

INTERNATIONAL SPECIALIZED EXHIBITIONS

September 13–15, 2022, Crocus Expo IEC

Pavilion 2, Halls 9, 10 and 11

**HOUSEHOLD
EXPO**

**STYLISH HOME
GIFTS**

**CHRISTMAS BOX
PODARKI**

CHEMICOS

**CHEMICOS
BEAUTY**

EXHIBITOR MANUAL

www.hhexpo.ru www.styhome.ru www.christmasbox.ru

www.chemicos.ru www.chemicos-beauty.ru



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CONTACT INFORMATION

Exhibition Organizer:

Mayer Corporate Group
MOKKA Expo Group
20 Ovchinnikovskaya Naberezhnaya, building 1,
115035 Moscow, Russia
+7 (495) 363-50-32/33
www.hhexpo.ru, www.outdoordacha.ru
www.styhome.ru, www.christmasbox.ru
www.chemicos.ru, www.chemicos-beauty.ru

Exhibition Management:

Director of the exhibition
Olga Dvinyaninova
8-910-429-47-50

Curators of the exhibition projects
Elena Sharovatova: 8-916-830-79-47
Lilia Voronina: 8-910-427-58-78
Natalya Gordeeva: 8-919-784-17-90

International department
Maria Nikovskaya: 8-919-784-19-72
Maria Kostrova: 8-926-393-69-80

Advertising and PR Director
Ksenia Ionova: 8-903-242-64-83
Business program coordinator
Galina Shevchenko: 8-910-426-01-61

Exhibition Center

Crocus Expo
16 Mezhdunarodnaya str., Krasnogorsk, 143402
Moscow region (66 km of Moscow City Motor Ring)
Tel./fax: +7 (495) 727-11-38
e-mail: ask@crocus-expo.ru www.crocus-expo.ru

General constructor

BuildExpo, LLC
Tel: +7 (495) 727-26-71
e-mail: info@buildexpo.ru
www.buildexpo.ru

Official Freight Forwarder

ADEFA LLC:
www.adefa-expo.ru
16 Mezhdunarodnaya str., Krasnogorsk, 143402
Moscow region, of.210, Crocus Expo IEC
Contact person:
General director: Anton Popov
tel.: +7 (495) 223 40 28
Head of Logistic Department:
+7 (903) 228 94 76

EXPOTRANS LLC
www.expotransmoscow.ru
1A, of. 7.4.4, Ilyinskoe shosse, Krasnogorsk, Moscow
Region
+7 495 988 09 67
e-mail: moscow@expotrans.net Contact person:
General Director Irina Surova
e-mail: irina.surova@expotrans.net
+7 (495) 988 09 67
+7 (903) 286 56 08;
Project manager Ivan Khitrov
e-mail: ivan.khitrov@expotrans.net

HMS Expo LLC
www.hms-expo.ru
16, Mezhdunarodnaya Str, Krasnogorsk, Moscow
Region, 143401
(Crocus Expo IEC, pavilion 1, of. 109)
Contact person:
General director Anna Akimova
+7 (916) 530 48 75
e-mail: anna.akimova@hms-expo.ru. Commercial
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+7 (916) 815 02 30
e-mail: assiya.magomedova@hms-expo.ru.

Kuehne+Nagel LLC
www.kuehne-nagel.ru
14, Olimpiyskiy prospect, Diamond Hall Business
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Contact person:
Director of Exhibition and Event Logistics Department
Natalia Kirillova
+7 495 795 20 00 (ex. 453);
+7 (909) 915-9557,
e-mail: natalia.kirillova@kuehne-nagel.com

VENUE

Crocus Expo International Exhibition Center

Pavilion 2, halls 9, 10, 11

66 km Moscow City Motor Ring

16 Mezhdunarodnaya str., Krasnogorsk, 143402 Moscow region

By public transport:

