



Международная специализированная выставка
Упаковки, Печати и Технологий Розлива

UPAKEXPO
upakexpo.ru

21–24 ЯНВ
2025
МОСКВА, РОССИЯ

12+



EXHIBITOR MANUAL

UPAKEXPO 2025

Dear exhibitor,

Thank you for participating in the International Exhibition for Packaging, Printing and Filling Technologies – **UPAKEXPO 2025**. This **Exhibitor Manual** will help you to prepare for the event. We offer you to get acquainted with the information that will be useful to you when preparing for work at the exhibition.

Please contact us with any questions you may have during the preparation for the exhibition. For its part, EXPO FUSION company, as the organizer of the event, will make every effort to make your participation in it the most effective.

We wish you every success at the exhibition!

Best regards,
UPAKEXPO 2025



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CONTACT INFORMATION

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Exhibition Management			
Exhibition Management	Maria Gassina	+7(495) 955 91 99 #642 +7(903) 104 77 58	GassinaM@expo-fusion.ru
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	Kirill Piskarev	+7(495) 955 91 99 #626 +7 (903) 744 97 12	PiskarevK@expo-fusion.ru
Technical Department (stand construction and design)			
Basic construction, premium construction, ordering additional services at the stand	Ivan Tokarev	+7 (495) 955 91 99 # 654 +7 (903) 155 33 79	TokarevI@expo-fusion.ru
	Artem Novikov	+7 (495) 955 91 99 # 652 +7 (906) 058 95 19	NovikovA@expo-fusion.ru
	Artem Zhanov	+7 (495) 955 91 99 # 656 +7 (903) 729 69 70	ZhanovA@expo-fusion.ru
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Visa support			
Project Support Coordinator	Natalia Peremyshlennikova	+7 (495) 955 91 99 # 648	PeremyshlennikovaN@expo-fusion.ru
Exhibitor's personal account			
Project Manager	Daria Korotkova	+7 (495) 955 91 99 # 624 +7 (929) 644 56 17	KorotkovaD@expo-fusion.ru
	Maria Gassina	+7(495) 955 91 99 #642 +7(903) 104 77 58	GassinaM@expo-fusion.ru
Marketing Manager and PR			
Head of Marketing Communications Department	Elena Oberemova	T +7 (495) 955 91 99 # 502 +7 (906) 729 56 86	OberemovaE@expo-fusion.ru
Marketing Manager	Daria Shtoda	+7 (495) 955 91 99 # 506 +7 (968) 646 10 22	ShtodaD@expo-fusion.ru

Accounting Department			
Chief Accountant	Abdullaev Victor	+7 (495) 955 91 99 # 302	AbdullaevV@expo-fusion.ru
Accountant	Murashko Nadezda	+7 (495) 955 91 99 # 306	MurashkoN@expo-fusion.ru
Customs clearance, delivery of exhibits, cargo handling works, etc.			
ExpoWesTrans OOO www.ewt.ru		+7 (495) 605-03-27 +7 (495) 605-74-21	exhib@ewt.ru
Approval of non-standard and custom-built booths			
Expoconsta OOO		+7 (499) 795 28 44 +7 (499) 795 39 03	stk@expoconsta.ru
Signal 01 is an organization that provides services in the field of fire safety. The lower level of the gallery between pavilions No. 2 and No. 8.		+7 (499) 259 13 12 +7 (499) 256 74 70	dpkexpo@mail.ru

VENUE AND DATES

Address:

Expocentre Fairgrounds, Krasnopresnenskaya nab., 14
Moscow, Russia, 123100

Access to Venue (for people):

West Entrance from Delovoy Tsentr (Filyovskaya line) metro station and from Delovoy Tsentr (Solntsevskaya line) metro station

South entrance – from Krasnopresnenskaya naberezhnaya

Attention! The passage through the 1st Krasnogvardeisky proezd is closed.

During the construction (18-20.01.2025), only the West Entrance will work.

Getting to Expocentr by public transport:

– to Delovoy Tsentr (Filyovskaya line) metro station and to Delovoy Tsentr (Solntsevskaya line) metro station.

By car:

– Krasnopresnenskaya naberezhnaya 14 (South Entrance).

Attention! The entry of taxis and cars rented under the "carsharing" system into the Expocentre Fairgrounds is prohibited.

