>Service Center Department</b>	
For matters related to: Letters for Delivery and Removal of Equipment and Exhibits, passes to the Handling Area and load transporter rental, getting installation passes, applying for extra services and supporting documents (from Crocus Expo IEC)	Tel.: +7 (495) 727-2626 E-mail: <a href="mailto:Service@Crocus-Expo.ru">Service@Crocus-Expo.ru</a>
<b>Handling. Transport and Logistics:</b>	
For matters related to: loading and unloading works and handling, installation, dismantling and lifting works using the most up-to-date lifting equipment. The Crocus Expo Transport and Logistics Department (Crocus Expo TLD) provides mechanical handling equipment for rent and offers open parking lots	Tel.: +7 (495) 727-2587 E-mail: <a href="mailto:Trans@Crocus-Expo.ru">Trans@Crocus-Expo.ru</a>
<b>Fire Safety Department</b>	
For matters related to: approval of any delivered materials and exhibits (wooden structures, carpets, combustible decorations, draperies, etc.) Fire Safety Certificates shall be provided	Tel.: +7-916-547-04-51 Duty Officer — Pavilion 3, room 133
<b>Customs Clearance and International Freight Forwarding:</b>	
Crocus Expo IEC Customs Forwarding Agents	For current information, please check the Crocus Expo IEC website: <a href="https://www.crocus-expo.ru/services/">https://www.crocus-expo.ru/services/</a> Official Freight Forwarders & Customs Clearance section

### **How to get to the Expo Center:**

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

- Myakinino metro station:
- Exit to Crocus Expo pavilions 1 and 2.
- Walk along the street between Pavilions 1 and 2 up to Pavilion 2 main entrance (at the left).

#### **By car:**

- On the outside of the Moscow Ring Road (66 km) - exit to the Crocus City after Volokolamsk Highway, see the Crocus City sign.
- On the inner side of the Moscow Ring Road (66 km) - exit under the Spassky Bridge of the Moscow Ring Road (across the Moscow River), see the Crocus City sign.
- Heavy vehicles (over 12 tons) may enter and move along the Moscow Ring Road without special passes only at night - from 10:00 PM to 6.00 AM

When planning your route to travel by car, see the diagram on the Crocus Expo IEC website, the [Directions](#) section.

### Car parking:

- Free parking in front of the Crocus Expo IEC pavilions, see P1 on the diagram
- Free underground parking under Pavilion 3, floor1, see P2 on the diagram  
Free parking on the roof of Pavilion 3, floor 4, see P3 on the diagram
- Paid parking (see P VIP on the diagram) close to the entrances to the Crocus Expo IEC is available with paid parking passes to be ordered and purchased through participant's Personal Account [on the expo website](#).



### Services for Participants:

#### Travel Authorizations

You are free to register your Travel Authorization in the Service Center of your pavilion (a seal by Crocus Expo IEC) or in the Organizer's office at the expo (a seal by Euroexpo LLC).

#### Health Care

In case of any minor injury, a headache, etc., please refer to Health Center - Hall 8, Pavilion 2

Tel. +7 916 816 67 67

For emergencies, call 112

#### Photocopies and Printing / Service Center

Here you may use a computer, print, make copies and the like, for a price. Find the Service Center in the lobby of your pavilion.

#### Wi-Fi

Free Wi-Fi access is available in the lobby and food courts of the Expo Center (access may be limited in certain areas).

#### ATMs and Currency Exchange

Please find ATMs in the lobby of pavilions 2 and 3 (close to halls 8, 7, 13 and 15). You are free to change cash in a currency exchange offices in Crocus City Mall, Your Home or Vegas shopping mall.

#### Cafes and Restaurants

Food courts and cafes are available in all pavilions of the expo center, as well as in the Vegas shopping mall and Crocus City Mall.

#### Smoking within the Expo Center

Smoking in pavilions is prohibited. Please find smoking areas within the Expo Center.