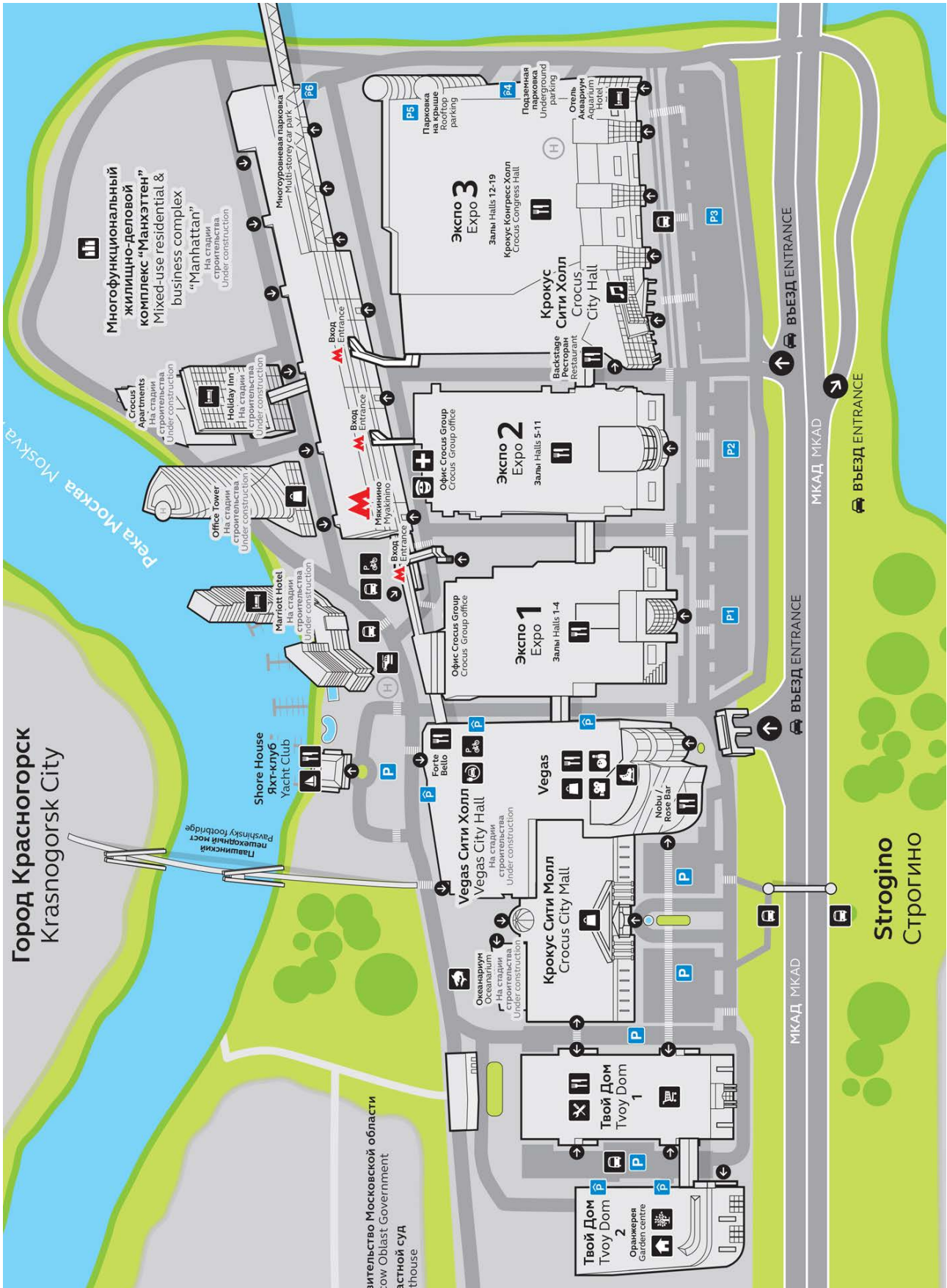
Subway station "Myakinino", exit to the pavilions of the exhibition center

By car:

Outer side of Moscow City Motor Ring (66 km) – exit to Crocus City territory after Volokolamskoe shosse



INFRASTRUCTURE OF CROCUS EXPO IEC



REGISTRATION OF PARTICIPATION

To participate in the exhibition, Exhibitor should submit an application to MOKKA Expo Group LLC or Mayer Expo Group LLC. Application form is to be provided by the Organizer.

