

EXHIBITOR GUIDE

The Exhibition organizer offers you the unique opportunity to present your products and services at the International Textile and Light Industry Exhibition “TEXTILLEGPROM” for successful achieving the goal you are pursuing while participating in the Exhibition.

We offer this Exhibitor Guide to help you plan your work in the best possible way and get the maximum effect from participating in the Exhibition. Please read carefully the information contained in it and follow the indicated instructions, execution of the instructions will save you from unnecessary trouble. Remember also the deadlines for submitting of information set out in this Guide. This will allow us to fulfill your wishes properly.

ATTENTION: If different employees or departments in your company are in charge of exhibition materials and exhibits delivering, booth construction or its design, please notify them of the receipt of this Guide or pass it on to the appropriate person. If you have any questions regarding the information in the Guide, contact us immediately:

TABLE OF CONTENTS

DEADLINES FOR APPLICATIONS (TIME-SCHEDULE OF PREPARING FOR THE EXHIBITION)	2
EXTRA TIME USE OF EXHIBITION SPACE	4
CLEANING OF EXHIBITION SPACES	5
INSTALLATION AND DISMANTLE WORKS	6
EXHIBITION PERIOD	8
LOADING AND UNLOADING OPERATIONS	9
OFFICIAL FORWARDERS AND CUSTOMS CLEARANCE	11
ADVERTISING OPPORTUNITIES	11
PROCEDURE FOR EQUIPMENT TO MOVE-IN AND TO MOVE-OUT	12
PROCEDURE FOR EXHIBITOR ARRIVE AT THE EXHIBITION	15
PROCEDURE FOR EXHIBITOR DEPARTURE FROM THE EXHIBITION	15
EXHIBITOR SERVICE IN HALL 13	16

Exhibition organizer

Textilexpo JSC

Venue

Hall 13, Pavilion 3, Crocus Expo International Exhibition Center, Mezhdunarodnaya str., 20, Krasnogorsk, Krasnogorsk District, Moscow Region, 143402, Russia

Information in the Exhibition catalogue

Until August 21, 2026

Booth plan with standard equipment, additional equipment ordering

Until August 14, 2026

If no individual plan is available, booth installation will be performed in accordance with the standard configuration. **Payment for additional equipment and services is due** within 5 (five) bank working days from the date of invoice. In the absence of payment, additional equipment will not be provided. If additional equipment is ordered after August 14, 2026 – the price increases by 100%. Dismantling of unnecessary equipment on the standard booths on the day of Participants' arrival is carried out at 100% of the cost of its providing. Any providing of additional equipment or dismantling is performed only after payment to the Organizer, if free additional equipment is available.

Booth plan for self-building booth

The Exhibitor must to provide the Organizer: completed Appendix No. 4 to the Agreement, a 3D model of the booth (including the rear sides of the booth if its height exceeds 2.5 m), and a plan indicating the heights and dimensions of the structures. All of these must be provided **by August 14, 2026, to obtain permission from the Organizer** to install booth by third-party construction company engaged by the Exhibitor. All external surfaces of the booth exceeding 2.5 m in height must be a flat, white surface, without any protrusions or elements of the exhibition structure. Construction of the Exhibition booth higher than 2.5 m requires additional written consent from the Organizer. The Organizer reserves the right to make changes to the Exhibitor's booth design for reasons of fire safety, sanitary and epidemiological requirements, civil liability to third parties, the technical capabilities of the pavilion, as well as the overall concept of the Exhibition and aesthetic considerations.

By August 21, 2026, in order to be admitted by the General Developer of the Exhibition Center, [BuildExpo LLC](#), a third-party construction company engaged by the Exhibitor to perform installation work must undergo an inspection of the design and technical documentation for the booth for compliance with the rules and requirements in effect at the Exhibition Center (accreditation). Increased coefficients will apply since August 24, 2026.

Payment of participation fees

Until July 31, 2026

ASSEMBLY GATES AND ELEVATORS WILL WORK STRICTLY from 08:00 to 19:45!

EXHIBITION PERIOD

Hall layout

September 12, 2026 from 08:00 to 12:00

Installation of the Exhibition

September 12, 2026, from 12:00 PM to 7:30 PM

September 13, 2026, from 8:00 AM to 7:30 PM

September 14, 2026, from 8:00 AM to 7:30 PM (until 4:00 PM - installation and decoration of booths; at 4:00 PM - final cleaning of aisles (all booths, including those built by the Organizer, must be ready and cleaned, aisles cleared; work is permitted inside the booth until 7:30 PM).

Comments regarding the standard booth installation are accepted until 4:00 PM on September 14, 2026.

If the Exhibitor has not submitted written complaints by 4:00 PM on September 14, 2026, the booth will be considered accepted by the Exhibitor, and the equipment will be deemed intact, clean, and of proper quality.

