

**20th International Specialized Exhibition «CRYOGEN-EXPO. INDUSTRIAL GASES – 2023»**

**EXHIBITOR MANUAL**

**Venue:**

Pavilion 7, Hall 2, Expocentre Fairgrounds  
14, Krasnopresnenskaya nabereznaya, Moscow, Russia

**Dates:**

Mounting:	September 10, 2023 (08.00 – 20.00)
	September 11, 2023 (08.00 – 20.00)
<b>MOVE-IN:</b>	September 11, 2023 (09.30 – 18.00)
Opening hours:	September 12 – 13, 2023 (10.00 – 18.00)
	September 14, 2023 (10.00 – 16.00)
Dismantling:	September 14, 2023 (16.00 – 20.00)
	September 15, 2023 (08.00 – 20.00)

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## 1. PAYMENT FOR PARTICIPATION

**All the transfers should be made by the date mentioned in the Application Form.**

The company is admitted to the exhibition complex for the installation of the stand **ONLY AFTER** the exhibition booth payment is transferred in full to the account of "Mir-Expo".

## 2. SERVICES

If additional services are required, please, **inform the Organizer about it**. The invoice for additional services will be made according to your application.

**Services are rendered ONLY AFTER the payment is transferred in full to the account of "Mir-Expo".**

## 3. STAND CONSTRUCTION

**If you have booked an unequipped exposition space**, and any third-party company is your booth constructor, this company needs to submit the certificates on construction materials to the Fire Brigade service of the EXPOCENTRE and to coordinate its work at the exhibition with the EXPOCONSTA (+7(499) 795 25 36) in a written form.

The fire station "Signal-01:

Chief of the fire station tel.: +7(499) 256-74-70

Man on duty of the fire station tel.: +7(499) 259-13-12.

For coordination the following documents should be provided:

- Letter with materials used in your booth's construction mentioned;
- Scheme of the booth;
- Certifications of fire safety of the Russian Federation for the materials used in the construction;
- Acts of flame treatment of combustible materials (in case of using the materials the fire-technical properties of which meet the requirements of the official specifications in the field of fire safety);
- Copy of the license of the company that carries out flame treatment;
- Copies of certifications of fire safety, certification of conformance, sanitary certification for a flame retardant.

## 4. CATALOGUE ENTRY

According to the General Terms of Participation in International exhibitions held at the Expocentre Fairgrounds each exhibitor should present the information for publication in the Official Catalogue of the Exhibition in accordance with the requirements which are rendered by the Exhibition Organizer.

The deadline for providing the information for publication is **August 12, 2023**.

### INFORMATION ABOUT THE TYPES OF PASSES FOR PARTICIPANTS:

Type of pass	For whom	When it is valid	How to get
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Exhibitor pass (badge), free (1 per 4 sq.m)	For exhibitors	Days of mounting/dismantling and work of the exhibition from 08:00 to 20:00	Is ordered in advance according to the list provided by the exhibitor (1 per 4 sq.m). Can be received at the move-in day in Pavilion 7, Hall 2, booth "Direction". More details in paragraph 5.
Additional exhibitor pass (badge)	For exhibitors	Days of mounting/dismantling and work of the exhibition from 08:00 to 20:00	Is ordered and paid cashless in advance. Can be received at the move-in day in Pavilion 7, Hall 2, booth "Direction". More details in paragraph 5.
Mounting pass (doesn't allow to enter during the opening hours of the exhibition)	- For those who arrange the booth - For the representatives of the company-exhibitor who doesn't have a badge during mounting/dismantling (booth decorators, loaders)	Only during mounting/dismantling from 8:00 to 20:00	The exhibitor gets the passes in the Service Bureau (Pavilion 4). Preliminarily endorses the Form D.04 in the Expocentre Exhibition Managers in Pavilion 7, Hall 6, 1 <sup>st</sup> floor. More details in paragraph 6.
Invitation ticket	- For the representatives of the company-exhibitor who have no badges - For visitors of the exhibition	During the exhibition opening hours: September 12-13 - from 10:00 to 18:00, September 14 - from 10:00 to 16:00.	The exhibitor can get invitation tickets in advance at the Organizer's office by prior arrangement, at the move-in day and during the exhibition at the booth "Direction".