Application is submitted in a single electronic copy and is signed by the authorized person of the Exhibitor.

Based on the Application, Organizer forms the Agreement and sends it to the Exhibitor to sign. It is also allowed to conclude the Agreement via e-mail with further mandatory exchange of original copies.

General terms of participation with all the annexes, changes and appendixes are the integral part of the Agreement, as well as the Main requirements of holding the events in Crocus Expo IEC, Main requirements of the General contractor BUILDEXPO LLC the Exhibitor must be acquainted with:

[–Crocus Expo](#)

[–BuildExpo](#)

Based on a separate application of the Exhibitor submitted one month at the latest before the beginning of the installation of the exhibition, it is possible to order additional services (additional equipment, electricity connection, cleaning of the stand, individual security, etc.). Fees for additional services are to be paid based on invoice from the Organizer within the dates specified in it.

Fees for services including additional services should be transferred in full to the operating account of the Organizer not later than August 15, 2022. Otherwise, neither the Exhibitor, nor his contractor will not be allowed to take part in the exhibition.

TECHNICAL CHARACTERISTICS OF EXHIBITION HALLS 9, 10, 11

Maximum floor load	0,75 t/1 m ²
Height to floor trusses	hall 9 – 7,85 m hall 10 – 7,85 m hall 11 – 7,85 m
Maximum allowed height of construction	hall 9 – 6,85 m hall 10 – 6,85 m зал 11 – 6,85 m
Number of cargo elevators	hall 9 – 4 hall 10 – 5 hall 11 – 4
Maximum allowed size of transported cargo: a) height b) width c) length	2 100 mm 2 350 mm 5 650 mm
Maximum allowed weight of transported cargo	3 200 kg
Maximum allowed sizes of cargo transported through the folding doors between the halls: a) height b) width	5,8 m 5,3 m

DATES AND DEADLINES. INSTALLATION-EXHIBITION-DISMANTLING

The Exhibitor is obliged to provide the presence of its authorized representative at the place of works conducted.

September 10 SATURDAY	08:00 am – 1:00 pm	Layout
	1:00 pm – 8:00 pm	Installation of stands ¹
September 11 SUNDAY	08:00 am – 8:00 pm	Installation of stands ¹
September 12 MONDAY	08:00 am – 6:00 pm	Installation of stands*
	08:00 am – 8:00 pm	Arrival of the exhibitors, arrangement of stands
September 13 TUESDAY	08:00 am – 8:00 pm	Pavilion working hours ²
	10:00 am – 6:00 pm	The exhibition is open for visitors
September 14 WEDNESDAY	09:00 am – 7:00 pm	Pavilion working hours ²
	10:00 am – 6:00 pm	The exhibition is open for visitors
September 15 THURSDAY	09:00 am – 8:00 pm	Pavilion working hours ²
	10:00 am – 4:00 pm	The exhibition is open for visitors
	4:00 pm – 8:00 pm	Taking out of exhibits. Dismantling ³
September 16 FRIDAY	08:00 am – 6:00 pm	Dismantling of stands
	6:00 pm – 8:00 pm	The pavilion should be cleared, equipment and constructions of stands dismantled and taken away

* Conducting of construction and finishing works, taking away of garbage to the aisles are not allowed **after 6 pm on September 12**, as well as in the morning on **September 13**. If violations occur, the Exhibitor is obliged to pay the fines set by Crocus Expo IEC. The payment is made in compliance with an invoice of the Organizer.