Exhibition hours

September 15 and 16, 2026

for Exhibitors from 9:00 AM to 6:30 PM

for Visitors from 10:00 AM to 6:00 PM

September 17, 2026

for Exhibitors from 9:00 AM to 7:30 PM

for Visitors from 10:00 AM to 3:00 PM

Access to the Exhibition space

- September 12 and 13, 2026 – All on-site staff (contractor personnel and workers in Pavilion 3, Hall 13) must wear official workwear with company name, name badge, and access pass issued by LLC “BuildExpo” based on submitted lists.
- September 14, 2026 – badges for Exhibitors working throughout the exhibition period will be issued at the registration desk of Pavilion 3 in front of the entrance to Hall 13 from 9:00 AM to 7:00 PM (according to the lists created in your personal account);
- From September 15 to 17, 2026 – only with Exhibitor badges;
- Access for the Exhibition visitors is free with electronic tickets, after completing electronic registration on the Organizer’s website or with badges provided through terminals at the registration desk in the lobby of pavilion 3, hall 13.

Dismantling the Exhibition

September 17, 2026:

Exhibits and the booth must not be packed or removed from the exhibition space before 4:00 PM; Before exhibit removal (until 5:00 PM), the Exhibitor must return all booth structures and equipment in good working order to the Organizer under a Certificate of Return. In the event of damage to the structures and equipment, the Exhibitor undertakes to pay the cost of the damaged equipment according to the rates set by the General Developer of Crocus Expo; otherwise, exhibit removal is prohibited;

From 5:00 PM to 7:30 PM – exhibits, advertising, and informational materials have be removed without dismantling the booths.

On September 18, 2026, from 08:00 AM to 7:30 PM, the Exhibitor carries out the removal of large-sized and heavy exhibits, dismantling and removal of self-constructed booths.

2. EXTRA TIME USE OF EXHIBITION SPACE

2.1. Developers or Exhibitors, if possible and in agreement with the Organizer and Crocus Expo, may use the Exhibition Space for overtime under the terms and conditions stipulated by the Exhibition Center.

2.2. The decision to provide the Exhibition Space for overtime use is made by the Organizer and Crocus Expo.

2.3. For Overtime use of the Exhibition Space for installation work after 8:00 PM on the last day of installation and 8:00 AM on the first day of the Exhibition Period, the cost will be increased by 100% in accordance with the Exhibition Center's requirements.

2.4. Overtime use of the Exhibition Space must be processed at the Service Center (Information and Service Registration Desk) no later than 5:00 PM on the day of Overtime Use.

2.5. In cases of Overtime Use of Exhibition Space during the Exhibition installation and dismantling period, the Exhibitor or Developer is obligated to ensure the presence of their authorized representative at the work site, as well as persons from the companies performing the work responsible for ensuring compliance with occupational safety regulations.

2.6. In the event of Overtime Use of Exhibition Space during the General Exhibition Period at night (from 8:00 PM to 8:00 AM), Crocus Expo will ensure a range of measures aimed at maintaining public order during the work performed in the specified time. The Exhibitor or Developer will cover all associated costs.

2.7. During the night Overtime Use of the Exhibition Space (from 8:00 PM to 8:00 AM), the delivery/removal of goods to/from the Exhibition Space is permitted with the consent of Crocus Expo, with the Exhibitor or Developer paying all associated costs.

2.8. Overtime use of the Exhibition Space after 8:00 PM is permitted only after Exhibitors and Developers have completely vacated the space of all persons. After this, persons who have registered for Overtime Use may access the Exhibition Space, and Crocus Expo will not be liable for any delay in granting Overtime Use of the Exhibition Space in the event of its late vacancy.

On September 12 and 13, 2026, the hall's opening hours may be extended only for structural and electrical installation, plastering, painting, and other work associated with odors, noise, and construction dust.

On September 14, 2026, installation may only be extended by agreement with the Organizer.

3. CLEANING OF EXHIBITION SPACES

3.1. Any cleaning work on the floor coverings in the Exhibition Center during the Exhibition Period will be performed exclusively by the Crocus Expo Administrative and Facilities Department (hereinafter referred to as AFD), either directly or through accredited companies, with the exception of cleaning, wiping, and polishing exhibits and cleaning the food service spaces. The Organizer or the Exhibitor is prohibited from engaging third-party companies to clean the floor coverings on the Exhibition Center premises during the Exhibition Period. Independent work using technical means for cleaning the floor coverings on the Exhibition Center premises during the Exhibition Period is prohibited.

3.2. During the Exhibition's installation and dismantling, Exhibitors and Developers must pack construction waste and debris into their own bags and place them in the containers they have ordered. Exhibitors and Developers must place bulky waste (waste that does not fit into garbage bags) in the bulky waste containers they have ordered. Storing waste outside of containers is prohibited. Container loading must be completed during the current business day until 7:30 PM. At the end of the business day, Crocus Expo will ensure that all containers are removed to waste landfills.

3.3. Cleaning of the exhibition display constructed by the General Developer during installation and dismantling is carried out by BuildExpo LLC employees. Before handing over the display, the booths have to be completely cleaned, including wall panels, friezes, and display cases, film removed, etc. All visible elements are cleaned of construction dust and handed over to the Organizer in a clean condition. On the opening day of the Exhibition, the floor covering of the stand is vacuumed.