[Parking space](#) parking on the territory of Expocentre Fairgrounds is allowed only with paid car passes. The order of registration, see page

We ask you to coordinate the exact time of delivery of the exhibits with the exhibition forwarder:

OOO «ExpoWesTrans»

Pavilion 2, Tower 5, Floor 2

Phone numbers: +7 (495) 605-03-27; 605-35-48; 605-74-21

exhib@ewt.ru

Travel certificates can be noted at the pass office at the West entrance to the exhibition complex. **Venue:** Expocentre Fairgrounds

Pavilions: 8.1, 8.2, 8.3.

South entrance – from Krasnopresnenskaya naberezhnaya

21-24 JANUARY 2025 / MOSCOW, RUSSIA / EXPOCENTRE FAIRGROUNDS



International Trade Fair for Packaging, Printing and Filling Technologies

UPAKEXPO

hall
8.1, 8.2, 8.3



International Trade Fair for Plastics and Rubber

RUPLASTICA

hall
1, 2.1, 2.2, 2.3, 2.4, Forum

Special exhibition



MOULDS & DIES

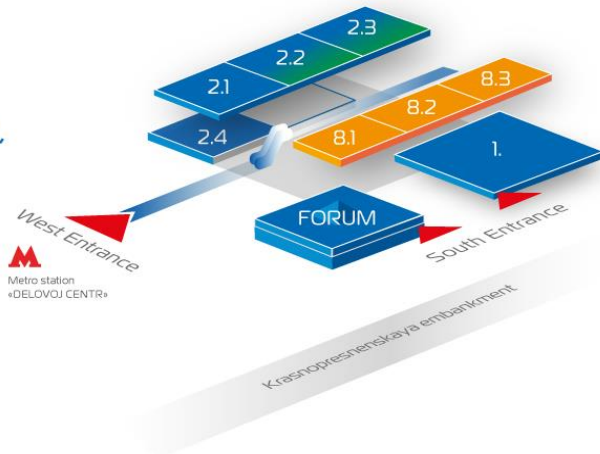
hall
2.2, 2.3



International Trade Fair for Waste management and Plastics Recycling

RECYCLING SOLUTIONS

hall
2.2, 2.3



Venue: **EXPOCENTRE**
INTERNATIONAL EXHIBITIONS AND CONVENTIONS
MOSCOW

Organizer: **EXPO FUSION**

Dates of the exhibitions:

Construction:	18 –20 January 8.00 am - 8.00 pm
Time of event:	21 –23 January 10.00 am - 6.00 pm 24 January 10.00 am - 4.00 pm
Dismantling:	24 January 5.00 pm - 8.00 pm 25 January 8.00 am - 20.00 pm

Working hours of the pavilions during the construction for exhibitors, time of event and dismantling of the exhibition are from 8.00 am to 8.00 pm.

Please note: during the exhibition, including the opening day, the access of vehicles for the delivery/removal of exhibits is allowed only in the morning from **8.00 am to 9.30 am** and in the evening from **6.00 pm to 7.30 pm**.

The exhibition is open to visitors:

21 –23 January from 10.00 am to 6.00 pm
24 January from 10.00 am to 4.00 pm

To visit the exhibition, you need to get a visitor pass by going through [free electronic registration](#).

FINANCIAL DOCUMENTS

Dear exhibitors!

We remind you that ALL AMOUNTS on invoices issued for the rental of the exhibition space and additional services must be FULLY arrive to account of EXPO FUSION no later than January 13, 2025. Otherwise, your company or the company that builds your stand will be not allowed to enter the Exhibition Complex to install your stand.

We kindly ask you to hand over to Maria Gassina or Daria Korotkova (in the office of the organizers) **the originals of application forms for participation in the exhibition in two copies** and the forms of the technical manual (if you have not done this before).

The original invoice is issued on the basis of submitting an application for participation and signing accounting Act of completed works.

We inform you that you will be able to receive closing accounting documents for participation in the exhibition at the office of the organizers of EXPO FUSION LLC.

Our accounting department will issue documents:

January 23, 2025 (the third day of the exhibition) from 11.00 am to 6.00 pm

January 24, 2025 (the last day of the exhibition) from 11.00 am to 4.00 pm

We kindly ask you to come to Expo Fusion service office to sign financial document and get an original invoice:

- The head of the company should personally approach the office of the organizers with a seal for signing documents;

- A power of attorney for a representative of your company who has the right to sign documents, receive passes and place orders at the office of the organizers (it is mandatory to have a sample of the signature of this employee and the round seal of the company) - in 2 copies, on the appropriate form of the established sample (**Form 1** - the form is attached).

