



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

INTERNATIONAL TOOL EXPO

18th Moscow International Tool Expo

**PARTICIPANT
TECHNICAL GUIDE**

Table of Contents

Purpose3

Contacts.....4

Expo Rules and Regulations8

Entry to the Crocus Expo Fairgrounds.....11

Expo Schedule13

General Information.....15

EXPO ORGANIZING COMMITTEE15

ORDERS FOR EQUIPMENT AND SERVICES.....15

SECURITY15

LIABILITY15

BADGES15

CATALOGUING15

SPECIAL EVENTS16

TIME LIMITS16

RAW SPACE Stand Information17

RAW SPACE17

Installation Rules18

Accreditation for Custom-Built Projects19

FORMS AND RECORDS20

FIRE SAFETY20

ELECTRICITY.....20

WATER SUPPLY20

OTHER EQUIPMENT AND SERVICES21

FORM LETTER — DELIVERY AND REMOVAL OF EQUIPMENT AND EXHIBITS22

FORM LETTER — INSTALLATION PASSES24

OFFICIAL REFERENCE MANUAL

(RAW SPACE)

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](#), [Fire Safety Instruction](#) 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

Contact	Position	Telephone	E-mail
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Natalia Ionidi	Coordinator, Check-in/Check-out Permanent Registration	Check-and Pass +7 (495) 925-65-61	ex@euroexpo.ru
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Kirill Gavrilin	Technical Manager, Vienna, Austria	Phone: +43 1 230 85 35 Mobile: +43 660 3020108	k.gavrilin@euroexpo-vienna.com

If you are a PRC company, please contact our exclusive Chinese agent: TAIN EXPO, LTD

Mr. Luo Zeyuan

E-mail: 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

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

E-mail: 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

Service Center Department	
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: Service@Crocus-Expo.ru
Handling, Transport and Logistics:	
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: Trans@Crocus-Expo.ru
Fire Safety Department	
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
Customs Clearance and International Freight Forwarding:	
Crocus Expo IEC Customs Forwarding Agents	For current information, please check the Crocus Expo IEC website: https://www.crocus-expo.ru/services/ 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.	6,95 m.	20 tons per 1 sq.m.
6	7,95 m.	6,95 m.	20 tons per 1 sq.m.
7	7,95 m.	6,95 m.	20 tons per 1 sq.m.
8	7,95 m.	6,95 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.	6,85 m.	0,75 tons per 1 sq.m.
10	7,85 m.	6,85 m.	0,75 tons per 1 sq.m.
11	7,85 m.	6,85 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.
- There is a surcharge for space occupied by double decker stands. The organizer reserves the right to suspend installation of stands of companies failing to pay a relevant surcharge.
- 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.

For raw space stands

Your Stand Builder shall clean the stand after installation procedures, including ordering a container to dispose of bulged waste.
- **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 22** 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 3rd 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 КОТЖАКОБАНО АВО (APPROVED AUDIOVISUAL TECHNOLOGY) shall be the evidence of permission given. **Applications are accepted** remotely (by e-mail: 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](#).

- ✓ 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 24](#) of this Manual).

Expo Schedule

FRIDAY 07 November	08:00 AM – 07:30 PM	Installation of stands (raw space) ^{1,2,3}
SATURDAY 08 November	08:00 AM – 07:30 PM	Installation of stands (raw space) ^{1,2,3}
SUNDAY 09 November	08:00 AM – 07:30 PM	Installation of stands (raw space) ^{1,2,3}
MONDAY 10 November	08:00 AM – 07:30 PM	Installation and decoration of stands (including shell scheme stands) ^{1,2,3}
	02:00 PM	The latest time when participant should arrive at his/her stand
	03:30 PM	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.
	04:00 PM	Final cleaning of aisles
	07:00 PM – 08:00 PM	Pavilion security system activated
TUESDAY 11 November	08:00 AM – 07:00 PM	Pavilion opening hours ⁴
	10:00 AM – 06:00 PM	Expo is open for visitors
WEDNESDAY 12 November	09:00 AM – 07:00 PM	Pavilion opening hours ⁴
	10:00 AM – 06:00 PM	Expo is open for visitors
THURSDAY 13 November	09:00 AM – 07:00 PM	Pavilion opening hours ⁴
	10:00 AM – 06:00 PM	Expo is open for visitors
FRIDAY 14 November	09:00 AM – 07:30 PM	Pavilion opening hours ⁴
	10:00 AM – 04:00 PM	Expo is open for visitors
	04:00 PM – 07:30 PM	Vehicular entrance to remove exhibits ³ No entry for stand builders' vehicles to the Handling Area!
	07:30 PM	Shell scheme stands shall be vacated ^{3,5}

<p>SATURDAY 15 November</p>	<p>08:00 AM – 07:30 PM 07:30 PM</p>	<p>Dismantling. Entry for stand builders' vehicles to dismantle stands. Pavilion opening hours³ Pavilion shall be vacated; all equipment and stand structures shall be dismantled and removed^{5,6}</p>
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¹ Please refer to MITEEX 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.

² Installation dates for large-sized and heavy equipment and exhibits shall be confirmed by MITEEX 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.

³ 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

⁴ 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.

⁵ 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).

⁶ 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.



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 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.
30.09.2025	Advertising request	Form B
15.10.2025	Order for extra services	Form C
15.10.2025	Order for graphic work	Form D
15.10.2025	Order for extra equipment and services	Forms E,F,G,H
15.10.2025	Order for conference halls and meeting rooms	Form I
02.11.2025	Badges, certificate of attendance	Please use participant's PA on the expo website



RAW SPACE Stand Information

RAW SPACE

When renting raw space, you are provided with space only, with floor marking. Exhibitor shall build a stand (inside and outside pavilion) by its own efforts or engage Stand Builders. The Organizers provide no carpets, power outlets, lighting fixtures, and/or furniture. Please be sure to confirm your stand Design Concept with dimensions, including its height, to the Organizing Committee, specifically to Technical Manager. Provide the name of your Stand Builder, its address, contact person, telephone and fax numbers to the Organizing Committee, specifically to Technical Manager, no later than **one month before installation starts**.

To have their passes to installation works, participants who build their own stands and/or Stand Builders shall get permission from BuildExpo LLC (General Developer within Crocus Expo IEC) for installation and design works; permission is given subject to mandatory control of stand's technical documentation.

PLEASE BE SURE to provide a copy of this Exhibitor Manual to your Stand Builder. When planning your stand building, please ensure ensure compliance with all current rules of the expo center, i.e. [Crocus Expo Fairgrounds General Events-related Regulations](#), [Rules of Access to and Conduct at Crocus Expo Fairgrounds, including Events Held Therein](#), [Fire Safety Instruction](#) and [Basic Requirements of the General Developer, BuildExpo LLC, for Customizing Expo Events at Crocus Expo Fairgrounds](#).

Exhibitor may build, dismantle, equip and design their own stand or engage other companies (Stand Builders) to do the same only if they build NON-STANDARD and EXCLUSIVE exhibit stands and with a prior written permission of BuildExpo LLC.

Standard stands may be ordered exclusively through the Organizer, specifically through Technical Manager.

Non-standard Stand is a custom-tailored stand of more than 2.5 m high, made of non-standard exhibit elements and materials, equipped with original furniture and electric accessories.

Exclusive Stand is a custom-tailored stand made of non-standard exhibit systems, elements and materials involving any special, creative and technological solutions not subject to replication.

Any Non-standard Stand/Exclusive Stand, decorated with furniture of stand builder/participant that is assembled from (with the use of) light structural elements (showcases, information and bar counters, racks and the like) shall be considered equivalent to a shell scheme stand and may be ordered ONLY from the Organizer, specifically through Technical Manager of the project. No stand violating this rule shall be approved and accepted for building.

Chipboard shall be forbidden for use as load-bearing frame of any stand structure, except for non-standard dimensions to be approved on a case-by-case basis.

Installation Rules

Before installation, please make sure that your stand is located according to the plan. If location is inaccurate in terms of the general layout, you will have to dismantle/re-build your stand at your own expense.

In order to comply with the requirements of the Crocus Expo IEC, it is necessary to completely clear the aisles of any equipment for final cleaning by **03:30 PM**. All equipment shall be taken to the installation gates or removed to the stand. After **3:30 PM**, all waste shall be disposed of. Putting waste in aisles shall be prohibited. For violation of these rules, a penalty may follow. Exhibitor and/or Stand Builder shall remove any containers and builders' refuse from the fairgrounds, and take out packaging, small construction waste and rubbish in containers by **03:30 PM** on the last day of installation.



No construction work and entry of builders during the expo, including the opening day, shall be allowed.

It shall be prohibited to:

- block aisles between stands with containers and construction materials;
- build structures in areas of electric switchboards, structural access doors, fire cabinets and other engineering equipment and block access to them during the expo;
- deliver woodworking machinery and lumber and do any sawing, planing and other carpentry work related to making parts of any exhibit stand structure;
- do works related to overall structure painting of any exhibit stand being installed;
- apply paint, varnish, glue or other hard-to-remove coating to floors, walls and columns of exhibit pavilions;
- make any holes in floors, walls, and/or columns;
- put structures and advertising media to the ceiling structures of exhibit pavilion;
- run over or drive through floor-mounted carpet when transporting goods to exhibit stands;
- stay within the exhibit stand installation area, unless necessary;
- pup and store materials, clothes, shoes and other personal belongings outside the exhibit stand installation area;
- use stands of other builders and furniture and equipment delivered by other participants to do installation works, to rest and have meals;
- move exhibit furniture and equipment outside the exhibit stand installation area;
- rest any building structures and materials against the walls, columns, windows and doorways of the exhibit hall;
- stick and place information signs on walls, glass, on the floor of the exhibit hall, on fire cabinets and any other interior elements;
- damage the floor in pavilions, asphalt concrete and large sett paving of open areas of the Crocus Expo IEC;
- dismantle stands by overbalancing structures of any stand and dropping any stand elements on the floor from up high.

After dismantling, after removing the floor covering, Exhibitor and/or the stand builder shall remove any tape of the pavilion floor and take out the construction waste into containers.

Please note, to remove large-sized construction waste, exhibitor and/or builder shall order a container at their own expense. All losses related to any damage to pavilion structures, extra cleaning and waste disposal caused by exhibitor and/or stand builders shall be charged to exhibitor.

Double-decker stands shall be equipped with fire detectors (see [Fire Safety Regulations](#)). Double-decker stands shall be designed in compliance with relevant safety standards and have proper certificates.

Accreditation for Custom-Built Projects

To do installation work organizations shall enter into relevant agreements with BuildExpo LLC, General Developer of the Crocus Expo IEC. Permission to do installation works and decorate any stand shall be given subject to mandatory control of stand's technical documentation.

Please Note: Technical documentation shall be handled on an arm's length basis.

- ***Participants who build their stands and/or their Stand Builders shall be informed of, acknowledge and strictly abide by [Crocus Expo Fairgrounds General Events-related Regulations](#), [Basic Requirements of the General Developer, BuildExpo LLC](#), [Fire safety](#)***

instruction during installation (dismantling) of expositions and expo events in pavilions and open areas of the Crocus Expo IEC. For violation of the above requirements, a relevant penalty is charged.

- *Any use of roll-up stands with (pop up) lighting, Press Wall structures and flagpoles shall be subject to paid approval by BuildExpo LLC.*
- For more detailed information please visit the [BuildExpo LLC website](#).
- *Please note that all participants shall strictly abide by Crocus Expo Fairgrounds General Events-related Regulations. Please be sure to read and acknowledge the table of violations and relevant penalties.*
- All building materials shall be provided with **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.
- Double-decker stands shall have a static calculation for verification. You are free to calculation from the General Developer.
- It is mandatory for **double-decker stands** to have fire detecting sensors.
- **Please Note:** Each stand shall be equipped with a switchboard with a RCD (protective shutdown device). Electrical panel rental and installation shall be paid separately.

Participants who ordered raw space shall provide BuildExpo LLC with a full set of technical documentation to no later than 14 business days before installation starts (late submission of documents lead to extra payment).

FORMS AND RECORDS

To have a permit for installation and decoration works, please be sure to provide documents as follows:

- an isometric stand design concept specifying dimensions, heights, and materials used;
- a detailed building wiring diagram of the stand specifying power supply voltage, maximum load capacities for each unit of equipment, electrical equipment connection points with a legend, certified by company official;
- a list of electricians involved in stand installation at a specific expo, signed by company official;
- photocopies of certificates of electricians referred to in a relevant list of 3rd electrical safety group or above, with a mark by Electric Inspection Service;
- photocopy of electricians' knowledge check log certified by company's official and seal;
- a letter for delivery and further removal of equipment for stand building (on company's letterhead, certified by company's official and seal);
- certificates of conformity for materials and equipment used;
- fire safety certificates for materials used;
- engineering plan of the stand, if provided by Exhibitor, with a connection diagram for water, compressed air, etc., with a legend, and certified by company's official and seal;
- letter of appointment of a person responsible for electric installation works on stand (on company's letterhead, certified by company's official and seal);
- a letter of appointment of a person responsible for compliance with safety precautions on stand (on company's letterhead, certified by company's official and seal);
- a list of installers involved in installation/dismantling works, certified by company official;



- to sign a contract and a certificate of compliance of documents submitted by the company with the general participation terms and conditions, a representative of the company shall have a power of attorney to sign financial documents (or seal);
- Exhibitor's letter of instruction Stand Builder.

An additional list and sample documents for technical expertise and prices shall be available on the website of [BuildExpo LLC](#).

For all matters related to technical documentation control, please contact the Technical Department of BuildExpo LLC - Pavilion 1, room 119. Tel.: +7 (495) 727-2671, 727-2670 E-mail: ingener@buildexpo.ru

FIRE SAFETY

For fire safety purposes, the Crocus Expo IEC obliges Exhibitors to cover any flammable exhibits with fire retardant agent. If your exhibits have already been fire-proofed, please provide the following documents to the **Technical Department of BuildExpo LLC**:

- a copy of the license of the company that applied flame retardant treatment;
- a certificate of works performed related to fire-retardant treatment;
- a certificate for the formulation used to cover the exhibits.

ELECTRICITY

Electricity consumption shall be paid for as an extra service. If you need electricity to work at the expo, you may order its consumption only through the Organizing Committee. Unauthorized connection shall be prohibited. **Switchboard, sockets and wires shall be provided by Exhibitor or Stand Builder.** Please specify the required number of kilowatts in a relevant Form, i.e. [Form E, F, G, and H](#), Order for extra equipment and services.

You are also free to order electric installation works for your stand through General Developer (BuildExpo LLC) during the control of technical documentation.

WATER SUPPLY

Water connection to stands may only be ordered through the Organizing Committee (please use [Forms E, F, G, and H](#) - Order for extra equipment and services.

Please Note: Participant shall be responsible for providing their stand with water pipes, mixers, electrical wires and other equipment and materials required for stand operation. Depending on location of water supply hatches, water hoses may run through your stand.

OTHER EQUIPMENT AND SERVICES

Other services may be provided in accordance with the [Crocus Expo IEC Services Directory](#) to be given to Exhibitor by the Organizing Committee, as requested.

FORM LETTER — DELIVERY AND REMOVAL OF EQUIPMENT AND EXHIBITS

(Please use your company's letterhead and have it signed and sealed by company official; 3 copies required)

Please note that Letters for delivery and removal of equipment and exhibits shall be accepted only if provided in full compliance with form letter.

If you have all the required approvals (seals), you may send your letter to the Service Center Department by e-mail in advance to get a delivery/removal permit and a pass to the Handling Area.