3.4. Exhibitors are responsible for the disposal of waste liquids and wastes of paint and varnish materials in accordance with current environmental regulations and standards. If necessary, disposal can be arranged with Crocus Expo's AFD.

3.5. Placing of trash in the aisles after installation is complete is prohibited. For violations of this requirement, the Exhibitor or Developer will pay double the aisle cleaning fee for the relevant exhibition hall, according to the Exhibition Center's rates.

3.6. On September 14, 2026, after 4:00 PM, any construction, finishing, or adjustment work related to the Final Cleaning before the Exhibition opening is prohibited. Violators will be fined and will be required to pay for additional cleaning of the contaminated space. The space to be cleaned will be determined by Crocus Expo and will be paid for according to the Exhibition Center's rates, plus a 100% (one hundred percent) surcharge.

3.7. During the Exhibition Period, Exhibitors must place waste bins filled with solid household waste in the aisles. Bins not removed from their booths will not be removed.

3.8. Additional cleaning may be requested in accordance with the terms and conditions set forth in Appendix No. 3 to the Agreement.

3.9. The exhibition space is considered ready for return after the end of the General Exhibition Period if it has been cleared of exhibition equipment and debris. Failure to vacate the exhibition space in a timely manner will result in the consequences stipulated by the terms of overtime use of exhibition space.

3.10. Washing of motor transport and disposing of waste liquids at Crocus Expo and in the space adjacent to the Exhibition Center, with the exception of spaces specially designated and equipped for such purposes, is prohibited.

4. INSTALLATION AND DISMANTLE WORKS

4.1. The order and time of installation and dismantle works, assembly gates, and elevators are determined from 08:00 AM to 7:30 PM.

4.2. Admission to the Exhibition Space of Developers, if the Developer has not entered into an agreement for Overtime Use of the Exhibition Space and has not made the corresponding payment, is granted within the timeframes specified in this Exhibitor Guide after the General Developer, [BuildExpo LLC](#), has inspected the design and technical documentation of the booth(s) for compliance with the rules and requirements in effect at the Exhibition Center.

4.3. Developers who have failed to ensure their booth(s) design and technical documentation complies with current standards and requirements will not be permitted access to the Exhibition Space. Developers may only perform installation, dismantling, or artistic design work when constructing custom and exclusive exhibition booths. Developers and Exhibitors are not permitted to perform installation, dismantling, or artistic design work inside standard booths constructed by the General Developer without the consent of the General Developer.

4.4. The list of documents required for the inspection of design and technical documentation for booths is determined by the General Developer based on its own requirements and regulations, as well as laws and other legal acts of the Russian Federation.

4.5. To be permitted to construct a booth(s) in the Exhibition Space at the Exhibition Center, the Developer must have a complete set of required permits upon arrival, a comprehensive list of permits is provided in the General Developer's Requirements.

4.6. Exhibitors are not permitted to enter the exhibition halls with vehicles for loading or unloading.

4.7. The move-in and move-out of equipment, exhibits, and other material assets to/from the Exhibition Space is carried out in accordance with the equipment and exhibit move-in and move-out Letter. The move-in and move-out procedure is posted in section 9 on page 12.

4.8. Booth personnel must also comply with the requirements of this Exhibitor Guide when installing and dismantling of exhibits:

- 4.8.1. Making any independent changes and/or performing full or partial mounting/dismantling works;
- 4.8.2. Making independent changes to the booth(s) electrical equipment;
- 4.8.3. Making unauthorized (independent) connections to water supply, drainage networks, and compressed air systems;
- 4.8.4. Mounting/dismantling audio and video equipment not agreed upon with the General Contractor;
- 4.8.5. Independently applying adhesives to panels, or attaching and decorating panels using tape and other adhesive materials;
- 4.8.6. Using staplers to attach materials to wall panels;
- 4.8.7. Drilling into structures;
- 4.8.8. Placing or installing within the booth(s) or other zones any exhibition equipment, structures, furniture items, showcases, advertising banners, or any other elements that are not part of the booth(s) or zone(s) content and are not Exhibitor's exhibits;
- 4.8.9. Exhibitors shall be held liable for non-compliance with these rules and may be subject to penalty sanctions.

4.9. Exhibitors and their representatives, including agents, shall bear full liability for any damage caused by their acts or omissions to the premises or property of «CROCUS», as well as to other Exhibitors.

4.10. The Organizer and «Crocus Expo» reserve the right to deny Exhibitors the opportunity to display products that may pose a risk to the life and health of others.

4.11. Projects involving the use of stage smoke generators, pressurized cylinders, gas cylinder equipment, and combustion processes in any form must be reviewed and approved by specialists of the Technical Operation Service (hereinafter «TOS») of «Crocus Expo», the General Contractor, and the Fire Safety Department (hereinafter «FSD») of «Crocus Expo».

4.12. Exhibitors' presentation and audiovisual equipment is permitted for use at the Exhibition only after obtaining the appropriate authorization issued by the General Contractor, BuildExpo LLC.