## Expo Rules and Regulations

### • Ceiling height and floor load in Pavilion 2

Level 1 (floor 1) / Hall	Ceiling height, m max.	Maximum permissible construction height, m	Maximum floor load, kg/sq.m.
5	7,95 m.	5 m.	20 tons per 1 sq.m.
6	7,95 m.	5 m.	20 tons per 1 sq.m.
7	7,95 m.	5 m.	20 tons per 1 sq.m.
8	7,95 m.	5 m.	20 tons per 1 sq.m.
Level 2 (floor 3) / Hall	Ceiling height, m max.	Maximum permissible construction height, m	Maximum floor load, kg/sq.m.
9	7,85 m.	5 m.	0,75 tons per 1 sq.m.
10	7,85 m.	5 m.	0,75 tons per 1 sq.m.
11	7,85 m.	5 m.	0,75 tons per 1 sq.m.

- No part of the structure of your stand may extend beyond the limits of the rented stand space. No inscriptions and/or logos of your company are allowed on structural surfaces of your stand located on/above the boundary of the stand and facing the neighboring stands. In case of non-compliance with these terms, the Expo Organizing Committee reserves the right to suspend the construction of your stand.
- All external surfaces of stand structures visible from the aisles between stands and from neighboring stands should be suitably decorated (white color is permitted with no logos, inscriptions, images, etc.).
- For the safety of Expo visitors, all utility rooms, offices and other premises within any stand with exits directly to aisles between stands, should only be equipped either with sliding doors or swing doors which open inside.
- Stand structures should not block direct access to fire hydrants, power distribution switchboards and emergency exits.
- During the installation period (before the Expo opens), **Exhibitor and Stand Builder shall:**
  - ✓ install metal structures of stands and display exhibits only on (wooden, rubber) pads that prevent floor scratches and chipping;
  - ✓ keep all aisles and escape routes clear of any equipment, containers and construction materials.**Penalty - RUB 50,000.00;**
  - ✓ remove all containers, packaging and construction waste materials from the fairgrounds;
  - ✓ take out building rubble and wastes into containers near the installation gates, within the time limits set forth by the Organizer on the last day of the Expo installation period.
- Exhibits, containers and other construction materials and structures may be stored **only within the area of the Exhibitor's stand**. Storing in aisles beyond the expo perimeter fenced with standard panels, within the installation gates area, and behind stands around the periphery of the hall entails a penalty of **RUB 50,000.00**.  
If Exhibitor requires extra storage space, there is an option to order a storage (warehousing) service in the Transport Department of Crocus Expo IEC (tel. (495) 727-2587).
- **Exhibits.** Exhibits are to be assembled by Exhibitor. Exhibitor shall be responsible for servicing of exhibits and cleaning the stand during the Expo. All exhibits shall be kept completely intact until formal closing of the Expo. Exhibits may not be moved or dismantled until formal closing of the Expo. The Organizer reserves the right to refuse Exhibitor permission to display products that may be dangerous to the general public.

- **Cleaning.** Aisles between stands are to be cleaned every morning, ahead of the Expo's opening. Any rubbish you left the day before in front of a stand in a plastic bag or a box shall also be disposed of.

Stand floor coverings shall be cleared by Crocus Expo exclusively, except for any wiping and polishing of exhibits. No third-party companies shall be allowed to clean the fairground's premises. **No unsupervised cleaning of the fairground's premises using cleaning machines (vacuum cleaners, Karchers, and the like) shall be allowed. Penalty - RUB 500,000.00.**

Please feel free to order cleaning of the stand floor covering at the Service Center Department - tel. (495) 727-26-26), E-mail: Service@Crocus-Expo.ru or at the Information and Services front desk, pavilion 2.

**For all stand types:** all building and finishing works on your stand shall be completed within the time limits set forth by the Organizer, on the last day of the installation period.

When a breach of this policy has occurred, all extra costs for cleaning the aisles adjacent to your stand and disposing of any bulged waste shall be charged to exhibitor.

- **Extra hours for installation/dismantling.** If requested and paid for by Exhibitors, the Expo Center may extend pavilion opening hours on the days of installation and dismantling. If you need extra time for installation and/or dismantling procedures, please contact the Information and Services front desk, pavilion 2 (tel. (495) 727-26-26). Payment will depend on the number of extra hours and area of your stand. **After 04:00 PM on November 10, installation work may only be done inside stands. Aisles shall be clear of any equipment, exhibits and the like for final cleaning of halls. Penalty - RUB 50,000.00.**
- **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 re-



imposed. 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.** Exhibitor may distribute promotional products and have other types of advertising activities exclusively within their stand. Exhibitor shall arrange their exposition in such a way as not to obstruct the flow of visitors in aisles.

