

*7th International Trade Fair for Travel and Tourism
“Intourmarket 2012”
17-20 March 2012
Moscow, Russia, IEC “Crocus Expo”*



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*Dear participants of the 7th International Travel Fair
“INTOURMARKET 2012”!*

We inform you that the exhibits importation is allowed on **16th of March, 2012 from 08.00 till 20.00**
Before this date the exhibits importing and placing is forbidden.

Entry to the exhibition halls is permitted for persons with badges only. You may receive the badges at the registration desk in the entrance hall of pavilion №2. Representative of the company-exhibitor receives the invitation tickets, permanent entrance-tickets (badges) for the exhibitors (counting as 1 entrance-ticket for each full 4 sq.m.) and prepaid entrance-tickets to VIP-parking for all the exhibition working days.

The order of entrance and importation:

1. The participant prepares **4 copies** of a letter for the exhibits importation and exportation, with the company letterhead and original stamps (the form is enclosed below), including in the letter the entire list of importing equipment. If the importation is implemented several times/days, than the letter for importation and exportation should be prepared in the proper quantity of copies for each time/day.
2. While entering the IEC “Crocus Expo” territory, the driver, following the directions of the security, parks the car in one of two temporary parking territories for discharging and goes for the entrance-ticket to the transport department of IEC “Crocus Expo” to the desk of Service centre of Pavilion 2.
3. **Attention: the entrance-ticket to the zone of charging and discharging works is to be paid according to the IEC “Crocus Expo” tariffs. For more information look in Appendix 1.**
4. The company representative or a driver with *the letter for importation and exportation* (4 copies) approves letters by signing in accordance with established order.
5. After the letters formalization and receiving the entrance-ticket, the car ties up for discharging to the mounting gates indicated in the entrance-ticket.

EXAMPLE

To the Fair Directorate
 «Intourmarket-2012»
 From (name of the company)
 Hall № _____
 Stand № _____

You are kindly requested to allow importation and exportation of the exhibits and the stand equipment to the fair «Intourmarket-2012», which is taking place on the territory of the IEC «Crocus Expo» from (the date of the exhibits importation) till (the date of exportation).

The exhibits and equipment will be imported by the following means of transportation:

Mark of a car _____ State identification number _____

Mark of a car _____ State identification number _____

The list of exhibits and the stand equipment

№	Type	Quantity
1.		
2.		
3.		
.....		

Head of the organization _____ (Last, first and middle names)
 signature, stamp of the company
 « » March 2012 г.

The letter about the exhibits importation **should be approved with signature by:**

1. Representative of the Organizer of the fair – company “**EXPOTOUR**” at the registration desk of the entrance hall of pavilion 2. (The mark “Importation is allowed” should be affixed).
2. Employer of the Service centre of the IEC “Crocus Expo” of pavilion 2 (The mark “Importation is allowed” should be affixed).

In case if you bring banners, drapery fabric or other flammable materials/exhibits, the letter for entry/removal needs to be certified by the fire prevention representative at the IEC Crocus Expo service center stand. Certificates of compliance for flammable materials, smoke formation and toxicity must accompany them.

If you bring your own (not ordered via **Exhibition technical department**) plasma display, television or other audiovisual equipment, a letter has to be coordinated with the audiovisual equipment and communications department representative at the IEC Crocus Expo service center stand (**chargeable service (1500 rub.)**)

The copies of the letter for importation will be distributed in **a following way:**

The 1st copy remains in the company “EXPOTOUR” for control;

The rest copies about importation and exportation the Participant gives to the employer of the service-centre of the IEC “Crocus Expo”, who will forward them to the following recipients after making appropriate marks:

The 2nd copy remains in the service-centre of the IEC “Crocus Expo” for control;

The 3rd copy comes back to the arriving fair Participant for handing it over the security at the mounting gates;

The 4th copy comes back to the arriving fair Participant for using it during departure after the event ends.

Charging and discharging works, storage, packs storekeeping during the exhibition holding, as well as garbage disposition you may order additionally, having lodging an application form to the transportation department of the IEC “Crocus Expo”. The works are to be paid in accordance with the IEC “Crocus Expo” prices.

For additional information call: **tel.: +7(495) 727 26 15.** (Pavilion 2 Service centre)

The participants checking-in, the stands decoration will be implemented on the **16th of March, 2012 from 08.00 till 20.00. Before this date the exhibits importing and placing is not allowed.**

Please, note that additional equipment importing may be accomplished according to the schedule:

March 17, 2012: from 08.00 till 10.00 a.m., from 6.00 till 8.00 p.m.