4.13. During the use of the Exhibition Space for the Exhibition, compliance with applicable norms and rules during move-in and move-out — both for the booth itself and its decoration, as well as with legal requirements for work performance — shall be monitored by the General Contractor; compliance with fire safety regulations — by authorized representatives of the TOS of «Crocus Expo»; compliance with labor protection rules — by authorized representatives of the Organizer, Contractors, and Exhibitors, respectively.

4.14. The Contractor shall obtain an exit permit from the exhibition hall from a representative of the Administrative and Economic Department of «Crocus Expo» after clearing the Exhibition Space of waste and adhesive tape. Disposal of dismantled structural elements and packaging materials (lumber, particleboard, fiberboard, hardboard, plywood, etc.) in municipal solid waste containers located on the «Crocus Expo» premises is prohibited.

4.15. All persons present in the Exhibition Space during move-in and move-out operations must wear protective hard hats, as well as other personal protective equipment necessary for the specific types of work being performed.

4.16. Access to the Exhibition Space during move-in and move-out periods is prohibited for persons under 18 years of age.

4.17. The use of personal mobility devices (e-scooters, hoverboards, etc.) in the Exhibition Space during move-in and move-out periods is prohibited.

4.18. Storage of construction materials and structures during move-in (move-out) is permitted only within booth boundaries. Obstruction of aisles between booths is not allowed.

4.19. On September 17, 2026, prior to the commencement of exhibit removal, between 4:00 PM and 5:00 PM, the Exhibitor must return all property rented from the Organizer pursuant to a handover certificate. Otherwise, the Exhibitor shall be prohibited from removing exhibits from the Exhibition Space.

5. EXHIBITION PERIOD

5.1. During the general period of the Exhibition, the Exhibition Center will be open from 8:00 AM to 7:30 PM.

5.2. On September 15, 2026, equipment and exhibits will not be brought in without the consent of the Organizer and Crocus Expo.

5.3. The Exhibition's operating hours and visitor access to the Exhibition Space shall not exceed 8 hours per day. Two hours before the start of the Exhibition and two hours after its close shall be allocated daily for Crocus Expo services to perform cleaning, maintenance, repairs, and other work on the Exhibition Space. During this time, Exhibitors are permitted to carry out work only within the boundaries of their respective booths, provided that such work does not interfere with Crocus Expo services.

5.4. In accordance with the established Exhibition operating hours, the Organizer will ensure the timely completion of the Exhibition and Exhibitors' compliance with the rules in force at Crocus Expo. The Organizer will ensure the timely vacating of the Exhibition space and premises from visitors and Exhibitors after the close of the Exhibition, and will be present at the opening and closing of the exhibition halls.

5.5. During the period from 8:00 PM to 08:00 AM, Exhibition Hall No. 13 shall be closed, sealed, and placed under security supervision, except as otherwise provided in Section 2 «OVERTIME USE OF EXHIBITION SPACE» of this Exhibitor Guide.

6. LOADING AND UNLOADING OPERATIONS

The Transport and Logistics Department of «Crocus Expo» professionally provides a comprehensive range of services in loading/unloading, move-in/move-out, and rigging operations, utilizing state-of-the-art lifting equipment. The Department also offers rental of material handling machinery and organizes temporary parking areas for vehicles. The complete list of services provided by the Transport and Logistics Department of «Crocus Expo», along with application forms, is available below:

6. HANDLING AND TRANSPORTATION SERVICES		
<p><u>Note to section 6.:</u></p> <p>1. Orders for services shall be submitted no later than 10 (ten) office days before the date of the beginning of the Overall Event period, save clauses 6.4., 6.5., 6.6.1., 6.7., 6.8.</p> <p>2. If the order for the service specified in clause 6.3. submitted later than 10 (ten) office days before the date of the beginning of the Overall Event period, the payment for the service is subject to 50 (fifty) percent surcharge.</p> <p>3. Surcharge specified in clauses 6.1., 6.2., 6.4.-6.8. herein is not applied to services specified in clause 4. of the General Provisions.</p> <p>4. Services specified in section 6., save clauses 6.3., 6.4.3., 6.5., 6.6.1., 6.7., 6.8., are paid for:</p> <ul style="list-style-type: none"> - when held at evening time (from 20:00 to 22:00) are subject to 50 (fifty) percent surcharge; - when held at nighttime (from 22:00 to 08:00) are subject to 100 (hundred) percent surcharge; - when held during periods prior and after the Overall Event period are subject to 50 (fifty) percent surcharge. 		
6.1. TRUCK CONSIGNMENTS (CLASSIFICATION)		
6.1.1.	Exhibition goods:	
a)	exhibits and related goods, per 100 kg (minimum 300 kg)	4 200
b)	furniture, per 1,0 cubic m (minimum 3,0 cubic m)	4 900
6.1.2.	Other goods:	
a)	stand fitting materials, per 1,0 cubic m (minimum 3,0 cubic m)	4 900
b)	equipment and tools for stand construction, per 100 kg (minimum 300 kg)	4 200
c)	reusable empties, per 1,0 cubic m (minimum 3,0 cubic m)	4 900
<p><u>Note to clause 6.1.:</u></p> <p>Each started 100 kg of actual weight shall be charged as full 100 kg; each started cubic m of actual volume shall be charged as full cubic m. In case of doubt as to declared weight Crocus Expo leaves the right to make cubic m calculations on the basis of 100 kg = 0,33 cubic m.</p>		
6.2. CONTAINER CONSIGNMENT, per 1 container		
a)	up to 20 foot container	50 000
b)	up to 40 foot container	75 000
<p><u>Note to clause 6.2.:</u></p> <p>Applied in cases where a container is used as a packaging for goods transportation. The container is not an exhibit and an element of an exhibition stand.</p> <p>Unloading/loading of a container from/to arriving truck in one direction, excluding unloading of container contents. The rates herein include container delivery to/from warehouse.</p>		
6.3. SELF-PROPELLED EXHIBITS		
6.3.1.	Receipt of self-propelled exhibits (self-propelled or on a transport platform), per 1 unit:	
a)	wheel transport	5 000
b)	full-track transport	13 000
c)	water craft	agreed rate
d)	aircraft	agreed rate
6.3.2.	Receipt of self-propelled exhibits with the use of Crocus Expo mobile ramp, per 1 unit	13 000
<p><u>Note to clause 6.3.:</u></p> <p>Receipt of self-propelled exhibits is made by employees of Crocus Expo Transportation and Logistics department at the agreed dates and time periods (from 08:00 to 14:00, from 14:00 to 20:00). Exhibits arrived at an unscheduled dates and time periods are accepted provided there is a technical availability and free slot in the arrival schedule.</p>		

