

INTERNATIONAL SPECIALIZED B2B EXHIBITION



Global Fresh
MARKET

MOSCOW, EC GOSTINIY DVOR
November 11-13, 2025

EXHIBITOR'S MANUAL

Basic Information

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WELCOME LETTER

Dear participants of the Exhibition, ladies and gentlemen,

We are glad to welcome you as a participant of the international specialized B2B exhibition "GLOBAL FRESH MARKET: VEGETABLES & FRUITS". As the Organizer of this event, we have made every effort to ensure that your exposition is presented most effectively. Please contact us with any questions you may have during the preparation for the Exhibition.

We present to you the **Exhibitor's Manual** consisting of two parts: the first is informational, contains important information, the second is the order forms for technical services, additional equipment, as well as a letter form for the inbound/outbound of exhibits.

Special attention should be paid to the section **Fire Safety Rules**. These rules are mandatory for all participants of the exhibition and developers. Control over the implementation of these rules is carried out by local fire protection authorities.

We kindly ask you to adhere to the established **deadlines and the order of forms submission**, as late orders are subject to margins in accordance with the rules in force on the territory of the exhibition complex.

If filling out the forms has caused you difficulties or you have any questions, please contact us without delay. You will find our postal address, phone numbers and e-mail addresses on the next page of the Exhibitor's Manual.

We wish you success and look forward to seeing you at the exhibition!

Best Regards,

ShowTeam of Global Fresh Market: Vegetables & Fruits.

KEY CONTACTS

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Show Co-Organizer: NKO “National Union of Fruits and Vegetables Producers”

Show Operator: GFM LLC

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OPERATION DAYS / SCHEDULE

International Specialized B2B Exhibition
GLOBAL FRESH MARKET: VEGETABLES & FRUITS
November 11–13, 2025

Exhibition complex “Gostiniy Dvor”, Moscow, Ilyinka 4

November 08	00:00 – 02:00 02:00 – 24:00	Hall Marking / Stands Installation Stands Installation
November 09	00:00 – 24:00	Stands Installation
November 10	00:00 – 08:00 12:00 – 20:00	Stands Installation Exhibitors' Check-in
November 11	00:00 – 09:00 08:00 – 19:00 10:00 – 18:00	Stands Installation Operation hours for exhibitors Show is open for the visitors
November 12	09:00 – 19:00 10:00 – 18:00	Operation hours for exhibitors Show is open for the visitors
November 13	09:00 – 24:00 10:00 – 18:00 18:00 – 24:00 19:00 – 24:00	Operation hours for exhibitors Show is open for the visitors Exhibitors' Check-out Stands' Dismantling
November 14	00:00 – 12:00	Stands' Dismantling

DO NOT LEAVE YOUR STAND UNATTENDED, WHILE YOUR EQUIPMENT AND PERSONAL BELONGINGS ARE ON THE STAND

Please make sure that your contractors and stand designers are familiar with the above schedule. Please note that it is not possible to organize overtime work, so you should plan the work on the design of the stand in advance.

GUIDE MAP

Gostiny Dvor Exhibition Complex is located in the center of Moscow within walking distance from the metro stations Kitay-Gorod (Exit 1), Revolution Square (Exit 11), Teatralnaya (Exit 10) and Okhotny Ryad (Exit 7) at the address: Moscow, Ilyinka str. 4.

Car drivers can use the services of the nearest paid Parking. Please note that one-way traffic towards Red Square is organized on Ilyinka and Varvarka streets.



PASSENGER CARS PARKING

Moscow Parking (Parking lot №0504)

Capacity: 64 parking spaces (including 12 for the disabled).

Address: Ilyinka Street, Bolshoy Cherkassky and Staropansky lanes.

The cost of parking (daily, including Sunday):

from 08:00 to 21:00 — 600 rubles per hour, from 21:00 to 08:00 — 200 rubles per hour.

