EXHIBITOR MANUAL

Wasma-2026

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Document purpose

Dear exhibitor!

We are pleased to greet you at Cabex-2026 exhibition.

This manual is created to help you to optimise the process of organising your company's participation in the exhibition: paperwork, cargo delivery, stand construction and other issues.

Information that you'll find in this manual will help you to plan the preparation in the best way and make your exhibiting experience most effective, comfortable and easy.

Careful acquaintance with general rules and requirements of exhibiting will help to avoid misconceptions and optimise exhibiting expenses. For more information please see the following instructions**:** **Rules of participation in events at the Timiryazev Center Exhibition Complex**.

General information from the Organiser, list of additional technical services, advertising options and types of stand constructions and suspensions may be found in the following documents:

- Exhibition stands catalog
- Technical services catalog
- Advertising options catalog

Please don't hesitate to address us on any questions you have during your preparation for the exhibition.

MVK International Exhibition Company

Bet regards,
MVK International
Exhibition Company

Organiser of
Wasma-2026

Exhibition schedule

Build up period: April 25th – 27th

	April 25th Saturday	April 26th Sunday	April 27th Monday
Entry time for exhibitors and builders	08:00 – 19:45	08:00 – 19:45	08:00 – 19:45
Pavilion gates working hours for cargo delivery[2]	08:00 – 19:30[2]	08:00 – 19:30[2]	08:00 – 19:30[2]
Stand build up	12:00[1] – 19:45[3]	08:00 – 19:45[3]	08:00 – 16:00[3,4]
Access to equipped stands, ordered at MVK permitted	-	-	14:00 – 19:45[4]

[1] From **8:00** to **12:00** large-sized exhibits will be delivered.
[2] Build up time for heavy and bulky equipment is to be coordinated in MVK Technical Service Department. Organiser reserves the right interrupt the build up process of certain stands in order to provide the delivery of bulky exhibits to the venue according to the schedule. .
[3] Extension of working hours is to be ordered in Service Centre of the pavilion before 12.00. Extension of working hours on the last day of the build up period is PROHIBITED.
[4] At **16:00** the final cleanup of the aisles will be effectuated. All stands should be ready – built up and cleaned. Aisles should be cleared. All equipment (exhibits) should be unpacked. From this point, all further stand set up should be effectuated within the stand.

Exhibition working hours April 28th – 30th

	April 28th Tuesday	April 29th Wednesday	April 30th Thursday
Entry time for exhibitors[5]	08.00 – 19.00	09.00 – 19.00	09.00 – 19.45[6]
Entry time for visitors	10.00 – 18.00	10.00 – 18.00	10.00 – 16.00

[5] Only exhibitors with exhibitor badges will be permitted to the pavilions. Construction works at stands are not permitted and work passes are not valid.
[6] **Equipped stands should be vacated before 19.45.** All exhibits and equipment should be removed from the stands (except cargo that is to be removed on the next day according to the schedule). Otherwise the exhibitor takes the whole responsibility for safety of exhibits or full disposal of one-off constructions

Dismantling period: May 1st

	May 1st Friday
Entry time for exhibitors and builders	08.00 – 16.00
Pavilion gates working hours for cargo removal	08.00 – 16.00
Stand dismantling	08.00 – 16.00[7]
Final cleanup. Pavilion should be vacated, all equipment and exhibits removed, stands dismantled and construction elements removed	16.00 – 19.45[8]

[7] All building materials, construction elements and bulky waste must be removed from the territory of Timiryazev Center EC at the expense of exhibitor or builder.
[8] All equipment and exhibits should be removed. Otherwise the exhibitor takes the whole responsibility for safety of exhibits or full disposal of one-off constructions.

How to get to the exhibition center

Exhibition center address:

Moscow, Verkhnyaya alley, 6c1.

By public transport:

The Timiryazev Center Exhibition Complex is located a 7-minute walk from Petrovsko-Razumovskaya Metro Station (exit 5).

• From Savyolovsky railway Station, you can take bus 447 from Savyolovsky railway station to Petrovsko-Razumovskaya metro station and then 7 minutes on foot to the exhibition center.

• From Leningradsky railway Station, you can take the train:

from Leningradsky railway station from Moscow station to Petrovsko-Razumovskaya station in the direction of Moscow (Leningradsky Railway Station) - Zelenograd - Kryukovo and then a 13-minute walk to the exhibition center.