Advertising activities beyond stands is allowed only with a **paid permission to have a promotional event** (please submit your applications to the Organizer no later than 14 days before installation starts).

**Advertising** of any third-party exhibition events and distribution of advertising and promotional materials of organizations, entities, firms and companies not directly participating in the Expo, shall be strictly prohibited within the fairgrounds.

In case of non-compliance with this provision of the Manual, the Organizer reserves the right to apply sanctions against Exhibitor even to the point of closing the exhibit stand without any compensation and return of funds paid by Exhibitor to participate in the Expo.

- **Exhibitor shall** vacate and adjust the closed spaces rented from the Organizer no later than by expiration of their lease period.

## Entry to the Crocus Expo Fairgrounds

- To deliver exhibits and equipment to the Fairgrounds, please be ready to have a letter (**in 3 copies**) on your company's letterhead, signed and sealed by an executive officer, including the list of equipment delivered (please find a form letter **on page 19** of this Manual). One copy stays at the Information and Services front desk, one is to be shown to security at the entrance, and one is for you to have it for moving-out.
- **First, please be sure to have permission from the Fire Safety Department.** All materials and exhibits to be delivered shall have Fire Safety Certificates. All materials and structures with no fire safety certificates (wooden structures, carpets, combustible decorations, draperies, etc.) shall be covered with fire retardant agent.
- To deliver exhibits and equipment, please leave your car in the parking lot of the Expo Center and countersign the letter at the Information and Services front desk, pavilion 2 lobby. You may drive up to the installation gates based on a countersigned letter and a **paid pass to the handling area** you may buy at the Information and Services front desk (tel. (495) 727-26-26).
- **Vehicular entrance to Crocus Expo IEC.** To deliver/remove exhibits and equipment to/from pavilions of the Crocus Expo IEC, a 30-meter-wide loading and unloading area (Handling Area) has been allocated along the perimeter of the pavilions. Vehicles enter the Handling Area with **PAID ONE-TIME PASSES** to be purchased at the Information and Services front desk, pavilion 2, based on a relevant delivery/removal letter. **It is prohibited to use trucks equipped with load-lifting mechanic arms for handling operations (loading, unloading and transportation of goods) (with the exception of vehicles with a tail lift). No cargo transfer from one vehicle to another shall be allowed. For violation, a penalty of RUB 100,000.00 is charged for each unit of equipment used.**

Vehicles shall be moved outside the Crocus Expo IEC right after handling exhibits and equipment. Maximum time vehicles may stay in the loading and unloading area (the Handling Area): for freight vehicles - 2 hours; for light vehicles - 1 hour (for exhibit halls located on the 3<sup>rd</sup> floor, maximum time of staying in the Handling Area increases by 1 hour). **Every extra 0.5 hour is counted as a new hour and is calculated as full hour, and is paid by participant separately according to the Crocus Expo IEC tariffs, at the Information and Services front desk, pavilion 2.** Please note, NO overnight parking on site is available.

- For Stand Builders and exhibitors who made use of services of the Crocus Expo Transport and Logistics Department (except for ordering carts and cargo up to 100 kg), entry to the Handling Area is free of charge.
- **Participants may not use their own cranes, loaders, and stackers. All installation, dismantling and handling operations at the Expo using lifting mechanisms shall be done only by specialists and means of the Crocus Expo IEC, on an arm's length basis (tel. (495) 727-25-87).**
- When extra exhibits are delivered during the Expo, please be sure to include them in ALL copies of the letter (including the one at the Information and Services front desk) to avoid misunderstandings during their removal. Extra equipment may be delivered/removed during the Expo only from 9.00 AM to 9.30 AM and from 07.00 PM to 07.30 PM after having your letter signed at the Information and Services front desk, pavilion 2, and provided that you have a **paid pass to the Handling Area**.
- If Exhibitor delivers **television, video, and audio equipment**, they shall purchase a paid permit to use their own audiovisual devices in the Crocus Expo exhibit halls. Permits are given free of charge only if the deadlines for applications are met and if the specified equipment is listed on the company's balance sheet (if proper documents are provided, specifically: 1) operating instructions; 2) seller's (manufacturer's) warranty card issued for participant's/stand builder's company; 3) photos of appearance and photos of the label with specifications and serial number; 4) a standard TORG-12 Form). **The deadline for documents shall be three business days before installation starts. If these deadlines are not met, permit may only be given on a fee-paying basis. After the specified**

terms, the cost of approval increases by 2 times. Official seal СОГЛАСОВАНО АБТ (APPROVED AUDIOVISUAL TECHNOLOGY) shall be the evidence of permission given. Applications are accepted remotely (by e-mail: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru), tel. 8 (495) 727-26-71) or in person (Crocus Expo IEC, BuildExpo LLC Technical Department, pavilion 1, office 119).