## 5. EXHIBITOR PASSES (BADGES)

Please, send the names for the exhibitor passes till **August 22, 2023** by e-mail to [info@cryogen-expo.com](mailto:info@cryogen-expo.com)

The Exhibitor can get the exhibitor passes (badges) **on September 11, 2023 at the booth "Direction" (Pavilion 7, Hall 2)** - one free exhibitor pass per each 4 sq. m of the booth space. To enter the pavilion the Exhibitor should first get a one-time pass in the Pass Office (at the West Entrance to the Expocentre Fairgrounds), presenting the **FORM D.03** and an identity card. **The FORM D.03 is obligatory to fill in for all the exhibitors (for those who arrive on foot as well).** A one-time pass allows to enter the territory of the Expocentre Fairgrounds one time and to get the badges.

The exhibitor passes (badges) are valid since **September 10 till September 15, 2023** (during mounting-dismantling and during the exhibition).

You can order additional badges for extra payment in advance, till **August 23, 2023**.

**ATTENTION!** For security reasons the name at the exhibitor pass should be the same as the name in your passport. The badges are checked by the security service and cannot be passed to other people for entrance.

## 6. PASSES FOR MOUNTING AND DISMANTLING

If a person doesn't have an exhibitor pass, but their presence is required during mounting or dismantling, you can order a mounting/ dismantling pass for them free of charge. The exhibitor should submit **a letter of authority** filled, signed and stamped by the head of the company (to be made in 3 copies, enclosed, **FORM D.01**). The Letter of Authority is registered for the representative of your company who is authorized to receive personnel passes (badges), etc.

In order to get free passes for the personnel working at your stand during the mounting and dismantling period, you should list them in a separate letter (to be made in 2 copies, enclosed, **FORM D.04**). The letter should be signed by the Expocentre Exhibition Managers

- either **before September 9** - at the Administration Building, office 109 and 110 (from 9.00 to 17.00, on Friday - from 9.00 to 16.30, lunch break: 12:00 - 12:45). At the entrance please press the button and tell the security guard that you are going to the office 109 or 110 on the exhibition "Cryogen-Expo. Industrial gases - 2023".
- or **from September, 10** - in the temporary office of the Expocentre Exhibition Managers **in Pavilion 7, Hall 6 (1<sup>st</sup> floor)**. To enter the pavilion the Exhibitor should first get a one-time pass in the Pass Office (at the West Entrance), presenting the **FORM D.03** and an identity card.

Contacts of the Expocentre Exhibition Managers:

+7(499) 795 37 84 – Mrs. Valeria Dombrovskaya

+7(499) 795 41 65 – Mr. Valeriy Samusev.

## 7. ENTRY OF THE EXHIBITS AND EQUIPMENT

Please, note! The company is admitted to the exhibition complex for the installation of the stand only after the payment for the rented space and ordered services is transferred in full.

**ATTENTION!** If the cargo contains construction elements of a booth besides the exhibits (wall panels, carpet, etc.) you should coordinate its entry with EXPOCONSTA and with the fire station Signal-01, situated at the lower level of Pavilion 2, office 55.

Entry of the LCD and plasma panels, powerful projection units, sound reinforcement equipment and concert lighting fixtures is allowed after coordination with the Service Bureau.

You should submit a letter for delivery to the territory of the Expocentre's Fairgrounds of the equipment and exhibits which are not subject of customs clearance (enclosed, **FORM D.03**).

Please, note! If any additional exhibits are delivered to the exhibition grounds during the exhibition period they are to be declared at the Administrator of the Pavilion 7 and added to the both copies of the letter for delivery of the exhibition equipment (enclosed, FORM № 3) (to your copy and the one handed to the pavilion manager in order to avoid misunderstanding while taking your exhibits out). **The additional entry of the exhibits is possible only from 8.00 to 09.45 and from 18.00 to 19.30.**

## 8. TRANSPORTATION AND FORWARDING SERVICES, LOADING AND UNLOADING

If transportation and forwarding services (cargo convey, loading and unloading of exhibits) are required, please contact EXPOWESTRANS (<http://eng.ewt.ru/>). The request for loading and unloading works is accepted not later than 24 hours beforehand. Contact information: +7 (495)

605-35-48, email: [exhib@ewt.ru](mailto:exhib@ewt.ru) . The office of EXPOWESTRANS is situated at the Expocentre Fairgrounds, Hall 2, Tower 6.

Please, note! The cargo handling, build-up and tear-down works carried out by heavy lifting mechanisms, are to be ordered and made only by EXPOWESTRANS. The use of any outside means and mechanisms is forbidden.