By car:

The Timiryazev Center Exhibition Complex is conveniently located and accessible by private transport. Convenient access roads make it easy to get from the center of Moscow and from the MKAD.

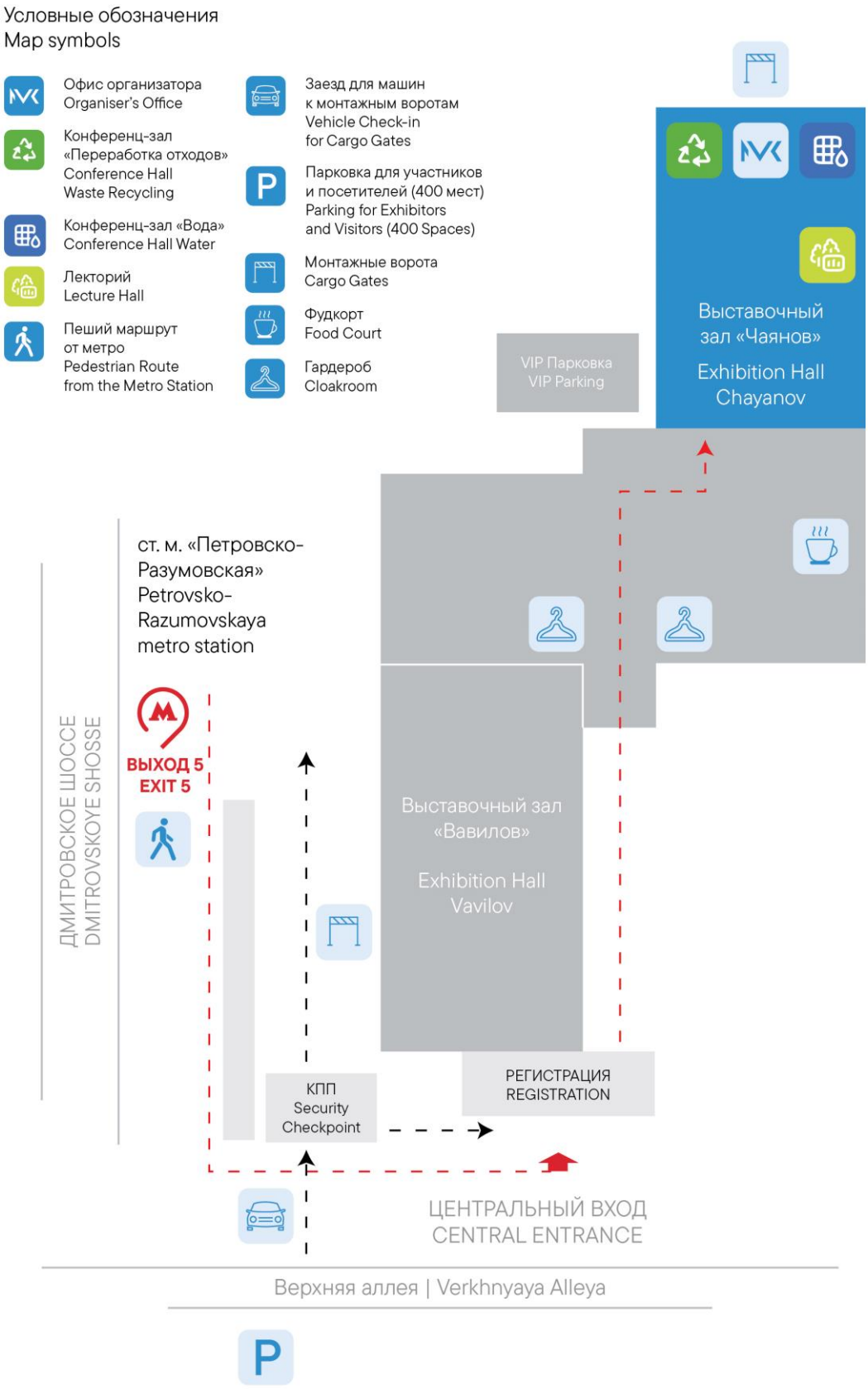
Car parking:

• paid municipal parking near the Timiryazev Center EC

• paid parking on the territory of the Timiryazev Center EC is provided with parking passes, which can be purchased using the catalog of technical services.

Taxis, carsharing, motorcycles, and mopeds are prohibited from entering the territory of the Timiryazev Center Exhibition Complex!

