**A LETTER FOR OBTAINING WORK PASSES** is issued on the company's letterhead with the signature and seal of the head.

Counterparty companies that have contractual relations with Crocus Expo, the General Developer or the Organizer of the Event can issue a letter. Requests from third-party companies

that are not participants of the Event are not accepted.

To obtain installation passes, it is necessary to present an agreed Letter for import/export together with a Letter for installation passes. If nothing is imported, then the mark of the Organizer (confirming the approval) is necessary on the Letter for the installation passes.

In the presence of all necessary approvals (seals) you can send a letter to the Service Center Department by e-mail in advance to prepare the required number of passes.

Service Center Department:

[Service@crocus-expo.ru](mailto:Service@crocus-expo.ru)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOODS IN/OUT LETTER** | | |  |  |
|  | |
| Customer | | Company name (or full name of the individual contracting authority) under the contract | | |
| Event | | ExpoElectronica 2025 | | |
| Dates | | April 15 – 17 2025 | | |
| Location | | Pavilion 3 | Hall | Stand |
| **LIST OF PERSONNEL** | | | |  |
| 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 expo grounds:

Full name Date