- 1 Information about the opportunity and the cost of prolongation of installation period the Exhibitor may get at the Exhibition Management. Prolongation is registered at Service Center of pavilion 2 before 6 pm of the same day.
- 2 Installation works at the stand are not allowed. Installation badges are not valid. Organizer is not responsible for safety of exhibits at the stands.
- 3 The exhibitor is obliged to clear the exhibition stand from his exhibits and equipment before the dismantling works start.

In case if at 8 pm on **September 12, 2022**, the exposition area/stand are not occupied by the Exhibitor, the Agreement for the participation is considered unilaterally terminated at the initiative of the Exhibitor (c.5.1.4.) with payment of compensation (100 % of cost in compliance with the Agreement and a fine of 10% of the cost) to the Organizer (p.3, art.310 of CA of RF). Organizer has the right to deduct from the amount received from the Exhibitor. Losses of the Exhibitor are not compensated.

The Exhibitor is obliged to receive the original copies of Agreements/acts at the Organizers' office during the period of running of the exhibition (**September 13–15, 2022**), sign them and give them back to Curator (Organizer).

ACCESS TO THE TERRITORY OF THE EXHIBITION - BADGES

Badge of a participant – is a permission to the territory of the Exhibition Center during the whole period of the Exhibition, including periods of installation and dismantling of the exposition.

Badge of a participant may be obtained by the Participant from the Organizer.

!!! Beforehand, not later than 7 days before the installation, please coordinate the time for obtaining the badges with your Curator.

Please note that it is possible to obtain your badges at the Organizer's office at Ovchinnikovskaya naberezhnaya from **August 7 to August 26, 2022** - from Monday to Friday, 10 am - 5 pm. Please contact your Curator/ Manager in advance!

Badges for installers to be obtained by the companies-contractors at BUILDEXPO LLC during the technical expertise or in Service Center of pavilion 2 during the installation of the exhibition.

Badges for decorators/loaders and other hired personnel of the Exhibitor, working during installation/dismantling, are obtained in the Service Center of pavilion 2 based on a letter from the Exhibitor. The letter is to be on the letterhead, name, surname and passport data should be specified. The letter should be presented to Service Center not earlier than 14 days before the beginning of installation.

RULES FOR TRANSPORTATION OF EQUIPMENT AND EXHIBITS

January 1, 2022, new mandatory rules of transportation of equipment and exhibits came into force, as well as rules for obtaining permits to the Materials Handling Area (area of loading and unloading operations) (should you have any questions on transportation of the equipment and exhibits, contact your Curator/Manager).

Please note that only letters including the full text of the template of the LETTER FOR EXHIBITS AND EQUIPMENT MOVE IN AND MOVE OUT (p.15) will be accepted for approval.

LETTER FOR EXHIBITS AND EQUIPMENT MOVE IN AND MOVE OUT must be presented on the official letterhead of the company signed by head of the company and stamped. Letters must include a detailed description of transported equipment, materials and exhibits.

To get the permission for transportation, as well as permits to the Materials Handling Area (area of loading and unloading operations), you may send an e-mail in advance, but not later than **September 9, 2022** to the Service Center Department: service2@crocus-expo.ru.

TARIFFS FOR PERMITS TO THE MATERIALS HANDLING AREA (AREA OF LOADING AND UNLOADING OPERATIONS):

a) car (1 unit)	3 500,00 Rubles
b) truck (1 unit)	6 500,00 Rubles
c) car with a trailer (1 unit)	6 500,00 Rubles
d) overtime period for one car for every extra 30 minutes	1 000 Rubles.

INVOLVEMENT OF THIRD PARTY CONTRACTORS

The exhibitor should provide Contact information on contractors chosen not later than **August 6, 2022** to the Exhibition Management in digital form.