Detailed plan of the Timiryazev Center Exhibition Complex



Rules of access to the exhibition center

The Timiryazev Center EC provides a special regime and safety measures for all events that take place on it's territory. Entrance to the Timiryazev Center EC is carried out by passes, upon presentation of an identity document.
While planning your visit, please reserve some extra time (~5 minutes) on passing the safety procedure.

The security checkpoint and the procedure for the import and export of equipment and exhibits are set out in Appendix No. 3 to the "**Rules of participation in events at the Timiryazev Center Exhibition Complex**".

Access control

There are two types of documents giving the permission to enter the exhibition halls of Timiryazev Center EC.

Document type	Description
1. Setup staff badge («INSTALLATION/ DISASSEMBLY») with a digital ID	Provides access to the exhibition halls during installation and dismantling periods. . **Setup staff badges for the participants** The exhibition participants issue Setup staff badges for the technical staff of their company (contractors, loaders, designers, etc.), with the exception of the stand developers, in the **Exhibitor's personal online account** on the website of the Timiryazev Center EC. To access your Exhibitor's personal online account, please contact the exhibition coordinator. **Setup staff badges for the stand builders** Developers/stand builders issue stand builders in the **Contractor's personal online account** on the Timiryazev Center EC website. Access to the Contractor's personal online account is provided after passing the **building's accreditation** and approval of fire **safety documents**. To access your Contractor's personal online account, please contact TB EXPO LLC. **Setup staff badges** with a digital ID for each employee must be printed from the personal account. It is forbidden to give the personal Setup staff badges pass to third parties. In case of violation, the administration has the right to withdraw a personal badge and block access to the territory of the complex.
2. Exhibitor badge	Provides multiple access to the exhibition halls during the periods of installation, exhibition operation and dismantling. To receive an exhibition participant's badge, you must: • **no later than 21 days before the start of the installation,** fill out the **"Participant's Badge" form** in the **Exhibitor's personal online account** by the responsible representative of the participant registered in the personal account. • **starting from 9:00 a.m. on April 27, 2026 and until 10:00 a.m. on April 28, 2026,** contact the **Registration Desk in the lobby of the Timiryazev Center EC** to issue a badge. It is allowed for one representative to receive all badges for the company. Personal badges with printed names and company name are issued only if there are no outstanding invoices for participation in the exhibition. You can make changes or issue additional badges only at the reception desk at the exhibition. **It is forbidden to give badges to third parties! In case of transfer to a third party, the badge is withdrawn.**

A car pass for VIP parking can be purchased for parking cars on the territory of the Timiryazev Center EC. The ordered and paid passes can be obtained at the Organizer's office at the exhibition.
The registration number of the passenger car must be entered in the pass. Passes cannot be exchanged or refunded.
It is not allowed to purchase passes for the placement of branded cars for advertising purposes.

Rules of delivery / removal of cargo

Delivery of local or customs-cleared goods to the loading and unloading area on the territory of the Timiryazev Center is carried out on the basis of the registered passes for each vehicle.

Registration of car passes for the import and export of exhibits and exhibition materials (exhibition cargo) is carried out by the Exhibitor's/Contractor's personal online account.

For the participants access to the Exhibitor's personal online account is provided by the exhibition coordinator **no later than 7 days** before the start of the installation.
For the builders (developers) access to the Contractor's personal online account is provided by TB EXPO LLC.

A vehicle pass is issued separately for each vehicle in accordance with the type of pass and the state registration data.

! **Taxis, carsharing, motorcycles, and mopeds are prohibited from entering the territory of the Timiryazev Center EC!**

To register a vehicle, you must enter the following information:
• organization,
• the state registration number of the motor vehicle,
• phone number of the driver or the person responsible for finding the specified vehicle on the territory of the Timiryazev Center,
• the purpose of the stay,
• dates of the Event,
• list of imported exhibits, etc.
In the pass form in the Exhibitor's/Contractor's personal online account.
After register a vehicle the request for a pass will appear in the security online list at the entrance.

! **Vehicle registration data must be entered no later than 60 minutes before the time of entry!**

If the car is replaced, the data should be updated in the Exhibitor's/Contractor's personal online account.

When entering and exiting the territory of the Timiryazev Center EC, the security officer scans the car's license plate with automatic recording of the time of entry and exit. If there is a pass in the system, the employee will give a signal to continue moving to the territory. If there is no pass in the system, you must immediately leave the entrance area to the exhibition.
For security reasons, an inspection of the vehicle, as well as imported equipment, materials and exhibits is carried out at the entrance.