March 18, 2012: from 08.00 till 10.00 a.m., from 6.00 till 8.00 p.m.

March 19, 2011: from 08.00 till 10.00 a.m., from 6.00 till 8.00 p.m.

March 20, 2011: from 08.00 till 10.00 a.m.

Attention: The representative of your company must present at the stand on:

March 16, 2012 till 8.00 p.m. (mounting, arrival day)

March 17-19, 2012 from 8.00 a.m. till 8.00 p.m.

March 20, 2012 from 8.00 a.m. till 4.00 p.m. –fair work hours, from 4 p.m. to 8 p.m.(dismounting, departure)

It is strongly recommended to accord the planned events with musical accompaniment with the fair organizers.

During the Fair the capacity of the sound feedback shouldn't exceed 60 dB over a distance of 3 m from the stand.

During assembly/dismantling as well as during the exhibition the pavilion is locked at 8:00 p.m. and unlocked at 8:00 a.m. and security service is given during this time.

The security of the exhibition hall is provided by the organizers at night time from 8.00 p.m. till 8.00 a.m. of the next day. The security starts their work on March 16 from 8.00 p.m. until 8.00 a.m. of March 17, 2012.

Please note that the Organizer does not take responsibility for the exhibit and equipment safety during standists working hours.

Please don't leave exponents without supervision during the arriving to the exhibition (March 16, 2012: from 9.00 a.m. till 8.00 p.m.) and leaving (March 20, 2011: from 4.00 p.m. till 8.00 p.m.).

You can get **keys** to doors and/or locks for filing cabinets and showcase with a deposit of **500 rubles** at the Organizers direction stand.

Dear Exhibitors, please note that keys issuing will be 16.03.2012 from 1:00 p.m. to 8:00 p.m.; 17.03.2012, from 9:00 a.m. to 13:00 a.m. The return of keys and return of deposits will take place ONLY 20.03.2012, from 4:00 p.m. to 8:00 p.m.

We remind you that **mounting works** should be **finished** (the packing material should be removed from the territory of the fair) on the **17th of March till 9.30 a.m.** Otherwise, the company which will not follow this condition will be fined by "Crocus Expo".

The exhibits exportation

March 20, 2012, from 16.00 till 20.00 the exhibits exportation, dismantling

March 21, 2012, from 08.00 till 20.00 equipment exportation, dismantling

During the exportation you should have the letter for the exhibits importation and exportation.

Please note:

All valuable things and exhibits must be exported on the 19th of March 2012.

**Best regards,
Exhibition coordinator
Larisa Kazakova**

Dear participants of «Intourmarket-2012»!

ATTENTION! Entering and departing of the load transport through the “Crocus City” arc is strongly forbidden.

In the purposes of improving the organization of charging and discharging of exhibits and exhibition loads, the zone for implementing charging and discharging works is made. This is territory, neighbouring to pavilion 2 with 30 metres of width for all the circumference of the buildings. Entering this territory is allowed with entrance-tickets, which can be taken in the transportation department of the IEC “Crocus Expo” at a desk of Service centre of pavilion 2. Entrance payment to the zone of charging and discharging will be implemented according to tariffs, indicated in this appendix. The entrance ticket may be formalized in advance.

It is strongly forbidden to leave the mean of transport in the zone of charging and discharging works longer the allocated time.

For more information, acquainting with the established order of receiving the entrance-tickets and implementation of charging and discharging works, you may call to the transportation department of the IEC “Crocus Expo” by **the following telephone number: +7 (495) 727-11-38.**

The cost of entrance-tickets to the zone of charging and discharging works of the IEC “Crocus Expo”

1. For the entire period of the event holding (mounting and dismounting included)	
-passenger car, per car	1000 Rub.
-track, per car	7000 Rub.
-track with crane	10 000 Rub.
<p><u>For builders and exhibitors who use the transport department service of “Crocus Expo” (rigging service, crane, packing and unpacking of load and others besides ordering of small cart and load less than 100kg.), entrance to the cargo-handling works territory is free.</u></p> <p><u>Charge for entering the cargo-handling works territory is actual for exhibitors who work without assistance.</u></p> <p><u>Tracks equipped with a crane are used for loading(unloading) of cargo which is delivered with the same transport.</u></p> <p><u>Normative period of transport presence at cargo-handling works territory:</u></p> <p><u>- for passengers cars – 1 hour;</u></p> <p><u>- for tracks - 2 hours.</u></p>	