

Crocus Expo IEC

October 11 - 14, 2022

**SAMPLE LETTERS**

А) For personnel (installers) entry

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ON THE EXHIBITOR’S LETTERHEAD** *one copy*  To Directorate of  Weldex 2022 Exhibition  (Company)    (address, phone, e-mail)  For decoration of booths  (number of pavilion, hall and booth)  at Weldex 2022 Exhibition please, allow access of the following employees:   |  |  | | --- | --- | | No. | Full Name | |  |  | |  |  | |  |  |   Person in Charge of the booth safety:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Full name, contact phone number)  Person in Charge of the booth fire safety:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Full name, contact phone number)  Manager \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /  (signature) (Full name)  Stamp |

B) A letter for equipment and exhibits delivery and removal with a detailed description of the delivered equipment and materials shall be issued on the company’s letterhead with the Director’s signature and stamp.

**A LETTER FOR EQUIPMENT AND EXHIBITS DELIVERY AND REMOVAL** with a detailed description of the delivered equipment and materials shall be issued on the company’s letterhead with the Director’s signature and stamp.

**Please note that we accept only letters containing the full text of the sample “Letters for equipment and exhibits delivery and removal” for approval!**

If you have all the necessary approvals (stamps), you can send a letter in advance to the Service Centre Department by e-mail to obtain a delivery/removal permit, as well as a pass to the Handling Area.

Service Centre Department:

Pavilion 1 – [service1@crocus-expo.ru](mailto:service1@crocus-expo.ru)

Pavilion 2 – [service2@crocus-expo.ru](mailto:service2@crocus-expo.ru)

Pavilion 3 – [service3@crocus-expo.ru](mailto:service3@crocus-expo.ru)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LETTER FOR EQUIPMENT AND EXHIBITS DELIVERY AND REMOVAL** | | | | | | | | Letter No. | | |  |
| To be filled by an employee of the Service Centre Department | | | |
| The Client | | | | The Client company (or full name of the individual client) under the contract. Companies that have contractual relations with Crocus Expo, the General Developer of the Exhibition Centre, BuildExpo LLC, or the Event Organizer can issue a "Letter for equipment and exhibits delivery and removal". | | | | | | | |
| Client category | | | | Specify: The Organizer, Developer, Exhibitor | | | | | | | |
| The Company, performing the equipment and exhibits delivery and removal | | | | Specify if different from the Client | | | | | | | |
| Event | | | |  | | | | | | | |
| Dates | | | |  | | | | | | | |
| Location | | | | Pavilion | | | | Hall | | | Booth |
| **LIST OF EQUIPMENT AND EXHIBITS** | | | | | | | | | | |  |
|  | The delivered equipment or exhibits (specify the plant number for equipment) | | | | | | | | | | Quantity |
| 1. |  | | | | | | | | | |  |
| 2. |  | | | | | | | | | |  |
| 3. |  | | | | | | | | | |  |
| 4. |  | | | | | | | | | |  |
| 5. |  | | | | | | | | | |  |
| 6. |  | | | | | | | | | |  |
| **VEHICLE DETAILS for obtaining passes to the Handling Area** | | | | | | | | | | | |
|  | Contract-Request No./Date or Pass Number/Print Date | | | | | Type | | Brand | | | Number |
| 1. | Д/000000000 of 01.01.21 or 000000/1 of 01.01.2022 | | | | | Car/Truck/Car with a trailer | |  | | | А111АА111 |
| 2. |  | | | | |  | |  | | |  |
| I hereby confirm:  - All delivered equipment, exhibits and other material assets are agreed (if necessary) with the General Developer of the Exhibition Centre, BuildExpo LLC, Maintenance Service of Crocus Expo and the Fire Safety Group of Crocus Expo and do not include anything prohibited for delivery to the Crocus Expo IEC territory according to the rules in force in the Exhibition Centre;  - The Company’s employees shall be responsible for the delivered property safety during the Build Expo Event General Period, handover of passes to the Handling Area to third parties;  - The involved Company’s employees are familiar with the General Event Requirements of Crocus Expo IEC, General Requirements of the General Developer, BuildExpo LLC, for exhibition events organization at Crocus Expo IEC, Fire Safety Guidelines for expositions installation (dismantling) and holding exhibition events in pavilions and outdoor areas of IEC Crocus Expo. | | | | | | | | | | | |
|  | Full name | |  | | | | | Date | |  | |
|  | Position | |  | | | | | Signature | |  | |
|  |  | | | |  | | |  | | | Stamp |
|  | Contact details of the person in charge of work on the Exhibition Area: | | | | | | | | | | |
| Full name | |  | | | | | Phone: | |  | | |