- **Parking passes.** Parking space around the Expo complex is limited. You are free to buy a PAID PASS FOR A PASSENGER CAR for the period of the Expo from Organizer (EUROEXPO LLC) through Participant's Personal Account [on the expo website](#). Passes allow participants to drive up and park their vehicles in specially designated parking areas near the entrances to the pavilions of the Crocus Expo IEC.

**Unauthorized advertising and information media within the Crocus Expo IEC (including using cars as advertising media) is subject to a penalty of RUB 500,000.00.**

**A parking pass gives no vehicular access to the installation gates.**

- **Working hours and access to the territory**

During installation and dismantling of the expo, pavilions are usually open 08.00 AM to 07.45 PM. On the days of the expo, the pavilion is open 09.00 AM to 07.00 PM (starting 08.00 AM on the first expo day). Please see the *Expo Schedule* section for further details.

Authorized entry only:

- ✓ **Participants**  
Exhibitor Badges shall be used as passes to the territory; badges ensure that personnel of participating companies have access to the fairgrounds during installation/dismantling procedures and in the course of the expo. You are free to submit your lists for badges via your Personal Account on the expo's website [on the expo's website](#).
- ✓ **Builders**  
Installation passes (not valid during the expo) will be issued in the Service Center of your pavilion to all personnel engaged in installation and dismantling of your stand according to relevant pre-arranged and submitted lists, i.e. a letter specifying Exhibitor's company name, full names and passport details of employees (please see a form letter on [page 21](#) of this Manual).

## Expo Schedule

<b>FRIDAY</b> 07 November	<b>08:00 AM – 07:30 PM</b>	Installation of stands (raw space) <sup>1,2,3</sup>
<b>SATURDAY</b> 08 November	<b>08:00 AM – 07:30 PM</b>	Installation of stands (raw space) <sup>1,2,3</sup>
<b>SUNDAY</b> 09 November	<b>08:00 AM – 07:30 PM</b>	Installation of stands (raw space) <sup>1,2,3</sup>
<b>MONDAY</b> 10 November	<b>08:00 AM – 07:30 PM</b>  <b>02:00 PM</b>  <b>03:30 PM</b>  <b>04:00 PM</b> <b>07:00 PM – 08:00 PM</b>	Installation and decoration of stands (including shell scheme stands) <sup>1,2,3</sup>  The latest time when participant should arrive at his/her stand  All building equipment, stepladders and other stand builder's tools shall be taken to the installation gates or removed behind stand. Waste shall be disposed of.  <b>Final cleaning of aisles</b> Pavilion security system activated
<b>TUESDAY</b> 11 November	<b>08:00 AM – 07:00 PM</b>  <b>10:00 AM – 06:00 PM</b>	Pavilion opening hours <sup>4</sup>  Expo is open for visitors
<b>WEDNESDAY</b> 12 November	<b>09:00 AM – 07:00 PM</b>  <b>10:00 AM – 06:00 PM</b>	Pavilion opening hours <sup>4</sup>  Expo is open for visitors
<b>THURSDAY</b> 13 November	<b>09:00 AM – 07:00 PM</b>  <b>10:00 AM – 06:00 PM</b>	Pavilion opening hours <sup>4</sup>  Expo is open for visitors
<b>FRIDAY</b> 14 November	<b>09:00 AM – 07:30 PM</b>  <b>10:00 AM – 04:00 PM</b>  <b>04:00 PM – 07:30 PM</b>  <b>07:30 PM</b>	Pavilion opening hours <sup>4</sup>  Expo is open for visitors  Vehicular entrance to remove exhibits <sup>3</sup> <b>No entry for stand builders' vehicles to the Handling Area!</b>  Shell scheme stands shall be vacated <sup>3,5</sup>



<b>SATURDAY</b> 15 November	<b>08:00 AM – 07:30 PM</b>  <b>07:30 PM</b>	Dismantling. Entry for <b>stand builders'</b> vehicles to dismantle stands. Pavilion opening hours <sup>3</sup> Pavilion shall be vacated; all equipment and stand structures shall be dismantled and removed <sup>5,6</sup>
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<sup>1</sup>. Please refer to MITEK 2025 Technical Manager for further information and cost of extending the installation/dismantling period. Installation period is extended by the Service Center of your pavilion by 06:00 PM. Extension on the last day of installation is possible as long as specifically agreed by the Organizer.