The following time is provided for the vehicle to be located in the loading and unloading area on the territory of the Timiryazev Center EC:
– for a passenger vehicle – 1 (one) hour;
– for a cargo vehicle (weighing up to 5 tons) – 2 (two) hours;
– for a cargo vehicle (weighing over 5 tons) – 3 (three) hours.
Entry for vehicles with a permitted weight of more than 10 tons must be agreed in advance with the Organizer.

If the specified time is exceeded, a fine is provided and the vehicle is removed from the loading and unloading area.
The following time is provided for the entrance of motor vehicles to the service entrances and installation gates of the Pavilions (exhibition halls) for the delivery of exhibits, equipment and materials:
- during the Event period – from 8.15 to 9.30 and from 18.15 to 19.30,
- during the installation/dismantling period of the Event – from 8.00 to 19.30 – only for loading and unloading operations.

A vehicle pass grants access to the territory of the Timiryazev Center EC only to persons whose details are indicated in the permit (the driver). Other passengers of the vehicle who are not indicated in the pass disembark in front of the barrier and are directed by security guards (checkpoint) to enter the territory of the Timiryazev Center through the main entrance with mandatory monitoring (frames, introscope, hand-held metal detector).

The list of items prohibited from being brought/transported to the territory and pavilions of the Timiryazev Center EC is specified in Appendix No. 5 of the "**Rules of participation in events at the Timiryazev Center Exhibition Complex**".

! It is prohibited to use the main entrance and the foyer area of the Exhibition Complex for any transit movement of equipment and materials to the Pavilions of the Exhibition Complex.

! Rules of using parking areas:
- night parking is prohibited
- parking of cars with any type of advertising (logos, phones, websites, etc.) is prohibited
- car washing and repairing are prohibited
- any loading and unloading operations, including transshipment from one vehicle to another, are prohibited.

! Photo and video equipment must be approved for importation into the territory of the Timiryazev Center EC.

The order and time of additional delivery of additional exhibits and/or promotional materials during the exhibition is specified above.
The removal of equipment and exhibits is allowed only after the closing of the exhibition for visitors.
The official arrival and departure times are indicated in the exhibition schedule.

Rules of loading, unloading and cargo storage

The company DMW-EXPO LLC has an exclusive right to execute cargo loading, unloading and transportation services on the venue territory using all types of lifting equipment, load-carrying machinery and mechanisms.

To receive a loading, unloading or cargo delivery to the stand service, as for storage of cargo or boxing, exhibitors should contact the DMW-EXPO LLC no later than 14 days before the build up period. In case of late application a surcharge is being imposed.

Bulky and heavy exhibits delivery procedure should be agreed in advance with MVK technical manager in order to avoid a situation when stands that have already been built, impede exhibits delivery to the stand.
Based on the applications of the participants, a schedule for the delivery of exhibits will be formed, which is mandatory for all participants of the exhibition. In case of arrival of goods outside the schedule, delivery to the stand is not guaranteed.

Self-loading, unloading and transportation of cargo **is allowed only by** means of vehicles with a hydroboard, as well as by means of wheeled and hydraulic trolleys.

! In accordance with the rules of the Timiryazev Center EC, **self-loading, unloading and transportation of cargo using lifting mechanisms, all types of lifting and transport equipment** (cranes, manipulator cranes, stackers and other lifting mechanisms of any type) **is prohibited**.
For violation of this rule, the administration of the Timiryazev Center VC charges fines.

DMW-EXPO LLC contacts:
Marina Filippova marina.filippova@dmw-expo.ru, tel: +7 915 224 47 27

Rules of international cargo delivery

To deliver international cargo (i. e. cargo without Customs Union goods status) to the territory of the Timiryazev Center EC, please use the services of DMW-EXPO LLC.

If you use services of any other freight forwarders to deliver your cargo to the Russian Federation, your freight forwarders should contact to DMW-EXPO LLC to approve the delivery of your goods to the territory of Exhibition Complex.

Exhibition halls' specifications

Ceiling heights and floor loading

Hall	Ceiling heights, m max/min	Maximal permitted construction height, m	Maximal permitted floor load, kg/m^2
Vavilov	16 / 16	6	5 000
Chayanov	16 / 16	6	5 000
Nemchinov	12 / 5,5	6	450

! To specify ceiling height over particular stand, please contact an Organiser's technical manager.