Your questions about the accounts will be answered by the **Chief Accountant of Expo Fusion Victor Abdulaev**: tel. +7 (495) 955 91 99 (ext. 302) AbdullaevV@expo-fusion.ru

EXHIBITOR PASSES AND PASSES FOR CONSTRUCTION/DISMUNTLING

We are pleased to inform you that a [PERSONAL ACCOUNT](#) has been created for the convenience of the exhibition participants.

Your personal account gives you the opportunity to:

1. Get exhibitor passes online (valid from 18 to 27 January, 2025)
2. Get construction passes online (valid from 18 to 20 January and from 24 (from 4.00 pm) to 25 January)

Rate of providing free badges: **1 exhibitor pass per 6 sqm of stand area.**

Additional exhibitor pass can be purchased to by placing an order in your personal account.

Exhibitor passes are valid for entry to the Expocentre Fairgrounds during the construction, time of event and dismantling of the exhibition.

Attention:

Badges are personal and cannot be transferred to other persons. If it is necessary to change the exhibitor's full name: before the start of the exhibition – make edits in your Personal Account, during the exhibition – contact the office of the organizers or at the reception desk (West or South entrance).

You can exchange electronic badges for printed ones on a branded substrate:

- January 18-24, 8.00 am – 8.00 pm at the Organizers' Office.
- January 21-24 from 10.00 am to 6.00 pm – at the exhibition registration desks at the Western or Southern entrances.

Temporary CONSTRUCTION PASSES are provided for developers of exclusive stands and other employees of the exhibitors engaged in the installation and dismantling of the stand (decorators, auxiliary workers, etc.), valid only during installation and dismantling.

Passes are issued to the Expocentre Fairgrounds [Service Bureau](#).

Exhibitors of the trade fair can get passes for construction and dismantling for their employees in their personal account. To do this, select the CONSTRUCTION passes item in the registration section and register employees.

ATTENTION:

Companies that build exhibition stands receive passes for their specialists independently.

BOOTH CONSTRUCTION

Ordered through Expo Fusion equipped space will be ready on January 20, 2025 by 15:00.

Please note that if you order late, some of the services or equipment may not be available. During the construction of the exhibition, orders are accepted only if technically possible.

When ordering an unequipped area, the exhibitor himself or with the involvement of third-party organizations carries out the construction of the stand. Permission must be obtained from the organizers of the exhibition and the general contractor –

Expoconsta OOO

Tel.: +7 (499) 244-08-27, (499) 244-08-23,

E-mail: sales@expoconsta.ru

Web-site: www.expoconsta.ru

To coordinate (paid procedure) all technical documentation on the stand and obtain permission to carry out installation work (Accreditation of developers). The following are subject to approval: the layout and number of floors of the stand, building structures and materials, electrical and plumbing work, suspension of elements of decoration to the structures of the pavilion floor.

In addition, the contractor or exhibitor must submit fire safety certificates for the materials used to the Organization which provides fire safety services of the exhibition complex – Signal 01.

Tel.: +7 (499) 259-13-12; +7 (499) 256-74-70.

E-mail: dpkexpo@mail.ru

PROCEDURE FOR GETTING DELIVERY/REMOVAL CAR PASSES (ONLY FOR GOODS THAT DO NOT PASS CUSTOMS CLEARANCE)

Due to the construction of temporary pavilions on the waterfront side and in the open area, Expocentre Fairgrounds WILL NO LONGER ALLOW heavy vehicles on its territory AT NIGHT.

Entry to the territory of Expocentre Fairgrounds for vehicles of any capacity is allowed only during the daytime - from 8.00 a.m. to 7.30 p.m. with a one-time pass or a paid pass (for an exhibitor's passenger car).

Option 1:

To speed up the paperwork as much as possible e-mail the boxed part about vehicles in the filled in **Form 2** in WORD format to the email address dispatcher@expocentr.ru **in advance**.

In the reply letter, you will receive your one-time car pass for entry and exit. It is important to enter the full number of the car with the region number, full name and mobile phone of the driver. Print out the pass and give it to the driver for arrival at the EXPOCENTRE Fairgrounds. It is also allowed to have a pass in electronic form. (You can send an electronic pass to the driver to present it at the entrance).