<sup>2</sup> Installation dates for large-sized and heavy equipment and exhibits shall be confirmed by MITEK 2025 Technical Manager in advance. The Organizer shall have the right to suspend building any specific stand to deliver large-sized exhibits according to schedule.

<sup>3</sup> Vehicle access to the Handling Area is available up to 07:30 PM. Exit of vehicles from the Handling Area is available up to 08:00 PM. Installation gates in halls close at 07:45 PM. Access to halls through entrance is available up to 07:45 PM

<sup>4</sup> Pavilion open only to exhibitors with badges. No stand building allowed; installation passes shall be void.

By 10:00 AM, there will already be visitors in the pavilion. Please be sure your stand is ready to host them.

<sup>5</sup>. All exhibits and equipment shall be removed. Otherwise, further responsibility for their safety (or full disposal of disposable structures) is borne by participating company (with the exception of large-sized exhibits according to the schedule).

<sup>6</sup>. All building materials, structures and bulged waste shall be removed from the expo center or disposed of in waste containers at the expense of exhibitor or stand builder.

If required, stand builders/exhibitors shall pre-order waste disposal services through the Service Center. In case of non-compliance with this rule, penalties are imposed on exhibitor or stand builder.

[See Crocus Expo Fairgrounds General Events-related Regulations](#)

## General Information

### EXPO ORGANIZING COMMITTEE

If you have any questions, please contact the Organizing Committee (**hall 10**).

### ORDERS FOR EQUIPMENT AND SERVICES

Exhibitor shall pay for extra equipment and services ([Forms E, F, G, and H](#)) based on separate orders and invoices issued by the Organizer. Applications shall be submitted to the Organizer by 15 October 2025. Any orders received after 15 October 2025 are accepted only if relevant equipment is available and only after handling the earlier paid applications. After 15 October 2025, the cost of orders for equipment and services shall be doubled.

### SECURITY

During the Expo, the Organizer provides only night security for pavilions, i.e. 08:00 PM to 08:00 AM. The Organizing Committee assumes no responsibility for exhibits of participants. If you are worried about the safety of your exhibits, we recommend that you order security services for the period you are off your stand (08:00 AM to 10:00 AM and 06:00 PM to 08:00PM); to do so please refer to the Information and Services front desk, pavilion 2 (tel. (495) 727-26-26).

### LIABILITY

Exhibitors shall have full financial liability for any damage caused to the Organizer and pavilions, and spaces and equipment provided. In case of any damage to space and equipment (or if lost), participant reimburses the incurred damage in the amount equal to triple cost of rent.

### BADGES (used as passes to the Crocus Expo fairgrounds)

Entry to the Crocus Expo IEC is for badge holders only (11 to 14 November 2025). Starting from 03 November 2025, any participant is able to download his/her electronic badge via **personal account** (PA) on the expo website. Optionally, any participant may have a laminated badge at the information desk, Management Office (Hall 10) or at the front desk. Free badges are available for Exhibitors assuming **one badge per each full 4 square meters** of exhibit space. To have your badges, please be sure to fill up all the required details as a [MITEX 2025](#) participant using your PA **on the website by 02 November 2025**.

### CATALOGUING

The list of participants is published on the expo website *in electronic form*.

You are free to edit any information about your company (including but not limited to changing the heading section) through your **personal account**. To have your login and password, please contact the organizers by e-mail: [mitexpo@expodat.com](mailto:mitexpo@expodat.com).

## SPECIAL EVENTS

If you plan to have a workshop, a presentation and the like as part of the Expo, please confirm the topic, date and duration of event to the Organizer, Programme Director Elena Kravtsova, and send a relevant application to rent a conference hall and audiovisual equipment ([Form I](#) to be filled out via participant PA on the [MITEX 2025](#) expo website) e-mail: [kazakova@euroexpo.ru](mailto:kazakova@euroexpo.ru) Project Coordinator Larisa Kazakova. Please be sure to confirm your event and send an application by 15 October; after 15 October 2025, the cost shall be doubled.