## 9. VEHICLE ENTRY TO THE EXHIBITION CENTRE TERRITORY

Vehicle entry to the exhibition centre area for delivery and removal of exhibits and equipment is free of charge. Once the exhibits and equipment have been loaded, the vehicle must leave the venue immediately.

ENTRY OF TAXIES AND CARSHARINGS TO THE TERRITORY OF THE EXPOCENTRE IS PROHIBITED!

Time slot for loading/unloading:

Time for loading/unloading	30 min.	1 hour	2 hours	3 hours	3,5 hours
Loading capacity	passenger	1–3,5 tonnes	4–9 tonnes	10–15 tonnes	20 tonnes

For car entrance to the Expocentre territory you should:

- Prepare a letter with a list of delivered equipment and exhibits (3 copies) on a letterhead of your company (**FORM D.03**) and a Power of Attorney (**FORM D.01**).

You can get a vehicle pass at the administrator of Pavilion 7 (office 1.1.6), tel. +7(499)795-26-62.

ATTENTION: The name of the company in the forms should be the same as in the application-form for the exhibition.

To make it faster, send the filled in form D.03 beforehand (it's better to send it several days before the move-in) to [dispatcher@expocentr.ru](mailto:dispatcher@expocentr.ru). In a reply letter you will get your auto one-time pass. Print the pass and give it to the driver for entry to the Expocentre on September 11, 2023 from 09.00 to 18.00. You can also present an electronic version of the pass.

In this case the presence of the representatives of the company-exhibitor for getting the pass is not necessary.

If there's not only a driver in a car, to enter the territory all passengers should have an exhibitor badge, a mounting pass or a one-entry pass that can be received in the Pass Office after presenting a **FORM D.03** and an identity card. If they already have an exhibitor badge or a mounting/dismantling pass, the one-time pass is not necessary.

- Follow to the Control Station-1A from the side of the Krasnopresnenskaya Naberezhnaya where you should present the Security Officer the one-time pass, the letter (**FORM D.03**) and submit the vehicle for security inspection. The Security Officer will indicate the time of the entrance in the pass.

Right after unloading-loading of the exhibits and of the exhibition equipment the vehicle must be driven away from the Exhibition Centre area.

If there will be several cars or one car will enter the territory of the Expocentre Fairgrounds twice, there should be a set of FORMS for each entry.

● When removing the exhibits on September 14 – 15, 2023 you should go to the administrator of Pavilion 7 (office 1.1.6) and get a one-entry pass presenting the letter (**FORM D.03**) and the Power of Attorney (**FORM D.01**) again.

The exhibits' removal (hand baggage without using trolleys) starts on September 14 from 16.00. Vehicle entry (cars) for the exhibits and the exhibition equipment loading will be allowed from 16.15, entry for trucks – from 17.00, on September 15 – from 8.00 to 20.00.

**NIGHT PARKING** on the territory of the Fairgrounds is **STRICTLY PROHIBITED!**

**If you need a space at the guarded parking** at the territory of the Exhibition Complex for the period of mounting-dismantling or for the period of the exhibition, you can order it before the event.

Attention of the exhibitors who will use **CARGO VEHICLES!**

As the Moscow City Government has imposed tighter restrictions for freight transport in the center of the city and new 'No Parking' and 'No Waiting' signs have been installed in the streets around Expocentre Fairgrounds, Expocentre AO arranges parking inside the venue for freight vehicles awaiting delivery permits, customs clearance and loading/unloading.

In case the exhibitor can not get the TTK permit from the Traffic Management Center of the Moscow City Government Department for Transport and Road Infrastructure Development (GKU TsODD), the cargo vehicles can drive at night (from 22.00 till 6.00) to the **Free Parking Zone of the Expocentre** through the Control Station-2 (from Krasnogvardeisky Proezd).

For this you should have the following documents:

- 1) You should get in advance – before September 6 – a vehicle pass at the administrator of Pavilion 7 (Hall 1, office 1.1.6, tel. +7(499) 795-26-62.
- 2) Power of Attorney (**D.01A**)
- 3) Letter for entry of the exhibits (**D.03**) (3 copies) on a company official sheet signed and sealed. You should include in the list all other utensils and appliances used at your booth.
- 4) The completed FORM D.03 in the part concerning VEHICLE should be emailed to [dispatcher@expocentr.ru](mailto:dispatcher@expocentr.ru) two days before the entry.