In this case, personal presence is NOT required to obtain a pass!!!

An electronic version is sufficient for entry, a paper version is required for departure.

Option 2:

If you do not have the opportunity to issue a pass in advance, for example, you do not know the number of the car, then you can do it directly on the day of arrival. To do this, you must **personally register** Form 2 with **the administrator of the pavilion** where your stand is located and get a pass by presenting a power of attorney (Form 3). [Detailed instructions are here](#).

***The exit pass is issued in the same way.**

All exhibits must be delivered no later than 19.00 on the last day of construction (January 20).

Additional import of office equipment and exhibits during the exhibition is allowed from 8.00 am to 9.30 am or from 6.00 pm to 7.30 pm. In this case, **only** the Administrator of your pavilion issues a car pass.

On the last day of construction (January 20, 2025), before 6.00 pm, all cargo (exhibits) must be unpacked and empty containers remaining from construction, materials and structures of the exhibition stand removed from the pavilion and from the exhibition complex.

The entry/removal of hand luggage of exhibits and office equipment into / outside the exhibition complex is carried out on the basis of a completed Form 2.

Please check the link with:

[PROCEDURE FOR OBTAINING A PASS AND ENTRY](#)

STAY OF VEHICLES AT EXPOCENTRE FAIRGROUNDS

Due to the construction of temporary pavilions on the waterfront side and in the open area, Expocentre Fairgrounds WILL NO LONGER ALLOW heavy vehicles on its territory AT NIGHT.

Entry to the territory of Expocentre Fairgrounds for vehicles of any capacity is allowed only during the daytime - from 8.00 a.m. to 7.30 p.m. with a one-time pass or a paid pass (for an exhibitor's passenger car).

DELIVERY ACCESS:	REMOVAL ACCESS:
Construction	Dismantling
Freight vehicles – Starting from 10 pm of the day preceding the start of the build-up period – Further on, upon arrival	Freight vehicles – Starting from 4.00 pm – Further on, upon arrival
Light vehicles carrying – From 3.00 pm to 7.30 pm (from 18.01. to 19.01.2025) – From 11.00 am to 8.30 pm 20.01.2025 with one-entry passes – From 8 a.m. to 7.30 p.m. with paid-for passes	Light vehicles – On the last day of the exhibition from 4.30 pm to 7.30 pm. – On other days from 8.00 am to 7.30 pm.

NOTE!

During built-up and dismantling periods in the process of loading/unloading, parking of light vehicles is allowed only in special parking areas.

Once the exhibits and equipment have been unloaded/loaded, the vehicle must leave the venue immediately.

LOADING/UNLOADING WORKS

Time for unloading/loading	30 minutes	1 hour	2 hours	3 hours	3,5 hours
Loading capacity	passenger car	1–3.5 tonnes	1–3.5 tonnes	10–15 tonnes	20 tonnes

For the period of installation/dismantling, you can purchase a [paid pass](#) for the exhibitor's passenger car at the organizers' office.

For build-up and dismantling periods you can get a chargeable pass for the exhibitor's light vehicle. It allows the exhibitor's vehicle to be at Expocentre Fairgrounds from 8 a.m. to 8 p.m.

Overnight parking of light vehicles at Expocentre Fairgrounds is prohibited.

LOADING/UNLOADING WORKS

Unloading of exhibits, hiring of rigging workers and moving of exhibition goods can be ordered at:
Expovestrans LLC tel.: +7 (495) 605-03-27, 605-74-21, fax: +7 (495) 253-95-84, e-mail: exhib@ewt.ru.

Vehicles with manipulators for unloading/loading exhibits are prohibited from entering the Expocentre Fairgrounds! Loading and unloading and installation and dismantling works carried out with the use of lifting mechanisms are carried out only by specialists and means of Expovestrans LLC and are ordered separately.

The staff of Expovestrans LLC, if necessary, will also advise you on the issue of customs clearance of exhibition goods.

It is forbidden to store containers and packages on stands. You can also use the services of Expovestrans LLC **to store the packaging**.

REMINDER TO THE EXHIBITOR

DEAR EXHIBITORS!

We kindly ask you to pay attention to some rules of participation in exhibitions, the implementation of which will allow us to avoid conflict situations.

SALE OF EXHIBITS

- Retail sale of exhibits and samples from the stand is prohibited during the exhibition. Those guilty of violating this rule may be brought to administrative responsibility and will be excluded from the list of potential participants in all exhibitions held on the territory of the Expocentre Central Exhibition Complex.