## TIME LIMITS

Please be sure to comply with the deadlines. Your timely submission of information will make it possible for the Organizer to fulfill your order when required.

Deadlines for Forms	Form Name	Form No.
<b>30.09.2025</b>	Advertising request	<a href="#">Form B</a>
<b>15.10.2025</b>	Order for extra services	<a href="#">Form C</a>
<b>15.10.2025</b>	Order for graphic work	<a href="#">Form D</a>
<b>15.10.2025</b>	Order for extra equipment and services	<a href="#">Forms E,F,G,H</a>
<b>15.10.2025</b>	Order for conference halls and meeting rooms	<a href="#">Form I</a>
<b>02.11.2025</b>	Badges, certificate of attendance	Please use participant's PA on the expo website

## SHELL SCHEME Stand Information

### **SHELL SCHEME**

Shell scheme stands are provided by the Organizer. Shell Scheme is a fully equipped stand with all required furniture. If you do not use any of the items, no rental cost is subject to return. If any of the ordered equipment is unavailable at your stand, please inform the Organizing Committee. To order extra equipment, please use [Forms E, F, G, and H](#).

If, when preparing to the expo, you decide to upgrade from Standard to one of the [Standard Plus options](#), please contact Technical Manager of the project.

To stabilize and supply power to the stand, extra fixtures and fittings, electrical panels and equipment not specified in your stand's diagram may be used. If you need to temporarily remove them (for example, to install large-sized exhibits), please be sure to confirm this in advance to Technical Manager of the project, and take every precaution possible.

All electrical appliances and equipment connected to sockets shall be duly certified. Any unsupervised connection of electrical appliances is considered as unsupervised building and shall be confirmed by General Developer of Expo Center (see the Manual for Raw Space).

Attaching your equipment to stand structures, unauthorized coating of panels, applying logos, drilling holes, attaching advertising and other materials with pins, buttons, and/or hard-to-remove tape and the like shall be prohibited. Wall panels and other extra structural elements shall remain intact after the expo, without any: holes, chips, scratches and without residues of tape or other adhesive-based materials.

**Please note, the cost of damaged elements and extra equipment shall be charged to participant.**

When decorating walls with fabrics, banners and the like, all materials used shall have Fire Safety Certificates. (For further details see [FIRE SAFETY INSTRUCTION](#)).

If you ordered a utility room or an office with a locking door, as well as archival and display cabinets, please have keys and locks for them at General Developer, BuildExpo LLC, against pledged items.



## ELECTRICITY

Shell scheme stands (over 4 square meters) include electricity supply and an outlet with a capacity of up to 1 kW. If you plan to leave your equipment on for 24 hours, please use reference 24. Standard voltage at the expo is 220 V, but you may order voltage of 380 V. If your equipment operates at 110 V, please be sure to have adapters.

*Please Note:* During installation and dismantling, no electricity is supplied to shell scheme stands. Equipment may be connected using your own extension cord to sockets along the perimeter of the expo hall, or near the supporting columns.

Please also note that it is strictly forbidden to connect your own lighting devices to shell scheme stand sockets. If you need extra lighting on stand, please order extra lamps from the list of [Forms E, F, G, and H](#), i.e. Order for extra equipment and services.

Unsupervised electric installation works within Shell Scheme stands shall be strictly forbidden.

## COMPANY NAME

Your company name (up to 20 characters), in Russian or Latin letters will be placed on fascia board, on each open side of your stand ([Form D](#)). Please see [Form D](#) for the cost of any extra inscription and character.

**Company logo:** logo shall be in CorelDraw format, ver. 10 or higher, vector based. Please also clarify the colors or send us a color copy. See [Form D](#) for the cost of making a company logo.

**Please Note:** Exhibit spaces are provided to participants from the first day of installation to the day of dismantling completion. Participants are required to vacate the rented space in a pavilion by 07:45 PM on 14 November 2025.

## 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](mailto: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 category	Exhibitor		
Company carrying out equipment and exhibits move-in and move-out	Specify if different from the customer		
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 \_\_\_\_\_

Telephone: \_\_\_\_\_

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 m<sup>2</sup> 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](mailto: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/>