**\*FOR BUILDERS AND EXHIBITION EQUIPMENT ADJUSTERS**

**LETTER FOR BUILDER PASSES** shall be submitted on a company’s letterhead signed by the CEO and stamped.

|  |  |
| --- | --- |
| G:\Icons\Icon_blue_9.png | Representatives of the Organizer of the Event and Exhibitors shall be admitted to the Exhibition area during the Overall Event period by Exhibitor badges issued by the Organizer. |
| Builders shall be admitted to the Exhibition area during buildup and dismantling periods by passes issued by the General Builder on the basis of submitted list of builders of the established standard form. |

To obtain builder passes, it is necessary to present the approved Letter for move in/move out together with the Letter for builder passes. If nothing is moved in, then the mark of the Organizer (confirming the approval) is required on the Letter for builder passes.

**The passes are issued at the rate of 1 pass for every 5 sq. m of the stand space.**

If you have all necessary approvals (seals), you can send the letter to the Service Center department in advance by e-mail to prepare the required number of passes.

Service center departments:

Pavilion 1 – service1@crocus-expo.ru

Pavilion 2 – service2@crocus-expo.ru

Pavilion 3 – service3@crocus-expo.ru

|  |  |  |
| --- | --- | --- |
| **LETTER FOR BUILDER PASSES** |  |  |
|  |
| Customer | Customer’s company name / Full name of the natural person under the contract.  |
| Event |  |
| Dates |  |
| Location | Pavilion | Hall | Stand | Stand space |
| **LIST OF BUILDERS** |  |
| Builder full name |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| 11. |  |
| 12. |  |
| 13. |  |
| 14. |  |
| 15. |  |
| 16. |  |
| 17. |  |
| 18. |  |
| 19. |  |
| 20. |  |

Full name Date

Job title Signature

Stamp

Contact data, person responsible for works on the Exhibition area:

Full name Date