NOISE LEVEL

- If presentations, entertainment and show programs are held at your stands during the exhibition, according to the "General Conditions of participation in exhibitions held on the territory of Expocentre Fairgrounds, it is forbidden to exceed the volume level above 75 dB at the border with adjacent and opposite stands.

We kindly ask you to coordinate with the Organizers of the exhibition your planned events with sound design.

STAND SECURITY

- Please note that during the construction, operation and dismantling of the exhibition, it is taken under protection from 8.00 pm to 08.00 am the next day.

From 8.00 am to 8.00 pm, the exhibitor is responsible for the safety of the exhibits. We strongly recommend that you DO NOT LEAVE valuables, documents and money unattended during the exhibition. If there is a need for personal protection of your stand in the morning from 8.00 am to 10.00 am or in the evening from 6.00 am to 20.00 am, we ask you to place an order in a timely manner (see Technical service, form No. 8), or provide for the presence of employees at the stand at this time.

CLEANING OF STANDS

- During the construction / dismantling of the exhibition, every day of the exhibition, the aisles (small construction debris) are cleaned.

Every morning, before the opening of the exhibition for visitors, the AISLES between the stands are cleaned. The garbage you left in front of the stand the day before should be packed in a plastic bag. Cleaning of the stands is not included in the price of the stand.

The cleanliness of the stand is provided by the exhibitor himself. If you need stand cleaning, you can order it in advance (sdm. Techservice, form No. 8).

ADVERTISING ON THE STAND

- The distribution of promotional products or other types of promotional activities should be carried out by the Exhibitor only within the limits of his stand. No advertising structures (banners, banners, banners, etc.) can be placed in the aisles, on the floor, walls and other parts of the pavilion without the permission of the Organizer. The exception is cases when the Exhibitor has agreed and ordered advertising services from the Organizer, including work permits for promoters (distributors of advertising and information products) of the Exhibition participants.

FORMS OF DOCUMENTS REQUIRED TO BE FILLED IN

Forms of documents required to be filled in	Form №	When and where to submit documents	Where to submit documents
Power of Attorney (to sign acts and reconciliation acts; receipt of closing accounting documents, execution of orders for additional services)	Form 1	For signing accounting documents and placing orders for additional services	Have it with you for presentation at the office of the organizers of Expo Fusion LLC when signing accounting documents/ordering additional services (2 copies).
Delivery/removal permit application (for the delivery to the territory of the exhibition complex of all things and exhibits necessary for the exhibitor)	Form 2	During construction/dismantling	E-mail Form 2 to dispatcher@expocontr.ru in advance. To have with you in case of registration of a pass for an additional check-in of the car. (3 copies).
Power of Attorney (for delivery driver or person accompanying the exhibits). To receive one-time delivery/removal passes from Expocentre JSC.	Form 3	During construction/dismantling	To have with you in case of registration of a pass for an additional check-in of the car. (2 copies).

Form 1

On the company's letterhead
Please make out in 2 copies

Power of Attorney № _____

Issue Date January 10, 2025
Expiry Date February 28, 2025

Hereby _____
(name of the company)

entrust _____
(position, full name, passport series, number, when and by whom issued)

-
1. Signing of documents including service acceptance acts for the exhibition UPAKEXPO 2025.
 2. Receiving documents for UPAKEXPO 2025 from the company EXPO FUSION LLC.
 3. Placement of orders for services including the right to sign all application forms and contracts.
 4. Payment by bank cards and cash according to the issued invoices.

Proxy Signature _____ certify.

Head _____
Signature (full name) Signature decoding is MANDATORY

Chief Accountant _____
Signature (full name) Signature decoding is MANDATORY

Company stamp

Form 2

DELIVERY/REMOVAL PERMIT APPLICATION/CONSIGNMENT NOTE

Exhibition equipment, exhibits, stand materials and stand structures
(made in 3 copies on the company's letterhead)

please, email it **IN ADVANCE** to: dispatcher@expocentr.ru

Expocentre AO

Exhibition name: UPAKEXPO 2025

Exhibitor's Payment Company Name: _____

Pavilion, stand (№): _____

FORM TO BE FILLED FOR EACH VEHICLE SEPARATELY		
Delivery/Removal date of equipment	« ____ » _____ 20__ г.	« ____ » _____ 20__ г.
Vehicle type	Type (passenger / freight)	
Registration number	Vehicle	Trailer (if available)
Driver's	Name/Surname	Mob. tel.
	Place of birth	Year of birth

Herewith we apply for a permit to deliver/remove the following exhibition equipment and materials.