6.4.	HANDLING AND STORAGE OF CONSIGNMENTS AT WAREHOUSE (without responsible storage)	
6.4.1.	Delivery from stand to warehouse and backwards:	
a)	per 100 kg	3 200
b)	per 1,0 cubic m	4 500
6.4.2.	Storage per 1,0 cubic m/day (minimum 5,0 cubic m):	
a)	outdoor storage	700
b)	indoor storage	1 000
6.4.3.	Storage of cargo after the end of the Overall Event period, per 1 cubic m, per day (minimum 5,0 cubic m)	22 000
	<u>Note to clause 6.4.:</u> Classification is in accordance with clause 6.1. Crocus Expo reserves the right to refuse to provide the service described in clause 6.4.2. and 6.4.3. subject to technical capabilities of placing cargo in the Crocus Expo areas. Clause 6.4.2. is applicable before and during the Overall Event period.	
6.5.	DELIVERY OF EMPTIES FROM STAND TO WAREHOUSE, STORAGE DURING THE EVENT PERIOD, DELIVERY OF EMPTIES FROM WAREHOUSE TO STAND per 1,0 cubic m	5 000
6.6.	ASSOCIATED SERVICES	
6.6.1.	Trolley for small size consignment, per 1 hour	3 000
	<u>Note to clause 6.6.1.:</u> Trolley is a platform on wheels, 1,2x0,8 m, designed to transport small size consignments up to 250 kg on the exhibition and material handling areas.	
6.6.2.	Truck crane up to 25 ton capacity:	
a)	per 1 hour (minimum 2 hours)	31 000
b)	per shift (8 hours)	agreed rate
6.6.3.	Truck crane over 25 ton capacity:	
a)	up to 32 ton, per 1 hour (minimum 2 hours)	agreed rate
b)	up to 32 ton, per shift (8 hours)	agreed rate
c)	up to 40 ton, per 1 hour (minimum 2 hours)	agreed rate
d)	up to 40 ton, per shift (8 hours)	agreed rate
e)	up to 50 ton, per 1 hour (minimum 2 hours)	agreed rate
f)	up to 50 ton, per shift (8 hours)	agreed rate
g)	up to 70 ton, per 1 hour (minimum 2 hours)	agreed rate
h)	up to 70 ton, per shift (8 hours)	agreed rate
i)	up to 90 ton, per 1 hour (minimum 2 hours)	agreed rate
j)	up to 90 ton, per shift (8 hours)	agreed rate
6.6.4.	Forklift truck:	
a)	per 1 hour	12 000
b)	per shift (8 hours)	agreed rate
6.6.5.	Handler (slinger):	
a)	per 1 hour	6 000
b)	per shift (8 hours)	agreed rate
	<u>Note to clause 6.6.:</u> Each started hour is charged as full. Clauses 6.6.2., 6.6.3., 6.6.4., 6.6.5. apply only for buildup and dismantling works (removal or placing from or on pallets or podiums, movement or placing of consignments at the stand), executed with use of hoisting devices.	
6.7.	PASS TO MATERIAL HANDLING AREA:	
a)	car, per 1 unit	3 000
b)	truck, per 1 unit	4 500
c)	car with trailer, per 1 unit	4 500
d)	Extra period of parking, per 30 minutes	2 000
	<u>Note to clause 6.7.:</u> The pass is valid for one entry during the Event's buildup or dismantling periods. During the Event period the admission of exhibitors' vehicles are subject to approval by the Organizer. Each started 30 minutes is charged as full hour. Services stipulated in clause 6.7., provided at nighttime (from 20:00 to 08:00), are subject to 100 (hundred) percent surcharge.	
6.8.	USAGE OF CROCUS CITY TERRITORY (trucks parking in the territory for more than a day), per a day	17 000
	<u>Note to clause 6.8.:</u> Each started day is charged as full.	