ATTENTION: Organizer is entitled to require the termination of works if there are evidences of violation of rules, requirements and instructions. In this case the Organizers may demand for such persons to leave the territory of the exhibition center. Organizer is not responsible and does not pay damage to the Exhibitor resulting from the improper performance of independent contractors.

EMPTY PACKAGING

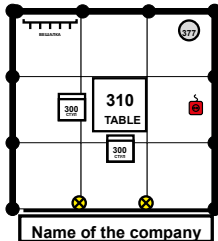
There should be no empty boxes, cases, pallets or packaging materials at the stand during the exhibition - they should be moved out by the Participant himself by 10 am on **September 13, 2022**.

STANDARD STANDS

Standard stand is a typical project constructed with OCTANORM exhibition system. Height of the walls is 2500 cm. Complete set of standard exhibition stands depends only on its area (number of m²).

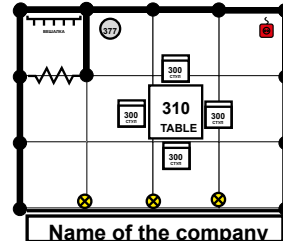
COMPLETE SET OF STANDARD STAND

STAND 4 - 11 m² 1kWt



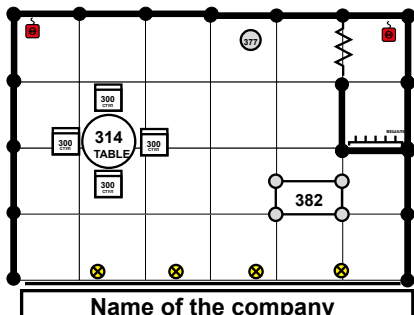
1. Walls on the perimeter
2. Carpeting
3. Fascia board, name of the company (9 symbols)
4. Chairs – 2 pc.
5. Table – 1 pc.
6. Spot lamp – 2 pc.
7. Electrical socket up to 1kWt – 1 pc.
8. Garbage bin – 1 pc.
9. Wall hanger – 1 pc.

STAND 12 - 17 m² 2kWt



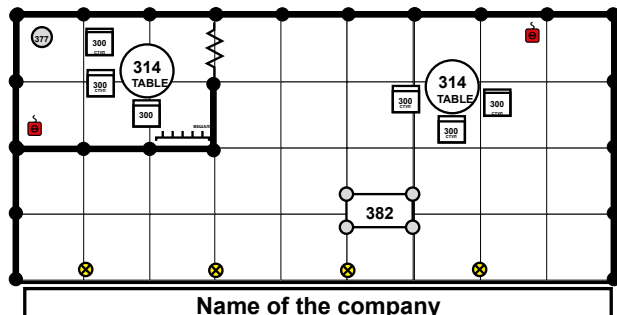
1. Walls on the perimeter
2. Carpeting
3. Fascia board? Name of the company (9 symbols)
4. Chairs – 4 pc.
5. Table – 1 pc.
6. Spot lamps- 3 pc.
7. Electrical socket up to 1 kWt – 1 pc.
8. Garbage bin – 1 pc.
9. Wall hanger – 1 pc.
10. Sliding door – 1 pc.
11. Wall panel – 1 pc.

STAND 18 - 35 m² 3kWt



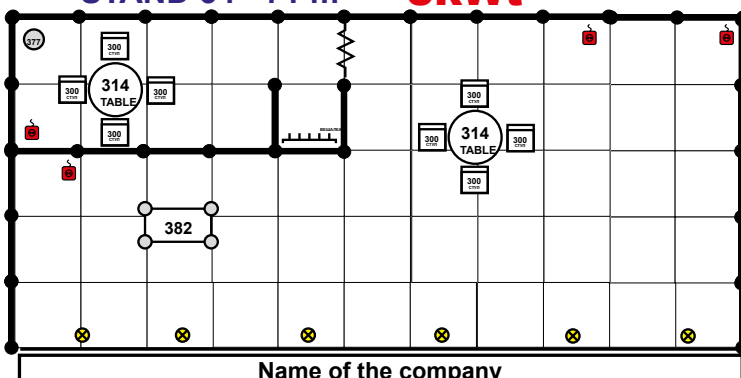
1. Walls on the perimeter
2. Carpeting
3. Fascia board, name of the company (9 symbols)
4. Chairs – 4 pc.
5. Table – 1 pc.
6. Display table – 1 pc.
7. Spot lamp – 4 pc.
8. Electricity socket up to 1 kWt – 2 pc.
9. Garbage bin – 1 pc.
10. Wall hanger – 1 pc.
11. Sliding door – 1 pc.
12. Wall panel – 2 pc.