! The delivery of heavy exhibits weighing more than 7 tons requires approval from the technical manager no later than 10 working days before the Build up period.

General requirements for stand construction

! Stand design project with all measurements should be approved by exhibition Organiser's technical manager no later than 30 days before the build up period. In case of violation of stand construction requirements, the Organiser reserves the right to stop a stand construction or forbid its exploitation.

! Due to the characteristics of the venue, columns, hatches, electrical cabinets, shields, technical connection points, power cables and 50 cm diameter pipes may be located on the stand.

1. A stand is a part of the exhibition hall that has been rented by an exhibitor from the exhibition Organiser. Each stand must be completed with a floor covering: carpet, laminate flooring or other.

2. Stands that have common boundaries with other stands, exposition areas or pavilion walls should be equipped with walls along these boundaries.

3. Stand walls should be of a minimum height of 2,5 m. Maximum stand height is 6 m.

4. There is a surcharge for double decker stands.

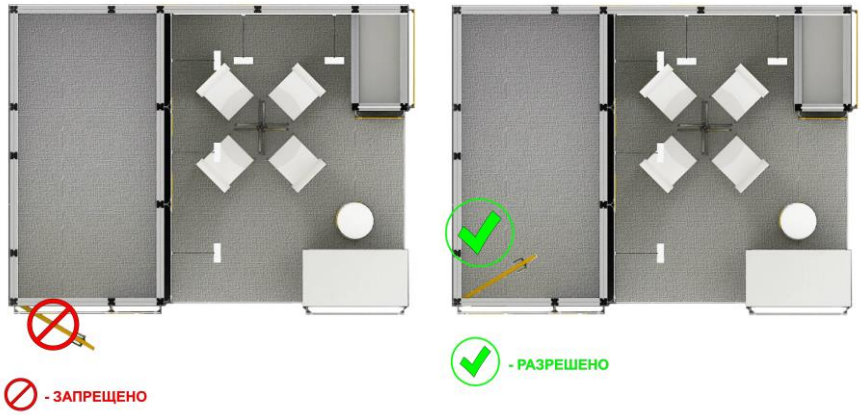
5. Open sides of the stand (according to the general floor plan of the exhibition) should not be closed by the exhibitor without permission of the Organiser's technical manager.

6. Stand constructions should not block direct access to fire hydrants, power switchboards and emergency exits.

7. No part of the stand construction (including spotlights, flags, and decor elements) may extend beyond the boundaries of the rented exhibition space.

8. The reverse side of stand wall(s) visible from aisles or overlapping the height of walls of neighbouring stands must be of neat appearance (only white color accepted). Logos or any other graphics are not allowed on these surfaces.

9. Doorways facing the aisles should be equipped with doors which open to the inside of the stand.



Useful information on exhibiting

! All exhibitors and representatives of the exhibition Organiser as well as builders, contractors and other parties on the territory of Timiryazev Center Exhibition Complex must comply with the provisions of : **Rules of participation in events at the Timiryazev Center Exhibition Complex.**

Technical certification for space only sites

The individual construction of the unequipped exhibition sites is provided by the exhibition participant - independently or under contract with the building company, subject to the installation of non-standard and exclusive exhibition stands and in accordance with the rules in force in the Timiryazev Center Exhibition Complex.
Please provide a copy of the Exhibition Participant's Guide to the developer of your stand.
The rules for building and carrying out electrical and plumbing works are given in Appendix 1 of the "Rules of participation in events at the Timiryazev Center Exhibition Complex".
Before starting construction, make sure that your stand is located in the appropriate location. If there is an error in the location relative to the general layout, you will have to rebuild the stand at your own expense.
Upon completion of the dismantling, the exhibitor and/or the developer must remove the tape from the floor and completely remove the equipment and debris.
Participants who have ordered an area for self-construction must coordinate with TB EXPO LLC the technical documentation for obtaining a building permit for the stand.

At stands ordered from MVK it is forbidden to:

- Use any lighting equipment without certifying it with TB EXPO LLC.
- Exploit any domestic extension cords.
- Make unauthorised changes of the stand construction.
- Arbitrarily past on the surface of the stand panels, stand constructions and furniture.
- Commit any actions that may damage rented equipment.
- Use mobile structures such as Tritex, Joker, etc., without approval.