7. OFFICIAL FORWARDERS AND CUSTOMS CLEARANCE

Transport, forwarding, and customs services for handling exhibition cargo subject to customs clearance, as well as handling services for all cargo belonging to non-resident Exhibitors, are provided by the Official Freight Forwarders and the Official Customs Broker of “Crocus Expo”. Upon arrival of cargo at the “Crocus Expo” premises, the Exhibitor must submit documents confirming the customs status and ownership of the cargo to the Transport and Logistics Department of “Crocus Expo”.

OFFICIAL FREIGHT FORWARDERS

HMS EXPO LLC

Krasnogorsk, Krasnogorsk area, Moscow region
143401, Mezhdunarodnaya 20 (Crocus Expo,
Pavilion 3, floor 5, office 434-G)

Phone: +7 (499) 322-33-61

Website: www.hms-expo.ru

Ekaterina Liamina

General Director

Phone: +7 (916) 530-48-75

Email: ekaterina.liamina@hms-expo.ru

Anna Peshkina

Операционный директор

Phone: +7 (916) 462-47-99

Email: anna.peshkina@hms-expo.ru

Alexander Bekker

Менеджер проектов

Phone: +7 (916) 240-34-17

Email: alexander.bekker@hms-expo.ru

CROCUS EXPO LOGISTIC LLC (customs representative)

Krasnogorsk, Krasnogorsk area, Moscow region
143401, Mezhdunarodnaya 16 (Crocus Expo,
Pavilion 1, offices 201 and 211)

Phone: +7 (926) 521-99-78

Email: info@crocusterminal.ru

Website: www.crocusterminal.ru

GLOBAL EVENT LOGISTICS, LLC

Moscow 127434, Dmitrovskoye shosse, 29
building 1, office 3

Phone: +7 (495) 506-13-40

Email: office@gelog.ru

Website: www.gelog.ru

Mylnikov Evgeniy

General Manager

Phone: +7 (926) 809-76-16

Email: emylnikov@gelog.ru

Serzhantova Olga

Commercial director

Phone: +7 (903) 286-56-08

Email: o.serzhantova@gelog.ru

MULTIMODAL LOGISTIC OPERATOR LLC

143401, Moscow region, Krasnogorsk,
Mezhdunarodnaya street 16 (IEC «Crocus Expo»,
Pavilion 1, office 210)

Phone: +7 (903) 228-94-76

Website: mlo-expo.ru

Антон Попов

Project Manager

Phone: +7 (903) 228-94-76

Email: anton@mlo-expo.ru

8. ADVERTISING OPPORTUNITIES

To maximize the marketing impact of your participation in the Exhibition, you can take advantage of our advertising opportunities. Please send your inquiry to the Organizer at fair@textilexpo.ru.

9. PROCEDURE FOR EQUIPMENT TO MOVE-IN AND MOVE-OUT

9.1. OBTAINING A VEHICLE PASS

To order and pay for a pass to the **Loading and Unloading Zone**, please send a request to the Service Center by email at Service@Crocus-Expo.ru, specifying the type of vehicle, event, hall, and booth number, along with your company details. Alternatively, you can order the pass directly at the Information and Services Desk. Except for cases where passes are issued at the Crocus Expo Transport and Logistics Department (hereinafter referred to as TLD):

- When ordering loading and unloading services by TLD for vehicles and containers (trucks, cargo in containers), entry into the Loading and Unloading Zone is free of charge using one-time use passes for the duration of the work. The pass is issued on the day of the work, provided the vehicle on the Crocus City Trade and Exhibition Complex space.
- When ordering passes for self-propelled exhibits arriving at the Crocus Expo premises either under their own power or on a transport platform. The transport platform is allowed into the Loading and Unloading Zone with no additional cargo on it.
- When importing exhibits and other cargo with the customs status “temporary import” through Crocus Expo's Official Forwarders.

The pass grants the right to independently load or unload a specific type of vehicle **once** during the Exhibition installation or dismantling period, according to the standard periods the vehicle is located in the Exhibition Zone:

- for a PASSENGER VEHICLE – RUB 3,000 per hour;
- for a TRUCK – RUB 4,500 per 2 hours;
- for a PASSENGER VEHICLE WITH A TRAILER – RUB 4,500 per 2 hours.

For each 30 minutes exceeding the standard period, an additional fee of RUB 1,500 will be charged.

9.2. REGISTRATION OF THE LETTER FOR MOVE-IN AND MOVE-OUT OF EQUIPMENT AND EXHIBITS

[To download](#) and complete the **Letter for Move-in and Move-out of Equipment and Exhibits** (hereinafter referred to as the Letter for Move-in and Move-out) with a detailed description of the move-in equipment and materials on company letterhead with the signature and the stamp of the director.