STAND 36 - 53 m² 4kWt



1. Walls on the perimeter
2. Carpeting
3. Fascia board, name of the company (9 symbols)
4. Chairs – 6 pc.
5. Table – 2 pc.
6. Display table – 1 pc.
7. Spot lamp – 4 pc.
8. Electricity socket up to 1 kWt – 2 pc.
9. Garbage bin – 1 pc.
10. Wall hanger – 1 pc.
11. Sliding door – 1 pc.
12. Wall panel – 4 pc.

STAND 54 - 71 m² 5kWt



1. Walls on the perimeter
2. Carpeting
3. Fascia board, name of the company (9 symbols)
4. Chairs – 8 pc.
5. Table – 2 pc.
6. Display table – 1 pc.
7. Spot lamp - 6 pc.
8. Electricity socket up to 1 kWt – 4 pc.
9. Garbage bin – 1 pc.
10. Wall hanger – 1 pc.
11. Sliding wall – 1 pc.
12. Wall panel – 7 pc.

At a standard stand, the following is prohibited:

- Independent changes and/or full or partial installation/dismantling works;
- To use chairs or other furniture as a ladder;
- Independent changes of the electrical equipment of the stand, including any electrical works, without the approval of the Official contractor of the exhibition (incl. installation of additional lighting appliances, extension cords, and power line filters);
- To attach exhibits and elements of decoration to electric equipment, lights and other equipment on the stand;
- independent lining of panels, anchoring and use of duct tape and other adhesive materials to line panels or other adhesive materials;
- use of staplers to fasten exhibits to panels;
- drilling of constructions;
- allocation and installation of any exhibition equipment or constructions, furniture, display cases, advertising banners and any other elements which are not the exhibits of the exhibition participant, within the boundaries of the standard stand;
- to take away equipment on loan;
- SMOKING in the pavilion during the whole period of installation, exhibition, and dismantling works



Presentation and audio, video equipment is allowed to use only after the examination by the specialists of Technical Provision Department of exhibition events of BUILD EXPO LLC: ingener@buildexpo.ru, +7 (495) 727-26-71

Exhibitor is responsible for violation of the requirements mentioned.

INDIVIDUAL CONSTRUCTION

Individual construction is an exposition area, assigned for temporary use of the Exhibitor, in sizes according to the Agreement for participation in the Exhibition and bounded by the marks on the floor of the exhibition hall.

Individual construction of stands and their decoration (installation) on the exposition area, assigned for temporary use, and its clearance (dismantling) from the constructions built earlier, are carried out by the Exhibitors according to the rules and conditions of the [PRIMARY REQUIREMENTS OF THE MASTER DEVELOPER BUILDEXPO LLC FOR THE ARRANGEMENT OF EXHIBITION EVENTS AT THE CROCUS EXPO IEC \(2022\)](#)

Exhibitor is responsible for violation of the requirements mentioned.

Exhibitor can get information from the Curator/Manager on companies carrying out the construction of exclusive/nonstandard stands.

Examples of individual construction



ADDITIONAL SERVICES

When sending an application for additional services not included in the Agreement, there will be an extra charge after the following dates:

- **September 6, 2022** - 50% of the price.
- **September 9, 2022** - 100% of the price.

