



RUPLASTICA

EXHIBITOR MANUAL

27-30 /01/2026

Moscow, Russia

CROCUS EXPO Exhibition Centre
Pavilions №1 и №2

Organizer:



Dear exhibitors,

There's very little time left until the exhibition starts. We hope your company's preparations are going according to plan, and that your participation will be a success.

On behalf of the organizers, we'd like to remind you of some important points that are relevant during the final stages of exhibition preparation.

Please contact us with any questions you may have while reading this Guide.

Best regards,
The Ruplastica Team

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Contact information

EXHIBITION MANAGEMENT			
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Project manager	Ms. Maria Gassina	+7(495) 955 91 99 ext. 642	GassinaM@expo-fusion.ru
	Ms. Marina Belousova	+7(495) 955 91 99 ext. 632	BelousovaM@expo-fusion.ru
TECHNICAL DEPARTMENT			
Shell scheme stands, Additional orders	Mr. Ivan Tokarev	+7(495) 955 91 99 ext. 654	TokarevI@expo-fusion.ru
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MARKETING AND PR			
Advertising and sponsorship	Ms. Elena Oberemova	+7(495) 955 91 99 ext.502	OberemovaE@expo-fusion.ru
	Ms. Yulia Nikolina	+7(495) 955 91 99 ext. 510	NikolinaY@expo-fusion.ru
ACCOUNTANT			
Chief accountant	Mr. Viktor Abdullaev	+7(495) 955 91 99 # 302	AbdullaevV@expo-fusion.ru

Coordination issues

CARGO HANDLING. DELIVERY. CUSTOMS		
Official freight forwarders and customs clearance		https://eng.crocus-expo.ru/services/customs.php?lang=change
ACCREDITATION OF INDIVIDUAL CONSTRUCTION		
General constructor - BUILDEXPO	+7 (495) 727-26-71	ingener@buildexpo.ru
OBTAINING OF CAR PASSES		
Service Centre Department	+7 (495) 727-2626	Service@Crocus-Expo.ru
COORDINATION OF AUDIO, VIDEO EQUIPMENT		
ООО «БилдЭкспо»	+7 (495) 727-26-71	ingener@buildexpo.ru

Exhibition timetable

SET-UP		
22 JANUARY	8 am- 1 pm 1 pm – 7 pm	Hall markings Set-up of large-size and heavy equipment in halls 7 and 8 Stand set-up (raw space) ¹ in halls 2, 3, 5, 6
23-25 JANUARY	8 am – 7 pm	Equipment and stand set-up (raw space) ^{1,2}
26 JANUARY	8 am – 7 pm 4 pm 4 pm -7 pm	Stand set-up and decoration (including shell-scheme stands) Final clean-up of aisles and carpeting All major works on stand design and arrangement of exhibits must be completed by 4pm. It is allowed to stay at the stands and carry out minor design work. All set-up works are allowed only on the territory of the installed stand. No rubbish shall be generated during such works.
RUNNING		
27-29 JANUARY	8 am – 7 pm 10 am – 6 pm	Working hours of pavilions for participants ³ The exhibition is open for visitors
30 JANUARY	8 am – 7 pm 10 am – 4 pm	Working hours of pavilions for participants The exhibition is open for visitors
	4 pm -7 pm 6 pm – 7 pm	Vehicles of exhibitors enter to remove exhibits Vehicles of contractors enter to remove exhibits and equipment Shell-scheme stands shall be cleared ⁴
DISMANTLING		
31 JANUARY – 1 FEBRUARY	4 pm -7 pm	Dismantling. The pavilion must be cleared, equipment and stand structures dismantled and removed ⁵ .

¹ Set-up in halls 7 and 8 may be started only by organizer's approval. The organizer has the right to suspend the construction of individual stands in order to organize the delivery of large-sized exhibits in accordance with the arrival schedule. **Please coordinate time of planned cargo delivery with the official forwarders.**

² Extension of set-up shall be arranged at the Service Centre of your pavilion: +7 (495) 727-26-26, Service@Crocus-Expo.ru.

³ Entrance to the pavilion is allowed only for exhibitors with exhibitor IDs. It is forbidden to carry out set-up work at the stands; work passes are invalid. There will be visitors in the pavilion at 10:00. Please make sure that your stand is ready to receive them!

⁴ All exhibits and equipment must be removed. Otherwise, further responsibility for their safety (or complete disposal) shall be borne by the exhibitor (with the exception of large-sized exhibits according to the departure schedule).

⁵ All construction materials, structures and bulky rubbish must be removed from the exhibition centre or disposed of in waste containers at the expense of the exhibitor or its contractor.

If necessary, constructors/exhibitors must order rubbish disposal services in advance. In case of violation of this rule, fines are imposed on the exhibitor or its contractor. See the General Terms of Participating in Exhibitions at IEC Crocus Expo: www.crocus-expo.ru/docs.