9.3. APPROVAL OF THE LETTER FOR MOVE-IN AND MOVE-OUT OF EQUIPMENT AND EXHIBITS

- Developers, as well as Exhibitors constructing their own structures, must coordinate **the Letter for Move-in and Move-out** with the General Developer;
- Exhibitors must coordinate **the Letter for Move-in and Move-out** with the Organizer and obtain the appropriate stamp on the Letter.

When move-in smoke generators, pressurized cylinders, gas-powered equipment, and combustion processes of any kind, you must obtain approval from specialists at Crocus Expo's Technical Operations Service, the General Developer, and the Crocus Expo Fire Safety Department.

For Exhibitors, the request is submitted by the Organizer.

For Developers, the request is submitted independently to the General Developer.

Presentation and audiovisual equipment may be used at the Exhibition only after receiving the appropriate permit issued by the General Developer – BuildExpo LLC. The application deadline is 3 (three) days before the start of installation.

9.4. OBTAINING A MOVE-IN AND MOVE-OUT PERMIT

After all necessary approvals have been obtained, please, send **the Letter for Move-in and Move-out** to the Service Center by email Service@Crocus-Expo.ru or present it directly at the Information and Service Desk.

Move-in of equipment and exhibits is permitted:

- for Developers during the Installation period (additional equipment moved-in by Developers during the Exhibition period is subject to approval by the General Developer (a stamp with the date of additional move-in is placed on the Letter for Move-in and Move-out);
- for Exhibitors during the Installation period and the Exhibition period by approving of the Organizer.

Move-out of equipment and exhibits is permitted:

- for Exhibitors on the last day of the Exhibition by approving of the Organizer;
- for Developers after the close of the Exhibition during the dismantling period.

PLEASE NOTE: Printed copies of the Letter for Move-in and Move-out are required:

- to be presented to the Service Center (Information and Service Desk) when obtaining move-in and move-out permits (unless the Letter has been previously approved by email Service@Crocus-Expo.ru) and entry into the Exhibition Space;
- to be given to a Crocus Expo security representative at the assembly gate when move-in equipment and exhibits (during installation);
- to be given to a Crocus Expo security representative at the assembly gate when move-out equipment and exhibits (during dismantling).

9.5. OBTAINING A PASS TO THE LOADING AND UNLOADING ZONE

- A pass can be obtained upon 100% prepayment (see point 1);
- To enter the Loading and Unloading Zone, you must have a pass on paper or on a mobile device.

9.6. MOVE-IN OF EQUIPMENT AND EXHIBITS

Equipment and exhibits are brought in through the installation gates. **The Letter for Move-in and Move-out** marked **MOVE-IN PERMITTED** have to be given to a security representative, who checks the list of move-in equipment and exhibits against the Letter provided. A copy of the Letter is retained by the security representative.

**YOU MUST HAVE AN ADDITIONAL COPY OF THE LETTER WITH YOU IN CASE
EQUIPMENT IS DELIVERED MULTIPLE TIMES**

9.7. RULES FOR BRINGING IN HAND LUGGAGE THROUGH THE CROCUS EXPO FOYER

When passing through the central entrances and magnetic frames into the Crocus Expo pavilions, Exhibitors and Visitors may carry small carry-on baggage (weight – no more than 20 kg, size – no more than 60x60x60 cm, or the sum of dimensions – no more than 180 cm) accessible for inspection by security personnel.

Carry-on baggage includes:

- ❖ Handbags
- ❖ Briefcases
- ❖ Suitcases
- ❖ Backpacks
- ❖ Outerwear
- ❖ perambulator,
wheelchairs for the disabled.

Items not included in carry-on baggage:

- ❖ Equipment of any type and purpose
- ❖ Furniture items and parts
- ❖ Boxes
- ❖ Packaging materials
- ❖ Decorative items and materials (banners, posters, balloons, plants, etc.)
- ❖ Advertising structures
- ❖ Exhibits of any size, quantity, and packaging type.

These items are permitted to be carried only **through the assembly gates in the Loading and Unloading Zones (access on vehicles with passes).**

CARRYING BOXES AS HAND LUGGAGE THROUGH THE CROCUS EXPO FOYER IS PROHIBITED

9.8. MOVE-OUT OF EQUIPMENT AND EXHIBITS

The move-out of equipment and exhibits is permitted on September 17, 2026, from 5:00 PM to 7:30 PM, after the close of the Exhibition, and will be carried out through the installation gates. **The Letter for Move-in and Move-out** marked **MOVE-OUT PERMITTED** will be given to a security representative, who will check the list of equipment and exhibits to be removed against the provided Letter. A copy of the Letter will be retained by the security representative.