At night (from 22.00 till 6.00) present the forms at the Control Station-2. After you get the entrance permission, follow to the Special Parking Zone. In the morning you can drive from this zone to Pavilion 7, Hall 2.

In the morning from 8.00 follow with a vehicle pass to the mounting gates of Pavilion 7.

If you have any questions concerning the entrance of cargo vehicles, please call +7(499)795-38-61, +7(499)795-26-56, to the Service Bureau - +7(499)795-38-61 or to the Exhibition Management - +7 (499)795-37-84, +7(495) 795-41-65.

For exhibits removal by a cargo vehicle after the exhibition, you should get a pass at the Administration of Pavilion 7, send the form D.03 to [dispatcher@expocentr.ru](mailto:dispatcher@expocentr.ru) beforehand and drive to the Special Parking Zone at night between September 9 and 10 or September 10 and 11 through the Control Station-2.

Please note when preparing promotion at your stand and planning the presentation of exhibits in action that in the Expocentre it's forbidden to exceed the sound pressure level of 75 db within your

stand in the halls and within a radius of 5 m in open spaces. The breach of this requirement causes a fine.

## **10. INVITATION CARDS**

**Free invitation cards** can be provided to the exhibitor on your written request to the Organizer in advance or during the exhibition at the booth "Direction".

## **11. BOOTH CLEANING**

A one-time cleaning before the start of the exhibition (in the evening on September 11 or in the morning on September 12) is provided. As well as emptying the rubbish bin once per day (in the end of the day). To order additional individual cleaning, please contact the Organizer before September 2, 2023.

## **12. WORKING HOURS**

Mounting of the exhibition starts on September 10, 2023 at 8.00 a.m.

Your booth should be ready by 10:00 a.m. on September 12, 2023.

During the mounting and dismantling periods the exhibition halls are open from 8:00 a.m. to 8:00 p.m.

You can order individual additional work hours.

## **13. SECURITY**

Cost of the general security of pavilion is included in the rate for the exhibition space. During the exhibition hours we kindly ask you to watch the situation around your booth to maintain the safety of exhibits and property. If you notice the suspicious behavior of visitors as well as packages, bags and other subjects left without supervision, you are kindly requested to inform the pavilion administration urgently and not to undertake any actions all by yourself. You can also order a commercial guard post for your stand. The order is accepted not later than 48 hours beforehand.

## **14. FACILITIES**

The first-aid post (tel. +7 (499) 256-75-93) is to the right of the entrance to the Pavilion 1.

You can have lunch at the cafe in Pavilion 1 (Tower C, Tower A) and at the lower floor between Pavilions 2 and 8.

Smoking in the Pavilion № 7 is prohibited, it is only allowed outside at the entrance to the pavilion. Dear exhibitors! We would like to remind you that according to the General Terms of participation in International exhibitions held at the Expocentre Fairgrounds, retail of exhibits at the stands during the exhibition period is prohibited. All violators of this regulation shall be liable to fine and excluded from the list of future participants in all the Exhibitions held at Expocentre's Fairgrounds.

## **CRYOGEN-EXPO.INDUSTRIAL GASES - 2023**

Exhibition Company «Mir-Expo»

Project Manager – Daria Moiseeva

Tel: +7 495 988 16 20, +7 962 728 57 57

**Web-site:** <http://www.cryogen-expo.com/>

**Email:** [info@cryogen-expo.com](mailto:info@cryogen-expo.com)

PLEASE FIND BELOW THE FORMS:





**Power of Attorney No.**

Issue Date \_\_\_\_\_  
(dd-mm-yyyy)

Expiry Date \_\_\_\_\_

\_\_\_\_\_  
(Company (payer) name and address)

**hereby authorizes** \_\_\_\_\_  
(Full name, job title)

Passport No. \_\_\_\_\_

Issued by \_\_\_\_\_ Issue Date \_\_\_\_\_

1) To sign the documents related to **Cryogen-Expo. Industrial gases – 2023** listed below:

- Application for Participation in the Exhibition
- Contract for Participation in the Exhibition
- Contract for Holding Additional Events
- Delivery and Acceptance Statement for Rented Exhibition Space
- Orders for Additional Services
- Acceptance Reports

2) To receive from Expocentre the documents related to **Cryogen-Expo. Industrial gases – 2023** listed below

- Exhibitor Passes
- Work Passes (valid during mounting and dismantling periods only)
- Vehicle Passes

3) To sign other documents and perform other actions related to participation in the exhibition, including payment of invoices, compliance with fire regulations\*, safety measures and other regulations and requirements set by current legislation; to receive orders, proposals, protocols and statements of administrative offences and violations from state inspecting and oversight bodies.