№	Name	Quantity
1		
2		

*Add rows if necessary.

** For freight vehicles.

We guarantee timely removal of equipment, exhibits, tare, large packaging and stand structure materials from the venue.

Company Director / _____ / _____
(Signature) (Full name)

Stamp

IMPORTANT! If in addition to exhibits the vehicle delivers structural elements of the stand (wall panels, carpet, decorative structures and elements, banners, etc.), the delivery shall be authorized by **Expoconsta OOO** and organization which provides fire safety services.

Entry to the territory of Expocentre Fairgrounds by taxi and car sharing is prohibited!

Entry for light vehicles during the construction/dismantling period is allowed from 03.00 pm from 18 to 19 of January, 2025; from 11.00 am to 19.30 – 20 of January, 2025, on condition that the weight of the goods on these vehicles delivering the freight required for build-up. These vehicles should be parked at specially allocated parking areas.

Form 3

For delivery driver or person accompanying the exhibits

On the company's letterhead
Please make out in 2 copies

Power of Attorney No. _____

Issue Date January 10, 2025
Expiry Date февраля 28, 2025

(Exhibitor's company name and address)

Hereby authorizes _____
(Full name, job title)

Passport No. _____

Issued by _____

Issue Date _____

To receive from Expocentre one-entry passes to deliver/remove exhibits for the UPAKEXPO 2025 Exhibition.

Signature of Recipient _____

CEO/company head _____
(Full name) / (Signature)

Chief Accountant _____
(Full name) / (Signature)

Company Stamp

ATTACHMENT 1

	Подразделение	Телефон
Medical center	Pavilion №1 (at the main entrance)	7(499) 256-75-93
In case of theft	Security Department	7(499) 795-25-24 (within 24 hours)
	Police	7(499) 256-73-87

A REMINDER TO THE EXHIBITOR ABOUT THE SAFETY OF EXHIBITS AND PERSONAL BELONGINGS

Dear Exhibitor!

The following Rules apply at Expocentre Fairgrounds during exhibitions to ensure the safety of exhibits and personal belongings at exhibition stands:

1. During working hours, the exhibitor is responsible for the safety of the exhibits and their personal belongings at the exhibition stands.
2. From 08.00 am (from the moment the pavilion is removed from the alarm system) to 08.00 pm (until the alarm is turned on in the pavilion), it is not recommended to leave the stand unattended. It is recommended that one or more employees stay at the stand continuously.
3. The exhibitor can order a stand security service from 08.00 am to 08.00 pm at the office of the organizers of EXPO FUSION LLC for a fee. In this case, security personnel will be on duty at the stand during the specified period of time.
4. In the evening and at night (from 08.00 pm to 08.00 am), all stands are taken under guard, the pavilion alarm is activated.
5. In case of loss of exhibits or personal belongings, the exhibitor can contact the Security Management service of Expocentre JSC, which is located on the first floor of the Congress Center. The staff on duty will assist you and help you contact the police.
6. Please familiarize all employees working at the stand with this memo.

Emergency telephone number with the Security Management service on duty at Expocentre AO:

+7 (499) 795-25-24

ATTACHMENT 2

Categories of exhibits, the import of which into the territory EXPOCENTRE AO must be coordinated with:

1. "An organization providing services in the field of fire safety"

- 1.1. Radioactive, fire and explosive exhibits and exhibits materials;
- 1.2. Exhibits and technological processes, the demonstration of which is associated with the possibility of ignition: the use of open fire, welding, gas and plasma cutting of materials, soldering;
- 1.3. Fuels and lubricants, flammable and volatile liquids, solvents;
- 1.4. Vessels and cylinders with flammable gases and gases under high pressure;
- 1.5. Structures and materials used for the construction of stands.

2. Инженерно-техническим отделом

- 2.1 Exhibits with a specific floor pressure of 3.0 tons per 1 sq. m.

3. Directorate

- 3.1. Chemically, biologically and environmentally hazardous materials;
- 3.2. Technological processes and equipment potentially hazardous to the health and life of visitors and exhibitors;
- 3.3. Places for hanging exhibits and advertisements.