Through parking meters, payment for every full and incomplete 15 minutes, through the mobile app "Parking in Russia" or sending SMS is minute-by-minute.

Opening hours: around the clock.

Payment methods: <https://parking.mos.ru/pay/>

Time to pay for parking: 5 minutes.

Penalty for non-payment of parking: 5000 ₺.

In the parking lots of the Moscow parking lot located on the road network (without a barrier), cars of the Moscow carsharing are parked free of charge.

Moscow Carsharing operators:

— BelkaCar [https://belkacar.ru/](https://belkacar.ru;);

— DeliMobil [https://delimobil.ru/](https://delimobil.ru;);

— CityDrive [https://citydrive.ru/](https://citydrive.ru;);

— Yandex.Drive <https://yandex.ru/drive>.

MOSCOW PARKING (parking lot No. 9010 with a barrier)

Capacity: 17 parking spaces.

Address: Vetoshny lane (GUM).

The cost of parking (daily, including Sunday):

from 08:00 to 00:00 — 600 ₺ per hour, from 00:00 to 08:00 — 300 ₺ per hour, hourly payment.

Opening hours: around the clock.

GUM-Parking

Secured 7-storey Parking.

Capacity: 270 cars.

Address: Ilyinka street, 3/8, p. 1, 2.

The cost of parking: on weekdays 300 rubles per hour, on weekends and holidays 400 rubles per hour, hourly payment.

Opening hours: on weekdays from 8:00 to 23:00, on weekends from 9:00 to 23:00.

Be careful! Cars that have not left before 23:00 remain in the parking lot until the morning. Parking at night is paid at the daily rate.

ZARYADIE PARK

Secured underground parking.

Capacity: 225 parking spaces.

Entrance — from Moskvoretskaya Street, exit — to Kitaygorodsky passage.

Parking cost: 400 rubles per hour, hourly payment.

Opening hours: around the clock.

OKHOTNY RYAD SHOPPING CENTER

Secured underground parking.

Capacity: 140 parking spaces.

The entrance is from the Theater Passage and Petrovka Street.

The cost of parking: on weekdays, the first 3 hours — 300 rubles per hour, then — 200 rubles per hour; on weekends and holidays, the first 3 hours — 350 rubles per hour, then — 250 rubles per hour, hourly payment.

Opening hours: around the clock

MODNIY SEZON SHOPPING CENTER

Secured underground parking

Capacity: 1000 parking spaces.

On weekdays – 600 rubles per hour. On weekends and holidays – 900 roubles per hour.

Opening hours: around the clock

Parking Tariffs are indicated as on March 01, 2025.

EXHIBITS INBOUND & OUTBOUND / LOGISTICS CARGO TRANSPORT PARKING

Inbound & Outbound of equipment and exhibits is carried out only through the Entrance No. 16 (3, Varvarka Street), which is open around the clock.

The entrance through Entrances No. 4 and 5 from Ilyinka Street is intended only for the entry and hand luggage removal.

For the Inbound and Outbound of exhibits, you need to prepare a letter for the import/export of exhibits (in two copies) - Form 6 (Exhibitor's Handbook. Order forms).

One copy is handed over to the security representative upon arrival at the exhibition, the second must be carried on departure.

There is an unloading area for two parking spaces directly in front of the entrance to the exhibition area there is an unloading area for two parking spaces.

Check-in to the unloading area is carried out according to the SCHEDULE approved by the Organizer, which is compiled taking into account applications from Participants (Exhibitor's Manual. Order forms. Form 7). Participants must strictly observe the order and time for arrival and unloading and loading operations, determined in advance on the basis of the application. **In case of arrival of vehicles to the place of unloading and loading with a delay of more than 10 minutes, the queue is cancelled.**

Cars that are not declared in the queue for unloading and loading operations are placed in special paid parking spaces for the cargo transport of Moscow parking on citywide conditions.