Venue

Crocus Expo International Exhibition Centre

16, 18, ul. Mezhdunarodnaya, Krasnogorsk, Moscow oblast, Russia, 143402
Pavilions №1 and №2, halls 2-8

Organizer's office will be located in Pavilion 2 hall 6, stand № 26C02.



How to get here by car

On the outer side of the Moscow Ring Road (66th km): exit to Crocus City after Volokolamskoye Highway, there is the Crocus City road sign.

On the inner side of the Moscow Ring Road (66th km): exit under the Spassky Bridge of the Moscow

Ring Road (across the Moskva River, there is the Crocus City road sign).

Vehicles with load capacity over 12 tonnes are allowed to enter and drive along the Moscow Ring Road without special passes only at night (from 22:00 to 6:00).

Passenger car parking

Free parking is in front of Pavilions of Crocus Expo.

Free underground parking is under Pavilion 3, Floor 1.

Public transport

Myakinino metro station, exit 2.

Stand construction

Equipped space

When ordering equipped space of Standard, Premium, or Ferrara categories, your stand will be fully ready by 9:00 AM on January 26th.

Please confirm your stand's readiness with your manager before scheduling your arrival.

PROHIBITED

Attaching your own equipment to the stand structures, painting metal posts, purlins, panels, applying logos, drilling holes, attaching advertising and other materials with pins, buttons and hard-to-remove adhesive tape.

ALLOWED

If you print the banner yourself, it can be only attached using hooks. Please check the visible dimensions of the wall panels with the [exhibition's technical department](#).

If you have ordered a utility room or office with a lockable door, as well as storage cabinets and showcases, keys to them can be obtained in the Organizer's office in pavilion 2 hall 6, stand №26C02.

Raw space

Companies that independently build their stands and/or contractors shall in advance get accredited by BuildExpo, the general constructor at Crocus Expo:

+7 (495) 727-26-71

ingener@buildexpo.ru

www.buildexpo.ru

no later than 14 working days before the start of the exhibition set-up, i.e. December 26th, 2025.

The list of required documents and the procedure for concluding the contract can be found on the website of BuildExpo. Consultations on the issues of execution and approval of documents can be obtained from the managers of the Department of Technical Operation at BuildExpo.

Room 119, Service Entrance, Pavilion 1, Crocus Expo.

Delivery. Cargo handling. Storage. Customs

For delivery of large exhibits to the stand, it is required to order loading and unloading services and handling of local cargoes (i.e. cargoes that have the status of goods of the Customs Union) from the **Transport and Logistics Department** of Crocus Expo:

Phone: +7 (495) 727-2587

E-mail: Trans@Crocus-Expo.ru



Unauthorised loading, unloading and transportation of cargo using lifting mechanisms, all types of lifting and transport equipment (cranes, crane manipulators, stackers and other lifting mechanisms of any type) **is prohibited**.

Orders for loading and unloading services (loading, storage of goods and packaging, delivery of exhibits to the stands) are accepted at the Exhibitor's preliminary request no later than 15 working days before the start of the exhibition set-up (**no later than 26 December 2025**. Please keep in mind Russian New Year official holidays).

The schedule of delivery/removal of exhibition equipment and exhibits to/from the exhibition, which is mandatory for all exhibitors, is prepared on the basis of your requests. **In case of arrival of goods and exhibits outside the schedule, delivery to the stand is not guaranteed.**

International cargo subject to customs clearance

For customs clearance, handling and delivery of international cargoes (i.e. cargoes that do not have the status of goods of the Customs Union) to the stand, it is required to use the services of official customs forwarders of Crocus Expo: <https://eng.crocus-expo.ru/services/customs.php>

Delivery and removal of exhibits

Entry to the loading and unloading area is carried out with a paid car pass.

Cargo Handling Area Pass Fees:

- Car: 2 500 RUB = €36 / \$39 / ¥250
- Truck: 4 000 RUB = €57 / \$62 / ¥400
- Car with trailer: 4 000 RUB = €57 / \$62 / ¥400

1 pass = 1 vehicle = 1 entry

Think through your exhibition logistics and the required number of passes.

A pass may be used by one vehicle and is not tied to a specific license plate number.

Passes can be purchased:

- **in advance via email:** Service@Crocus-Expo.ru
- **on the day of arrival**
Sales will be handled in the foyer of your pavilion. Cash or cards* are acceptable (* only cards issued by the Russian banks).

Parking time in the cargo handling area:

- a truck – 2 hours,
- a passenger car – 1 hour,
- a passenger car with a trailer – 2 hours

Immediately after unloading the exhibits and equipment, the transport must be taken outside the cargo handling area. Exceeding the time in the cargo handling area is paid for additionally.

