

Goods in/out letter

Ref No.

To be completed by the ~~Service center~~
department employee

| | | | |
|--|--|------|-------|
| Customer | Company name (or full name of the individual contracting authority) under the contract. The Letter for Exhibits and Equipment Move in and Move out may be issued by companies having contractual relations with Crocus Expo, BuildExpo LLC, Crocus Expo General Builder, or the Event Organiser. | | |
| Customer status | Specify: organiser, builder, exhibitor | | |
| Company to move in/move out exhibits and equipment | Specify if other than the customer | | |
| Event | | | |
| Dates | | | |
| Location | Pavilion | Hall | Stand |

LIST OF EXHIBITS AND EQUIPMENT

| | 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 agreed (if necessary) with the Crocus Expo General Builder BuildExpo LLC, Crocus Expo Technical Maintenance Service, Fire Safety department and do not include anything prohibited for move into the territory of Crocus Expo according to the rules in force in the Exhibition Center;
- moved in equipment, exhibits and other goods do not have the customs status of "temporary importation";
- 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;
- involved company employees are made aware of the General Terms of Holding Events at Crocus Expo; the Basic requirements of BuildExpo LLC, the General Builder of the Exhibition Centre, for works during exhibition events at Crocus Expo; the Fire Safety Regulation during Buildup (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor Areas of Crocus Expo.

Full name

Date

Job title

Signature

Stamp

Contact data, person responsible for works on the expo grounds:

Full name

Phone: