

# Exhibitor's Guide

«FeedVet-2023»

24 – 26 October, 2023

Moscow | Crocus Expo IEC | Pavilion 2, hall 8

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## Date & opening hours

Event periods	Date	Opening hours	Comment
Exhibition stand construction	October 21-22	8.00-20.00	<b>Extension of construction hours after 20-00 is possible to approve in Crocus Expo (service center).</b>
	October 23	8.00-15.00	<ul style="list-style-type: none"> <li>❖ Only minor modifications of the stands are allowed.</li> <li>❖ Construction works and garbage disposal in the aisles after 16-00 on October 23, as well as in the morning of October 24 are not allowed.</li> <li>❖ <b>Extension of construction hours on the last day, October 24, is prohibited.</b></li> </ul>
Move-in of the exhibits	October 23	14.00-20.00	❖ The presence of an employee of the Exhibitor at the stand is mandatory from the moment of arrival until 20.00 for the safety of exhibits.
Exhibition	October 24-25	10.00-18.00	❖ Exhibitors may enter the halls from 9-00 to 19-00. Exhibitor badges are mandatory.
	October 26	10.00-16.00	❖ The presence of an employee of the company at the stand is mandatory from 9-00 to 18-00 for the safety of exhibits.
Move-out of the exhibits	October 26	16.00-20.00	❖ The presence of an employee of the company at the stand is mandatory until all exhibits are moved out.
Dismantling of exhibition stands	October 27	8.00-18.00	

## Stand layout

### Standard

- The stand design is coordinated with the technical manager Tatiana Shtrak (shtrak@buildexpo.ru) **till September 15!**
- After signing the stand plan, an invoice for additional equipment was sent to you. Please make sure it is duly paid.

### Exclusive

- You choose a builder of your stand yourself.
- Your builder should be accredited by Build Expo (general builder of Crocus Expo IEC) **till October 13!**
- Before concluding an agreement with the builder of an exclusive stand, make sure that this company is accredited at Crocus Expo IEC and there are no complaints from the general builder of the exhibition center - BuildExpo.
- Phones: (495) 727-26-71, (495) 223-42-08, (495) 727-26-12.
- E-mail: ingener@buildexpo.ru

**Attention! Organizer is not responsible for the goods of the participants during mantling and dismantling period of time of the exhibition.**

# Technical connection and services

Make sure that you have ordered and paid for the technical connections **till September 15**

**For standard shell scheme you can order, if necessary:**

- a socket (Form 2)
- Internet (Form 2b)

**In case of exclusive stand design**, you need to order an electricity connection, having previously specified the required volume with the developer. Electricity is ordered with Form 2a and internet with Form 2b.

Forms are available on the exhibition website **feedvet-expo.ru**, we are also ready to provide it upon a request by email: [info@feedvet-expo.ru](mailto:info@feedvet-expo.ru).

# Plasma display panel registration

- According to the Crocus Expo IEC Requirements, exhibitors must obtain permission from Build Expo to import and use their own PLASMA PANELS (Audio Video, hereinafter AV) equipment at stands at exhibitions held at the Crocus Expo IEC.
- We recommend the Exhibitors to obtain the permit IN ADVANCE to avoid troubles during move-in.
- Send an email to the general developer, Build Expo, with a list of: 1) equipment; 2) exhibition name; 3) hall and booth number, 4) if the AV equipment is the property of the company, an official document (usually TORG-12, OS-6, or customs clearance document confirming the Exhibitor's ownership), technical passport with a mark about the buyer - legal entity; 5) if the AV equipment is the property of the director, the founder of the company or another individual, the following documents are required: technical passport with a mark about the buyer, a letter confirming the position / status of the individual in the company; a special permit for move-in and use at your stand is required in this case. Contact phone: +7 (495) 727-26-71.
- The Permit must be taken to the Exhibitor's booth. Make several copies of this permit as it may be requested from you: during move-in, when obtaining a pass to the assembly gate for unloading / loading, at the assembly gate, and during the exhibition at your booth.

## Audio, video service

- You can order audio and video equipment for your booth (Form 2).
- The contact person of Build Expo for ordering audio and video equipment: +7 925-488-53-60, edid@crocus-off.ru, Mikhail.

# Registration for the exhibition

- Download files «Move-in and Move-out of exhibits» and «Entry plan» from website [feedvet-expo.ru](http://feedvet-expo.ru).
- To move-in exhibits to the exhibition, you must have 3 (three) completed copies of Application «Move-in and Move-out of exhibits» with the stamp of the organizer of the exhibition (ООО «ДЕКАРТС СИСТЕМ») «УЧАСТНИК ВЫСТАВКИ» (copy is valid, registration and e-mail: [info@feedvet-expo.ru](mailto:info@feedvet-expo.ru) until October 20, 2023).

Completed Application «Move-in and Move-out of exhibits» (with the stamp of the organizing committee of LLC «DEKARTS SYSTEM» «УЧАСТНИК ВЫСТАВКИ») is subject to revision at the Service Center of Pavilion 2, IEC Crocus Expo (get the ServiceCenter mark). One copy is left at the Service Center; the second copy should be kept by the Exhibitor to arrange the move-out of exhibits when the exhibition is over; the third copy is given to the guard at the assembly gate during arrival.



# ARRIVAL: registration of a paid pass to enter the loading and unloading area

- Pass is needed to have a right to carry out loading or unloading from / to a vehicle of a certain type on your own in the Loading and Unloading Zone. The Exhibitor pays for Pass at the Service Center directly to Crocus Expo IEC. The payment can be made in advance by bank transfer until October 14, 2022 or in cash during arrival. The price of the pass: a car 2000 rubles, a cargo vehicle or a car with a trailer 3500 rubles. Contacts of the Service Center in Pavilion 2: +7 (495) 727-11-38, email: [service2@Crocus-Expo.ru](mailto:service2@Crocus-Expo.ru)
- The pass is non-refundable. The pass is valid for a single entry!
- During the work of the exhibition on October 24 - 26, it is necessary to coordinate the entrance to the loading and unloading area with the Exhibition Directorate.
- The driver of the Exhibitor's car, which is sent for unloading / loading to the assembly gate, must have a pass with him to enter the area. Entrance is performed in a general queue. Keep your pass until the end of the exhibition.

# ARRIVAL: car entrance to the loading and unloading area

- Arrival of the Exhibitor's car at the loading-unloading area is possible only with a pass. At the entrance and exit, the guard makes a mark on the pass with the time of arrival and exit.
- After unloading the vehicle, it must leave immediately, making room for other vehicles. A car may stay at the loading-unloading area for **1 hour**, a cargo vehicle - for **2 hours**.
- If the Exhibitor does not fit into these time frames, then at the end of the permitted time, it is necessary to leave the loading-unloading area and enter again in the order of the general queue.
- Exceeding the time limit is paid at the Service Center directly to IEC Crocus-Expo. Every 30 minutes exceeding the standard time period costs **1000 rubles**.

# ARRIVAL: rental of freight carts

- The cost of renting a freight cart is 2500 rubles /hour.
- Cargo cart is a platform on wheels with dimensions of 1.2x0.8m, designed for transportation of small-sized cargo (up to 250 kg). Delivery of cargo using a cart can only be carried out from / to the loading-unloading area.
- Rental prices for other carts, truck cranes, etc. - specify and order yourself at the Service Center Crocus Expo IEC, pavilion 2, +7 (495) 727-1138, [service2@Crocus-Expo.ru](mailto:service2@Crocus-Expo.ru)

# ARRIVAL: use of loader cranes

- According to the requirements of IEC Crocus Expo, "... Usage of vehicles equipped with lifting cranes for loading and unloading operations are prohibited."
- For the performance of these works, it is also prohibited to use lifting mechanisms of any type, with the exception of the "tail lift" for loading / unloading the vehicle with which this facility is equipped.
- For violation of the requirement, a fine is charged by Crocus Expo IEC for each unit of the equipment used!
- Loading cranes can be ordered at the Service Center Crocus Expo IEC, Pavilion 2, +7 (495) 727-11-38, e-mail: [service2@Crocus-Expo.ru](mailto:service2@Crocus-Expo.ru)

# Exhibitor badges

- You can get your badges on October 23 during a check-in at the Registration counter in the foyer of Pavilion 2 Crocus Expo IEC.
- Exhibitor badges are valid for access to the exhibition halls for the entire period of the event:
  - October 22 – 23    8:00 – 20:00
  - October 24 – 25    9:00 – 19:00
  - October 26         9:00 – 20:00

# Documents: Contracts and statements on fulfillment of obligations

- Print the Application-Contract for participation, which you received by e-mail from the Organizer. Sign and stamp in your company.
- You can get original invoices and statements at the stand of the Exhibition Directorate in exhibition hall 8 in any day during the exhibition.
- For all questions related to obtaining accounting documents, contact by e-mail: [info@feedvet-expo.ru](mailto:info@feedvet-expo.ru).

## Move-out of the exhibits

- After receiving the package of accounting documents, it is necessary to put a red stamp «БЫВ03 РАЗРЕШЕН" on Application «Move-in and Move-out of exhibits» at the Exhibition Directorate in hall 8.
- Application «Move-in and Move-out of exhibits» is revised at the Service Center (they put their mark) and presented to the guards at the assembly gates upon move-out.

# Catering

Please note that only official catering partners are allowed to use the services of banquets, receptions, coffee breaks and catering at the stands at Crocus Expo:

## BACKSTAGE Catering

<https://cateringbanket.ru/>

Tel.: 8 (499) 490-29-99

Email: [info@crocusevent.ru](mailto:info@crocusevent.ru)

## My Sucré Catering

<https://mysucrecatering.ru/>

Tel.: +7 925 544 70 45, +7 926 550 80 40

E-mail: [info@sucrecatering.ru](mailto:info@sucrecatering.ru)



## Useful contacts

Name	Phone	E-mail
Organizer (hall 8)	+7-499-649-50-20	info@feedvet-expo.ru
Crocus Expo service center (pavilion 2)	+7-495-727-11-38	service2@Crocus-Expo.ru
BuildExpo (pavilion 1)	+7-495-727-26-71	ingener@buildexpo.ru
Audio, video service (BuildExpo, Mikhail Edidovich)	+7-925-488-53-60	edid@crocus-off.ru