In front of entrance No. 16 there are parking lots 0304 and 5017 of the Moscow Parking Lot, designed to accommodate cargo vehicles with a permitted maximum weight of over 1.5 tons. In the parking lot there are 4 parking spaces, 2 of which (located in front of the unloading area) from 12:00 to 21:00 are intended only for parking passenger cars.

Address: 3 Varvarka Street.

Parking cost (incl.Sunday):

from 08:00 to 21: 00 – 300₽ / 30 minutes;

from 21:00 to 08: 00 – 100₽ / 30 minutes.

Starting from the 31st minute, the cost of parking will be 1000 rubles per hour with a minute-by-minute reservation.

To pay for parking, you need to register a cargo vehicle in your personal account on the website <https://parking.mos.ru>.

Parking hours: around the clock.

Payment methods: <https://parking.mos.ru/pay/>.

On the day of arrival at the exhibition and departure from it (November 10 and 13, 2025), if desired, you will be provided free of charge with a team of movers (2 people) with a trolley for unloading/loading your car. A team of movers is provided only in the unloading/loading area at the entrance No. 16 in accordance with the schedule of arrival and departure, which will be compiled on October 27-31, 2025 taking into account your wishes (The Exhibitor's Handbook. Order forms. Form 7). The maximum weight of a unit of cargo for unloading and loading with the help of loaders and trolleys is 100 kg. For unloading/loading of cargoes weighing more than 100 kg, it is necessary to order unloading/loading services by a forklift (Exhibitor's Manual. Order forms. Form 5). **The cargo must be mounted on a pallet or have the constructive possibility of lifting by a forklift.**

CUSTOMS FORMALITIES

All necessary customs formalities regarding exhibits and display equipment should be observed by the exhibitor himself.

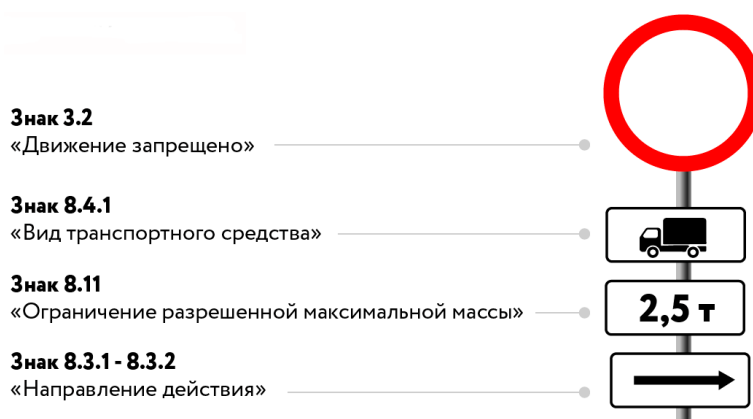
PASSAGE ORDER FOR CARGO TRANSPORT TO THE EXHIBITION COMPLEX “GOSTINIY DVOR”

In Moscow, on the territory within the Garden Ring, where the Gostiny Dvor exhibition complex is located, there are restrictions on the movement of trucks with a load capacity of more than 1 ton:

1. Entry of vehicles whose ecological class is lower than "Euro-3" is prohibited;
2. Throughout Moscow, there is a "cargo frame" — the division of streets into two zones: the actual cargo frame and residential buildings. The movement of vehicles with a load capacity of more than 2.5 tons is allowed only on the streets of the cargo frame. Traffic on the streets of the residential development zone is allowed only to travel to the destination located in this zone. The driver of the car is obliged to both move off the street of the cargo frame and return back from the nearest intersection.

Cargo frame map: <https://transport.mos.ru/gruzoviki/cargoframe>.