Before entering the cargo handling area, check in advance [the location of the required assembly gates](#).

Additional delivery of exhibits and/or promotional materials during the exhibition running period can be carried out **from 8 am to 9:30 am or from 6 pm to 7 pm**.

A new single-use pass will be required to re-enter the cargo handling area.

Removal of equipment and exhibits is allowed **only after the exhibition is closed to visitors**.

On the last day of the exhibition the entry of contractors' vehicles into the cargo handling area is **prohibited until 6 pm**.

How to obtain a car pass in advance:

1. Fill in [a letter for delivery/removal](#) of equipment and exhibits.
2. Have the letter signed and sealed.
3. Forward the letter to [your manager](#) (i.e. Organizer) for approval.
4. Receive a reply from the manager with a note of approval.
5. Forward the approved letter to Crocus Expo by e-mail to service@crocus-expo.ru for registration.
6. Receive the letter from Crocus Expo with a note of registration.
7. There are different ways to apply for a vehicle pass to the cargo handling area:
 - Arrange services for delivery, handling and loading/unloading of cargo at the recommended forwarder. In this case, the company manager will provide a vehicle pass for entering the cargo handling area.
 - Send a request for an invoice for payment to the Service Centre of Crocus Expo by e-mail to service@crocus-expo.ru specifying:
 - type of vehicle (car/truck, passenger car with trailer),
 - hall and stand number,
 - the customer's details for invoicing.
 -
8. Note, it is mandatory! After paying for the passes, it is required to email a letter to the Service Centre Department of Crocus Expo to service@crocus-expo.ru with a request to send the pass in electronic form.
9. Print out the delivery/removal letter in 3 copies and the received vehicle pass for loading/unloading in the cargo handling area (the pass can also be displayed on a mobile device).

How to obtain a car pass on your arrival:

1. Prepare a letter for delivery/removal of equipment and exhibits. Have it signed and stamped in 3 copies.
2. Come to the Service Center counter at the foyer of your pavilion to pay cash or with a credit card.
An official company stamp may be needed!



To bring LCD and plasma panels, LED screens, projection systems, sound, lighting and concert equipment into the territory of the exhibition centre, it is required to obtain paid approval from BuildExpo, the general builder at Crocus Expo. The delivery of the equipment will be approved free of charge if the above equipment is the property of your company and you send a unified delivery note TORG-12 or statement OS-6 to the e-mail of BuildExpo, the general builder at Crocus Expo. The deadline for submission of documents is **not later than three working days before the start of the exhibition set-up**. If these deadlines are not met, approval is possible only on a paid basis. Consultations on the issues of document approval can be obtained from managers of the Department of Technical Operation of BuildExpo:

+7 (495) 727-2671
avt@builexpo.ru

Exhibitor passes/ work passes



Exhibitor IDs are issued for company employees taking part in the fair and valid during the whole period of set-up, running and dismantling of the exhibition: January 22nd - February 1st from 8 am till 7 pm.

The number of your Exhibitor IDs is limited and depends on your stand size:

1 pass per every 6 sqm.

You can arrange your exhibitor pass in your personal account: <https://ruplastica-online.ru/en>

You can order additional exhibitor IDs through the exhibitor's personal account for a charge.



Work and service pass is issued for company employees engaged only in build-up and dismantling works of the exhibition and valid for:

- January 22 – 26 from 8 am to 7 pm
- January 31 – February 1 from 8 am to 7 pm

You can arrange your work passes in your personal account: <https://ruplastica-online.ru/en>

There is no limit in number.

Important! Booth building contractors have to receive passes for their personnel on their own.

Hand luggage



When entering the exhibition halls through the central entrances and metal detectors, it is allowed to carry hand luggage in bags, plastic bags or suitcases weighing not more than 20 kg, measuring not more than 60 x 60 x 60 cm or the sum of measurements not more than 180 cm, provided that it can be inspected by security personnel.

Hand luggage includes:

- handbags
- shopping bags
- suitcases
- backpacks
- file folders
- coats and trench coats
- umbrellas and walking sticks
- wheelchairs for the disabled



Boxes, crates, exhibition equipment, materials and alcoholic beverages are not allowed to be brought through the main entrance.

Hand luggage does not include:

- equipment of any kind and purpose
- items and parts of furniture
- boxes
- packing materials
- items and materials for decoration (banners, posters, balloons, plants, etc.)
- advertising structures
- audio, video equipment (LCD and plasma panels, LED screens, projection systems, sound, lighting)

Items that do not belong to hand luggage shall be brought **only by car** through the cargo handling area and delivered to the stand through the assembly gates. Entry to the cargo handling area is carried out **with a paid pass** purchased at the Service Centre in accordance with the approved letter for delivery/removal of equipment and exhibits.

