**THE LETTER FOR EQUIPMENT AND EXHIBITS MOVE IN AND MOVE OUT** with a detailed description of the moved in equipment and materials on the company's letterhead with the signature and seal of the head.

**Please note that only letters containing the full text of the sample Letter for Equipment and Exhibits Move in and Move out are accepted for approval!**

If you have all the necessary approvals (stamps), you can send the letter to the Service Center by e-mail in advance to obtain approval for move in/move out, as well as a pass to the Material Handling area.

Service Center:

[Service@Crocus-Expo.ru](mailto:Service@Crocus-Expo.ru)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **THE LETTER FOR EQUIPMENT AND EXHIBITS**  **MOVE IN AND MOVE OUT** | | | | | | | | Letter No | | |  |
| Filled in by a Service Centre  employee | | | |
| Customer | | | | | Company name (or full name of a physical person acting as a customer) under the contract.  Only companies having contractual relationship with Crocus Expo, the Crocus Expo General Builder BuildExpo LLC or the Event Organizer can submit the Letter for Equipment and Exhibits Move in and Move out. | | | | | | |
| Country of the customer | | | | |  | | | | | | |
| Customer category | | | | | Specify: Organizer, Builder, Exhibitor | | | | | | |
| Company to perform move in/move out of equipment and exhibits | | | | | Specify if different from the customer | | | | | | |
| Country of the company to perform move in/move out of equipment and exhibits | | | | |  | | | | | | |
| Event | | | | |  | | | | | | |
| Dates of the event | | | | |  | | | | | | |
| Location | | | | | Pavilion | | | Hall | | | Stand |
| **LIST OF EQUIPMENT AND EXHIBITS** | | | | | | | | | | |  |
|  | | Description of moved in equipment or exhibit (specify serial number for technical devices) | | | | | | | | | Quantity |
| 1. | |  | | | | | | | | |  |
| 2. | |  | | | | | | | | |  |
| 3. | |  | | | | | | | | |  |
| 4. | |  | | | | | | | | |  |
| 5. | |  | | | | | | | | |  |
| 6. | |  | | | | | | | | |  |
| We hereby confirm that:  - all moved in equipment, exhibits and other material assets are approved (if necessary) by the Crocus Expo General Builder BuildExpo LLC, the Crocus Expo Facilities Maintenance Department, the Fire Safety department and do not include anything prohibited for move into the territory of Crocus Expo according to the rules in force at the Exhibition Center;  - company employees are responsible for the safety of moved in property during the Overall Event Period, transfer of passes to the Materials Handling area to third parties;  - employees of the company are responsible for the safety of moved in goods during the Overall Event period, transfer of passes to the Material Handling area to third parties;  - involved company’ employees are made aware of the General Terms of Holding Events at Crocus Expo and Basic Requirements of the General Builder BuildExpo LLC during Buildup (Dismantling) of Events at Crocus Expo, Fire Safety Regulation during Buildup (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor areas of Crocus Expo, Procedure of Equipment and Exhibits Move in and Move out to the Crocus Expo Territory, Rules of Access and Conduct on the Crocus Expo Territory and Visiting Events Held there. | | | | | | | | | | | |
|  | Full name: | |  | | | | Date: | |  | |
|  | Job title: | |  | | | | Signature: | |  | |
|  |  | | | |  | |  | | | Stamp |
|  | Contact data, person responsible for works on the Exhibition area: | | | | | | | | | |
| Full name: | |  | | | | Phone: | |  | | |