Fire safety

We pay special attention to the Fire Safety Rules set out in Appendix No. 2 of the "Rules of participation in events at the Timiryazev Center Exhibition Complex".
Compliance with fire safety measures is mandatory for all persons located on the territory and involved in the design, construction, decoration of the stand and during the demonstration of exhibits at the exhibition.
Smoking is prohibited in the pavilions. Smoking areas are provided on the outdoor territory of the exhibition complex.
The use of open flames, pyrotechnic and smoke effects at the exhibition, the storage and use of flammable substances and combustible compressed gases, as well as the storage of containers and packaging at the stands are prohibited.
Any exceptions are allowed with the written permission of the administration of the Timiryazev Center EC, provided that the exhibitor orders the necessary security services.

Preservation of exhibits and stand equipment

During build up period: 8.00 to 19.45 – exhibitors are responsible for safety of exhibits, equipment and personal belongings on the stands. Please make sure representatives of your company are constantly present on the stand. Between 19.45 and 8.00 exhibition halls are sealed, security is provided by the Timiryazev Center EC.

During the exhibition: from 9:00 to 19:00 (from 8:00 on the first day of exhibition) exhibitors bear full responsibility for the safety of property on the stands. From 19:00 to 09:00 exhibition halls are sealed, security is provided by Timiryazev Center EC.

Risk insurance

According to the contract on exhibiting, the Organiser insures exhibitors' property interests.
If an insured event occurs, please contact the Organiser immediately and get consulted on terms and conditions of opening an insurance case.

Rules for organizing events at exhibitors' stands

1. It is necessary to coordinate the holding of the event at the stand, its theme and time, as well as the use of multimedia / audio and video equipment with the exhibition organizer.

2. The noise level at the stands should not exceed 65 dB. In case of complaints from other participants and visitors of the exhibition, the organizer has the right to turn off the noise source immediately.
3. It is necessary to provide space for listeners / spectators within your stand.
   Gathering the audience in the aisles of the exhibition is prohibited.

Potentially dangerous exhibits

While demonstrating exhibits that may present danger for exhibitors and visitors due to their construction or properties, please make sure that safety barriers are being installed.

Cleaning

General cleaning of the aisles will be carried out every morning prior to opening during the exhibition days.
The Timiryazev Center EC cleaning service will remove refuse, left in plastic bags or cartons in front of the stand in the evening. To order additional cleaning on your stand, please see Technical Services catalog. All cleaning is only being proceeded by Timiryazev Center EC staff, except for wiping and polishing of exhibits. It is not allowed to enlist the services of the third-party companies for cleaning on the Timiryazev Center EC territory. **Unauthorised cleaning using technical equipment is forbidden on the Timiryazev Center EC territory.**

Coffee brakes, drink receptions, catering

Cooking, organization of tastings and provision of catering services are allowed subject to the Rules of participation in events at the Timiryazev Center Exhibition Complex.
You can contact an accredited catering service provider, Delo Vkusa LLC.
If you want to use another catering service, you should get approval from Delo Vkusa LLC:
+7 925 706 9570.

Trading at the exhibition

Trading at the exhibition is not allowed.

LeadFrog service for Exhibition participants

Exhibition participants get access to the LeadFrog Application (the service is included in the participant's registration fee), which allows them to collect contacts of visitors to the stand in electronic format and supplement the contact database with other information obtained during negotiations with visitors.

The functionality of the Application includes:

- Scanning badges and business cards of visitors and saving contacts
- Collecting contacts of visitors scanning QR codes of products with the LeadFrog application
- Creating text, audio, photo notes and drawings for contacts
- Creation of QR codes of products with description and characteristics
- Ranging of contacts by warmth and novelty
- Description of the company profile (links to resources and media) in the personal account and in the application
- Viewing and editing the collected data in your personal account
- Indefinite storage of collected data
- Statistics and reports on the work of the staff and the stand inyour personal account
- Downloading text and media notes
- Statistical reports and contact cards with media notes in PDF format
- Downloading the collected data in Excel, CSV format.

How to activate the service:

1. Log in to the service at: https://enterprise.leadfrog.pro
2. Install the LeadFrog Enterprise app and log in to it.

Watch a short video instruction on how to connect.

Technical support:

If you have any questions regarding how to connect to the service and configure the work in the Application, please contact the customer support.

Tel: 8 (800) 302-11-34, +7 (969) 282-97-28

Email: support@leadfrog.pro