

## STAND CONSTRUCTION AND DECORATION RULES

Please review the stand **construction and decoration requirements** of MVK presented in the Exhibitor Manual. The Organiser reserves the right to suspend stand construction in case of violation of these requirements.

The construction of double-decker stands requires an **additional charge** for the exhibition area of the double-decker.

### A. EQUIPPED AREA

Participants who have ordered an equipped area through the Organiser must arrive at their stands no later than **12:00 on the 21<sup>st</sup> of October, 2024**. Keys to doors and locks for cabinets and showcases will be provided from 12:00 on the 21<sup>st</sup> of October, 2024, by the General Developer (BuildExpo). The BuildExpo desk will be located next to the Organiser's office. **A deposit of RUB 1,000 is required for each key and lock.**

**Water coolers, bottles, and coffee machines will be delivered to the stand after a deposit of RUB 10,000, RUB 2,000, and RUB 4,000 respectively.** The deposit will be refunded starting from 11:00 on the last day of the exhibition after keys and equipment are returned. Wall panels and additional structural elements must not be damaged during the exhibition and should be free of posters, adhesive tape residues, etc.

**It is prohibited to attach your equipment to the stand structures. Use of self-adhesive materials on panels, drilling holes, and attaching promotional materials with pins or hard-to-remove adhesive tape is strictly prohibited. Any costs incurred due to damaged structural elements and equipment will be borne by the Exhibitor.**

Setting up exhibition equipment and connecting electrical equipment (other than exhibits) at a standard stand requires **paid technical expertise review**. These requirements apply to luminaires, mobile stands, joker constructions, and showcases with electrical connections.

**For technical expertise review, contact BuildExpo:**

+7 (495) 727-2671, email: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)

Your stand must be fully prepared and **cleaned by 15:30 on the last day of set-up**. Packing materials and exhibit cartons should be disposed of in waste containers near the pavilion's cargo gate.

The equipped area must be **vacated by 19:45** on the last day of the exhibition. All exhibits, materials, and structures must be removed. Failure to do so may result in the Exhibitor assuming further liability for their safety (except for goods whose export is scheduled on another day).

### B. UNEQUIPPED AREA

Companies managing the construction of their stands independently and/or via Builders' services must take the following steps **in advance**:

1. **Get approval of the stand design from the Organiser, i.e., MVK.** To obtain the approval, please send the conceptual design of your stand to the Organiser. The design review period is up to 5 business days.

**Please contact Ekaterina Yakovleva for approval:**

[Ekaterina.Yakovleva@mvk.ru](mailto:Ekaterina.Yakovleva@mvk.ru)

2. **Obtain paid technical expertise review from BuildExpo:**

Email: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru)

Tel.: +7 (495) 727-26-71

**Companies failing to obtain technical expertise review will not be permitted to build their stands.**

All materials and structures without a fire safety certificate (e.g., wooden structures, carpets, combustible decorations, draperies, etc.) must be treated with appropriate fire-retardant compounds. For details and the required documents for technical expertise review, visit [www.buildexpo.ru](http://www.buildexpo.ru).

Ensure compliance with safety requirements for double-decker stands (see [Basic Requirements of the General Builder](#)). **Ensure correct positioning of your stand relative to the general layout before set-up**; seek assistance from the Organiser's office at the exhibition if needed.

**Note: All stands must be ready and cleaned by 15:30 on the last day of set-up.** Construction activities must be completed, equipment, and cartons must be removed by this time. Extension of set-up on the last day requires agreement with the Organiser.

During set-up, dispose of small construction debris by placing it in containers located in the aisles. To remove packing materials and bulky construction waste, order disposal through the Crocus Expo Service Centre or arrange removal from the exhibition centre on your own.

**Please ensure all Builders of your stand are aware of these regulations.**