Invitations for partners and peers

To ensure your clients and partners receive a free e-ticket, please send them a link to online registration: <https://ruplastica.ru/en/registration>

This e-ticket is personalized. Only one e-ticket can be issued per email address.

You can customize your invitation with your company logo or banner. Download files in various formats [here](#).

Payment and closing documents

We remind you that ALL SUMS from the invoices billed for the exhibition space and services should FULLY arrive to account of EXPOFUSION within the period indicated in the application.

Companies that fail to pay off the debts for the booth space or equipment **by 26 December, 2025 will be refused accessing to the build-up.**

ATTENTION!

We request you or your representative to submit the following signed and stamped documents to the Organizer:

- two originals of contract for participation in the exhibition;
- one original of ordered services application;

The closing documents (invoice, statement of acceptance of completed services and exhibition areas) can be received on 27-30 January at Organizer's office (pavilion 2 hall 6, booth 26C02).

For any information on the invoices, payments or obtaining financial documents, please contact the Exhibition Accountant Mr. Viktor Abdullaev

tel.: +7 (499) 955-91-99 ext.302

e-mail: abdullaevv@expo-fusion.ru

If cashless payment for additional services is unavailable, you can pay by card* or pay in cash at Organizers office on providing the power of attorney issued by your company ([see sample here](#)).

**cards issued by Russian bank*

Useful information

Use of technical means and special effects

As a rule, the use of technical means and special effects at the exhibition is not allowed. Any exceptions must be agreed with the organizer in advance.

The use of flying machines (quadcopters, etc.), as well as movement in the exhibition area using gyroscooters, scooters, monocycles, segways and other means of transport is prohibited.

Advertising

Advertising activities outside the exhibition stand and placement of advertising structures (banners, flags, etc.) on the floor, walls and other parts of the pavilion are allowed only upon agreement with the organizer, provided that the relevant services have been ordered.

It is prohibited to use helium balloons.

Show programmes and presentations at stands

Lotteries, show programmes, presentations and other events that may attract crowds of visitors to your stand must be approved in advance by the organizer.

The events must take place strictly within the leased exhibition area. No noise level of more than 75 dB is allowed. Please treat other exhibitors and their visitors with respect.

Receptions, buffets, concerts, etc. are not allowed to be held in the exhibition halls after the event is over.

Catering

Engaging companies to provide catering services and/or food sales is allowed only upon approval of Organizer. If you are planning catering services at your stand, please inform us in advance.

Cooking and tasting sessions at stands

Cooking and tasting sessions at the stand is allowed only upon agreement with the organizer and subject to the following requirements:

- ☒ only electric cookers, ovens, etc. may be used for cooking at the exhibition,
- ☒ the stand must be equipped with a professional extractor hood with filters to neutralise unpleasant odours,
- ☒ no open flames, smoke or strong unpleasant odours are allowed,
- ☒ the exhibitor is obliged to comply with the Fire Safety Regulation. Any deviations from these rules are only allowed with the written permission of the Fire Department of Crocus AO,
- ☒ tastings must be arranged in compliance with sanitary regulations. The exhibitor is obliged to ensure that rubbish is disposed of and that the stand and adjacent aisles are kept clean,
- ☒ in case of complaints from other exhibitors, Organizer has the right to suspend the food preparation and tastings.

Trade at the exhibition

Any types of trade on the territory of the exhibition centre shall be carried out only in accordance with the requirements of the current laws and other regulations governing activities in the field of trade and valid in the territory of the Russian Federation.

Stand cleaning

Every morning, before the exhibition opens, aisles between the stands will be cleaned. The waste left in a plastic bag or carton in front of your stand on the previous day will also be taken away.

Booth cleaning is not included in the fee of the space. You can order this service additionally via [Personal Account](#).

SAFETY OF EXHIBITS AND PERSONAL BELONGINGS

During working hours of the exhibition from 8 a.m. to 7 p.m. the exhibitors are responsible for safety of their exhibits and personal belongings left at exhibition booths. From 8 a.m. (when the alarm system is turned off) to 7 p.m. (when the alarm system is turned on) it is recommended not to leave your booth unattended. It is advised that at least one or several booth attendants are always present at the booth. Booth security from 8 a.m. to 7 p.m. is extra charged. In this case the security personnel ensure safety at the booth during the specified time period.

During the build-up, exhibition and dismantling periods from 7 p.m. to 8 a.m. all booths are protected by a security alarm system of pavilion.

Power of Attorney № _____

Issue Date January 22, 2026
Expiry Date February 1, 2026

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 RUPLASTICA 2026.
 2. Receiving documents for RUPLASTICA 2026 from the company EXPO FUSION LLC.
 4. Placement of orders for services including the right to sign all application forms and contracts.
 5. 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

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

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	Ruplastica 2026		
Dates of the event	January 27-30, 2026		
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: _____