

GOODS IN/GOODS OUT LETTERS FOR BRINGING AND REMOVING EXHIBITS

Exhibits and equipment may **be brought in and removed** based on applications submitted as follows:

1. Prepare the application on your company's letterhead, signed by the head, in 3 copies (Application Form B). Contractors or transportation agents must have a power of attorney or applications for bringing materials issued **on behalf of your company**.
2. **Please note that the Service Centre accepts letters strictly in accordance with the sample.**
3. Have the application certified online (Alena Teptsova Alena.Teptsova@mvk.ru or Alina Korobitsina Alina.Korobitsina@mvk.ru) or by the Organiser's office on-site (Hall 3, Pavilion 1, Stand #F373), and then by the Service Centre of the pavilion. A Service Centre employee will assign a number to the letter and stamp it with "ENTRY ALLOWED" and "LEAVE ALLOWED". Please remember this number.
4. You can pay for or receive (if previously paid for) passes for the cargo area online or at the Service Centre. Passes can also be purchased on-site at the Service Centre desk. **Passes can only be purchased upon presenting an authorised letter for import and export of the exhibits.** One copy of the letter stays at the Service Centre, the second is given to the security guard at the cargo gate when the exhibits are brought in. The remaining copy of the letter is used to carry the exhibits out at the end of the exhibition.

Service Centre of Pavilion 1: tel.: +7 (495) 727-26-26; Service@Crocus-Expo.ru

Up-to-date information can be found on the [Crocus Expo website](#).

Additional exhibits may be brought in during the exhibition days **only from 09:00 to 10:00** (from 08:00 on the first day of the exhibition) **and from 18:00 to 19:00**.

Please prepare letters for bringing products to your stand in advance in this case. (Please see the procedure above).

It is not allowed to open the cargo gate during the opening hours of the exhibition for Visitors.

On the last exhibition day, Builders' vehicles will be admitted to the Loading and Unloading Zone after 18:00.