FIRE SAFETY

All persons, including but not limited by the Exhibitors, companies-contractors, participants of the events, being on the territory of Crocus Expo, are obliged to follow and be responsible for compliance of the following: [FIRE SAFETY REGULATION DURING BUILD-UP \(DISMANTLING\) OF EXPOSITIONS AND EVENTS HOLDING IN PAVILIONS AND OUTDOOR AREAS OF CROCUS EXPO KRASNOGORSK SUBSIDIARY CROCUS AO](#)

Exhibitor is responsible for violation of the requirements mentioned.

ADVERTISING

Advertising of goods and services in compliance with the exhibition thematic, produced or sold by the Exhibitor himself is allowed only at the exhibition stand.

Placement of any advertising beyond the exhibition stand is allowed only if the appropriate permission is obtained from the Organizer.

The Exhibitor can get more details from the Curator about opportunities of placement of the advertisement. Exhibitor is responsible for violation of the requirements mentioned.

PHOTOCOPYING/SERVICE CENTER

You may use chargeable photocopying services at the Service Center in hall 2 of Crocus Expo IEC.
Tel.: +7 (495) 727-11-38; E-mail: service2@crocus-off.ru

CATERING

Only the official partners of Crocus Expo enjoy an exclusive right to provide catering services at Crocus Expo IEC:

- BackstageCatering LLC (Anna Zayko, tel.: +7 (926) 007-0587, e-mail: info@backstagecatering.ru)
- Sucre LLC (Ellada Gurbanova, tel.: +7-495-727-24-46 (ext. 5836), mob. +7 (925) 508-6006, e-mail: e.gurbanova@sucrecatering.ru)

Catering services include all kinds of catering including coffee breaks and buffets. Involvement of third parties to provide catering services and/or to sell food without the approval of Crocus Expo IEC is prohibited.

CLEANING OF STANDS

! Only the representatives of Maintenance department of Crocus Expo IEC carry out any cleaning works of flooring of the Exhibition Center.

During installation/dismantling companies-contractors are obliged to put the garbage into special bags and keep it on the stands.

! **PUTTING THE ACCUMULATED GARBAGE IN THE AISLES IS PROHIBITED.** The garbage bags will be thrown away once a day by the cleaners of the exhibition center.

Every day (September 13 – 24, 2022), before 10 am cleaning of the aisles between the stands and garbage take away will be carried out.

Exhibitors are obliged to accumulate the garbage into plastic bags and leave them in the aisle next to the stand. Individual cleaning of the stand during the running of the Exhibition may be ordered and payed by the Exhibitor himself. Tel.: +7 (495) 727-11-38, E-mail: service2@crocus-off.ru

SECURITY AND SAFETY

The Exhibition Center provides general security of the exhibition during installation and dismantling works and period of running of the exhibition. Exhibition halls are closed and observed by security guard from 8 pm and until 8 am.

Neither Organizer, nor the Exhibition center are not responsible for any loss or damage caused to stands, exhibits, goods or personal belongings. The Exhibitor himself is responsible for safety of the goods and exhibits at the stand.

The Exhibitor himself may order and pay for individual security of the stand during the running of the exhibition. Tel.: +7 (495) 727-11-38; E-mail: service2@crocus-off.ru

COVID-19 PREVENTION MEASURES

PARTICIPANTS/EXHIBITORS are obliged to observe and follow the REQUIREMENTS OF COVID-19 PREVENTIVE MEASURES.

Based on recommendations of COVID-19 preventive measures, developed by the Federal Service for Surveillance on Consumer Rights Protection and Human Wellbeing (Rospotrebnadzor) and approved by the Chief Sanitary Inspector of the Russian Federation Anna Popova.