YOU MUST HAVE AN ADDITIONAL COPY OF THE LETTER WITH YOU IN CASE THE EQUIPMENT IS REMOVED MULTIPLE TIMES

The Developer shall receive permission to leave the exhibition hall (in the event of discovery of abandoned garbage, damage to property, and the absence of an move-out permit stamp on **the Letter for Move-in and Move-out** from a representative of the Crocus Expo Administrative and Facilities Department (hereinafter referred to as AFD), Crocus Expo shall have the right to file a claim against the Developer) from a representative of the AFD after clearing the Exhibition Space of garbage and adhesive tapes. The AFD employee shall confirm the fact of vacating and handing over the Exhibition Space in proper form by signing a copy of **the Letter for Move-in and Move-out**, which shall remain with the Developer. Unauthorized (uncoordinated) presence of property on the territory of the Exhibition Center after the General Period of the Exhibition is prohibited. The presence of such property on the territory of the Exhibition Center shall be paid for by the owner of the property under the conditions stipulated by clause 6.4.3. of the Service Directory (see page 10 of this Exhibition Guide). At the same time, Crocus Expo has the right to move such property within the territory of the Exhibition Center, as well as to dispose of it after 5 (five) working days from the moment of unauthorized (uncoordinated) presence of the property on the territory of the Exhibition Center if the owner does not pick up the property.

10. PROCEDURE FOR EXHIBITOR ARRIVE AT THE EXHIBITION

1. Arrival date and time: September 14, 2026, from 9:00 AM to 7:00 PM.

Arrive at Crocus Expo Pavilion 3, located near the Moskva River. Cars can be parked in the parking lot in front of the Pavilion entrance; trucks can be parked as directed by traffic controllers.

2. Proceed through the entrance to Hall 13.

Exhibitors working throughout the Exhibition Period will receive badges at the Pavilion 3 Registration Desk in front of Hall 13 from 10:00 AM to 7:00 PM, based on the list created in personal account.

3. At the Service Center (Information and Service Desk in Pavilion No. 3), get a stamp stating MOVE-IN PERMITTED on three copies of the Letter for Move-in and Move-out for your equipment.

- ✓ One copy of the Letter for Move-in and Move-out remains at the Service Center.
- ✓ The second copy remains with the security guard where the items are moved-in.
- ✓ The third copy is retained and given to security upon leaving the exhibition.

4. To unload products, drive to the Loading and Unloading Zone of Pavilion 1. Refer to the instructions for Pavilion 3, Hall 13, and follow the traffic controllers' instructions.

- ✓ Upon entering the checkpoint, present your pass with your vehicle registration number to security and follow the instructions.

- ✓ Show the hall security the Letter for Move-in and Move-out for your equipment, certified by the Exhibition Management and the Service Center, and bring the equipment to your booth.

ATTENTION: The time limit for staying in the Loading and Unloading Zone is LIMITED! The time limit is indicated on your pass and is counted from the time you enter the Zone. Exceeding the time limit will result in a fine.

11. PROCEDURE FOR EXHIBITOR DEPARTURE FROM THE EXHIBITION

1. Exhibitor departure and equipment move-out date and time: September 17, 2026, from 5:00 PM to 7:30 PM.

2. Exit documents - Get your "Exit permitted" stamp on the Letter for Move-in and Move-out you used to enter the exhibition from the Exhibition Management Office and the Service Center in Pavilion 3 (the same as when you arrived).

3. Exhibits Move-out

- ✓ Prepare the same entry pass for the driver as you used to enter the exhibition;
- ✓ Check the vehicle registration number on the pass;
- ✓ Collect your products and deliver them to the assembly gates of the hall;
- ✓ Show security the Letter with the "Exit permitted" stamp from the Exhibition Management Office and the Service Center.

IMPORTANT!

1. Elevators and assembly gates are open strictly until 7:30 PM.
2. Plan your vehicle arrival time taking traffic into account.
3. Don't lose your Letter for Move-in and Move-out; security will ask for it.
4. Purchase a new entry/exit pass for the exhibition Loading and Unloading Zone.
5. After obtaining your vehicle pass, you can use this service to:
 - ✓ Check your pass (entry and exit times, and whether it has been used beyond the permitted period);
 - ✓ Purchase additional time for your vehicle to stay in the Loading and Unloading Zone in advance;
 - ✓ Pay for your vehicle to stay in the Loading and Unloading Zone beyond the permitted period.
 - ✓ [Check](#) your entry/exit pass to Loading and Unloading Zone.
6. To avoid incidents, remove your exhibits only on September 17, 2026; September 18, 2026 is the exhibition dismantling day.

12. EXHIBITOR SERVICE IN HALL 13

BUSINESS TRIP PERMITS

Business Trip Permit can be validated at the Organizer's office at the exhibition.

MEDICAL CARE

In case of minor injuries, headaches, etc., you can contact the First Aid Station. For more information, see the Exhibition Guide. In urgent cases, call 112.

PHOTOCOPIES AND PRINTING

The Service Center provides paid services for computer use, document printing, copying, etc.

WI-FI

Free Wi-Fi access is available in the Lobby and food courts of the Exhibition Center.

ATMs AND CURRENCY EXCHANGE

ATMs are located in the Lobby of Pavilion No. 3. You can exchange cash at currency exchange offices located in Crocus City Mall, Tvoy Dom, and the Vegas shopping center.

CAFES AND RESTAURANTS

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