Service Center Department: Service@Crocus-Expo.ru

LETTER FOR DELIVERY AND REMOVAL OF EQUIPMENT AND EXHIBITS

Letter No. _____

To be filled in by a Service Center Department representative

Customer	Customer company name (or full name of an ordering individual) under a contract. A Letter for delivery and removal of equipment and exhibits may only be issued by companies that have contractual relations with Crocus Expo, General Developer of Expo Center, i.e. BuildExpo LLC or the Organizer.		
Customer category	Please specify: Organizer, Stand Builder, Exhibitor		
Company in charge of delivery and removal of equipment and exhibits	Please specify if differs from customer		
Event			
Dates			
Venue	Pavilion	Hall	Stand

LIST OF EQUIPMENT AND EXHIBITS

	Name of equipment or exhibit delivered (for machinery, please specify serial number)	Quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		

8.		
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This is to confirm and acknowledge that:

- all equipment, exhibits and other material assets delivered are approved (if and when required) by BuildExpo LLC, General Developer of the Expo Center, Crocus Expo Maintenance Service and Crocus Expo Fire Safety Department and comprises no items prohibited for delivery to the Crocus Expo IEC in accordance with the current rules of the Expo Center;
- company personnel is responsible for the safety of property delivered during the General period of the Event, and for the transfer of passes to the Handling Area to any third parties;
- the company's employees engaged for this work have read and understood [Crocus Expo Fairgrounds General Events-related Regulations](#), [Basic Requirements of the General Developer, BuildExpo LLC, for Customizing Expo Events at Crocus Expo Fairgrounds](#), [Fire safety instruction during installation \(dismantling\) of expositions and expo events in pavilions and open areas of the Crocus Expo IEC](#), [Procedures for delivery and removal of equipment and exhibits to/from the Crocus Expo fairgrounds](#), [Rules of Access to and Conduct at Crocus Expo Fairgrounds, including Events Held Therein](#).

Full Name		Date	
Position	_____	Signature	_____
	_____		_____

Stamp Here

Contact details of a person in charge for works at the Fairgrounds:

Full name	Tel.:
_____	_____

Please Note: The letter shall be countersigned at the Information and Services front desk, pavilion 2 lobby.

Please note that vehicles enter the Handling Area with PAID ONE-TIME PASSES to be purchased at the Information and Services front desk, pavilion 2, based on this letter. It is prohibited to use trucks equipped with load-lifting mechanic arms for handling operations. For violation, a penalty of RUB 100,000.00 is charged for each unit of equipment used. Maximum time vehicles may stay in the loading and unloading area (the Handling Area): for freight vehicles - 2 hours; for light vehicles - 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.

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 deadline for applications is met (which is three business days prior to installation starting)** 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).



FORM LETTER — INSTALLATION PASSES

(Please use Exhibitor's letterhead and have it signed and sealed by company official; 2 copies required)

To get installation passes, please be ready to show a relevant approved Letter for delivery/removal together with the Letter for installation passes. If nothing is delivered, the Organizer's approval (confirmation) is required on the Letter for installation passes.

Passes are available assuming 1 pass per each 5 square meters of stand.

If you have all the required approvals (seals), you may send a letter to the Service Center Department (Information and Service Desk) by e-mail to have the required number of passes prepared in advance.

Service Center Department: service@crocus-expo.ru

LETTER FOR INSTALLATION PASSES

Customer	Customer company name/Full name of an ordering individual			
Event				
Dates				
Venue	Pavilion	Hall	Stand	Length in meters

LIST OF PERSONNEL

Full name	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Full name_____

Date_____

Position_____

Signature_____

Stamp Here

Contact details of a person in charge for works at the Fairgrounds:

Full name_____

Date_____

Stand Builders and **Exhibitors acting as Stand Builders** shall register their installation passes during technical accreditation using a form of BuildExpo (General Developer of Crocus Expo IEC) <https://www.buildexpo.ru/bexpo/exhibitors/>