Signature of Recipient \_\_\_\_\_

CEO/company head \_\_\_\_\_  
(Full name) (Signature)

Chief Accountant \_\_\_\_\_  
(Full name) (Signature)

Company Stamp

\* According to the Russian Federal Law No.69 from December 21, 1994 if a person responsible for fire safety at the rented area of the stand is not designated, the responsibility lays with the chief executive of the participating company.

**For delivery driver or person accompanying the exhibits**

**Power of Attorney No.**

Issue date \_\_\_\_\_  
(dd-mm-yyyy)

Expiry Date \_\_\_\_\_

\_\_\_\_\_  
(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 **Cryogen-Expo. Industrial gases – 2023** Exhibition.

Signature of Recipient \_\_\_\_\_

CEO/company head \_\_\_\_\_  
(Full name) (Signature)

Chief Accountant \_\_\_\_\_  
(Full name) (Signature)

Company Stamp

**DELIVERY / REMOVAL PERMIT APPLICATION /  
CONSIGNMENT NOTE**

For exhibition equipment, exhibits, stand materials and structures  
(If you are arriving without a vehicle, please put your personal data and list the items/ equipment  
that you are bringing to the booth)

Please fill in on the company letterhead in 3 copies  
Please, email it IN ADVANCE to dispatcher@expocentr.ru

Expocentre AO

Exhibition \_\_\_\_\_  
Exhibiting company \_\_\_\_\_  
Stand (No., space) \_\_\_\_\_

To be completed for every vehicle			
Company name			
Delivery/removal date		_____ 2023	_____ 2023
Vehicle		Type	Load capacity **
Unloading type**	<input type="checkbox"/> Top	<input type="checkbox"/> Back	<input type="checkbox"/> Side
Expected number of deliveries per day			
Vehicle registration number	Vehicle	Trailer	
Driver's information	Full name		Year of birth
	Place of birth		Mobile phone

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

No.	Name	Pcs.
1		
2		
3*		

\* Add lines if necessary

\*\* For freight vehicles

We guaranty timely removal of equipment, exhibits, large packaging and strand structure materials from the venue.

CEO/company head \_\_\_\_\_  
(Signature) (Full name)

Company Stamp

**ATTENTION!** If the cargo contains construction elements of a booth besides the exhibits (wall panels, carpet, etc.) you should coordinate its entry with EXPOCONSTA and with the fire station Signal-01, situated at the lower level of Pavilion 2, office 55.

Entry of the LCD and plazma panels, powerful projection units, sound reinforcement equipment and concert lighting fixtures is allowed after coordination with the Service Bureau.

Entry of passenger vehicles is allowed from 8 a.m. provided that there's a cargo with weight of more than 40 kg in this vehicle necessary for mounting/ dismantling. The parking of the vehicle is only possible in special places.

# **D.04**

## **APPLICATION FOR WORK AND SERVICE PASSES**

For build-up and dismantling periods

*To be made in 2 copies*

Expocentre AO

Exhibition \_\_\_\_\_

Exhibiting company \_\_\_\_\_

Stand (No., space) \_\_\_\_\_

Herewith we ask you to issue work and service passes. Pass holders have been instructed on the fire and occupation safety procedures.

List of personnel			
No.	Last name	First name	Passport
1			
2			
3*			

\* Add lines if necessary

Passes are collected \_\_\_\_\_

(Signature)

Full name \_\_\_\_\_ Job title \_\_\_\_\_

**Please note:** Work and service passes are issued in Service Bureau upon presentation of two copies of the present application.

**Persons responsible for**

1. Occupational safety

\_\_\_\_\_  
 (Job title)                      (Full name)                      (Phone)                      (Signature)

2. Fire safety

\_\_\_\_\_  
 (Job title)                      (Full name)                      (Phone)                      (Signature)

The company/organization guarantees that its foreign personnel is hired in accordance with the immigration law of the Russian Federation and has permission to work in Moscow.

**CEO/company head:**

\_\_\_\_\_  
 (Full name)    (Signature)    (Date)

Company Stamp

**ATTENTION!**

**The passes are issued in the Service Bureau from September 5, 2023.**

To get the passes please present the Form D01.