EXHIBITORS/ PARTICIPANTS ARE OBLIGED TO

Provide the observance of precaution measures, as well as holding of prevention and disinfecting measures, in particular:

1. Every day before the opening of the exhibition, provide wet cleaning of the stand using approved disinfectants of virucidal activity. Disinfection of the exhibition stand is held by the Exhibitor himself or by engaged third parties every 2 hours with processing of all contact surfaces of the exhibition stand, including, but not limited by handles, table surfaces, info stands, etc.
2. Employees of the exhibitors are obliged to get instructed on observance of safety measures on prevention of COVID-19, including use of disinfectants.
3. Everyday before opening of the exhibition to control body temperature of the employees with a mandatory suspension from work of persons with increased body temperature and/or signs of infectious disease.
4. To provide distancing of employees (1,5 meters) both in the period of installation/dismantling works (for technical workers – taking into account safety measures of working) and at the stand.
5. Taking meals at the stand is prohibited. It is only allowed to take a meal in a special premise in accordance with a schedule set in advance and distancing of 1.5 meters.
6. Employees of the exhibitor should be provided with reserve of personal protective equipment for respiratory protection (disposable masks – taking into account duration of working hours and necessity to change them every 3 hours), as well as with antiseptics for hands. Exhibitor is responsible for control of no usage of personal protective equipment by the employees during the running of the exhibitions.
7. Exhibitors/participants of the exhibitions are obliged to provide disposal of masks and into specially installed containers.
8. It is not allowed to enter the exhibition halls without wearing a mask.
9. If the violence of the mentioned requirements occurs, Organizer has the right to unilaterally deny the Exhibitor to enter the Exhibition hall and has the right to seal the Exhibition stand. Losses of the Exhibitor are no to be compensated.

LETTER FOR EXHIBITS AND EQUIPMENT MOVE IN AND MOVE OUT including detailed description of exhibits, equipment and materials shall be made on the stationery of the company signed and stamped by the head of the company. Please note that only letters containing the full text of the sample Letter for Exhibits and Equipment Move in and Move out are accepted for approval!

If you have all the necessary approvals (stamps) you can send the letter to the Service Center Department in advance by e-mail to obtain move in/move out permit, as well as a pass to the materials handling area.

Service centre departments:

Pavilion 1 – service1@crocus-expo.ru

Pavilion 2 – service2@crocus-expo.ru

Pavilion 3 – service3@crocus-expo.ru

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

Ref No. _____

To be completed by the Service centre department employee

Customer	Company name (or full name of the individual contracting authority) under the contract. The Letter for Exhibits and Equipment Move in and Move out may be issued by companies having contractual relations with Crocus Expo, BuildExpo LLC, Crocus Expo General Builder, or the Event Organizer.		
Customer status	Specify: organizer, builder, exhibitor		
Company to move in/move out exhibits and equipment	Specify if other than the customer		
Event			
Dates			
Location	Pavilion	Hall	Stand

LIST OF EXHIBITS AND EQUIPMENT

	Description of moved in equipment or exhibit (specify serial number for technical devices)	Quantity
1.		
2.		
3.		
4.		
5.		
6.		

**VEHICLES DATA for pass to the materials handling area
(filled in if known in advance)**

	Order No./date	Type	Model	License plate
1.	Д/000000000 от 01.01.21	Car/truck/car with trailer		A111AA111
2.				

We hereby confirm that:

- all moved in equipment, exhibits and other material assets are agreed (if necessary) with the Crocus Expo General Builder BuildExpo LLC, Crocus Expo Technical Maintenance Service, Fire Safety department and do not include anything prohibited for move into the territory of Crocus Expo according to the rules in force in the Exhibition Center;
- moved in equipment, exhibits and other goods do not have the customs status of "temporary importation";
- 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 BuildExpo LLC, the General Builder of the Exhibition Centre, 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.

Full name _____ Date _____
Job title _____ Signature _____

Stamp

Contact data, person responsible for works on the expo grounds:

Full name _____ Phone: _____

Stamp