The following set of road signs is used to indicate the exit from the streets of the cargo frame to residential areas:



3. For trucks with a load capacity from 1 to 3.5 tons, free travel is possible from 23:00 to 07:00. For trucks with a lifting capacity from 1 to 3.5 tons from 07:00 to 23:00, as well as for trucks with a lifting capacity of more than 3.5 tons, a one-time pass to the "SK" zone (Garden Ring) is required around the clock. The pass is issued free of charge on the official website of the Mayor of Moscow. For registration of which the following documents are required:

a) Russian national driver's license;

- b) vehicle registration certificate;
- c) a valid diagnostic card;
- d) a document confirming the authority of the applicant's representative (if the request is submitted by a representative);
- e) a document confirming the right to use the car (if you are not its owner): a car rental / leasing agreement;
- f) a contract confirming the need for cargo transportation (a contract for participation in the Exhibition).

In some cases, additional documents may be required.

Detailed information about the registration of a pass for a truck and the cargo frame of Moscow is published on the official website of Moscow Mayor:
<https://www.mos.ru/otvet-transport/kak-oformit-propusk-dlya-gruzovogo-transporta/>.

Registration of a one-time pass to enter the restricted traffic zone from 15.11.2022 is carried out on the Moscow portal of cargo carriers:
<https://lk.ovga.mos.ru/about>

Checking the validity of a car pass:
<https://transport.mos.ru/gruzoviki/reestr>

Load capacity	Entrance to the center from 07:00 till 23:00	Entrance to the center from 23:00 till 07:00
upto 1 ton	free	free
1—3,5 tons	By pass	free
over 3,5 tons	By pass	By pass

BADGES AND PASSES

Passage to the territory of the Atrium of the Gostiny Dvor during installation and dismantling is free, on working days of the Exhibition — strictly by badges. **Badges are issued by the exhibitor by himself in the personal account** on the website <https://gfmexpo.com>. For all issues related to the access to the personal account please contact [your sales manager](#). Badges issued in your personal account can be obtained in paper copy during arrival at the Exhibition at the Organizers office (located on the exhibition site).

STANDS BUILD-UP AND DISMANTLING

STANDS BUILD-UP. EQUIPPED SPACE (Shell scheme)

The construction of exhibition stands of the "Standard" type is carried out by the General Contractor of the EC Gostiny Dvor. Installation of stands is carried out from 02:00 on November 08, 2025 to 12:00 on November 10, 2025. Delivery of equipment and its storage in the Amphitheater area is allowed from 00:00 to 02:00 on November 08, 2025.

All the equipment of the stand is leased to the exhibitor. It is forbidden to independently make changes to the design and wiring diagram of the stand. Any electrical equipment can be connected to the electrical network only with type F plugs (ordinary household plug) for equipment powered by 230 V mains, or 3P+N+E 16 A / 3P+N+E 32 A connectors (ABB 416-P6 / 432-P6 or equivalent) for equipment, powered by 400 V mains.

The walls and other equipment of the stand at the end of the exhibition should remain in its original form, without traces of adhesive tape and other adhesives.

It is not allowed to attach their equipment and exhibits to the equipment of the stand by drilling holes, buttons, pins and other methods that damage the stand structures. In case of their damage, the cost of restoration work may be collected from the exhibitor.

STANDS BUILD-UP. RAW SPACE.

The construction of an unequipped exhibition area is carried out by the exhibitor: independently or with the involvement of a contractor company.

Ordering of technical connections (electrical connection, cable Internet) and cleaning of the stand is carried out through the order form (Exhibitor's Directory. Order forms. Forms 1, 5).

Companies that independently build their stand, or their contractors, must pass mandatory accreditation from Expo-Service LLC, which is the General Contractor of EC Gostiny Dvor:

Contact person: Margarita Cherednikova

Tel.: +7 495 108-56-09

E-mail: info@expogd.ru

Website: <https://expogd.ru>

All information about the requirements for the construction of stands, the procedure for passing the accreditation, the rules for connecting stands to the electrical networks of the Exhibition Complex is published on the website of Expo-Service LLC in the section "Accreditation".

15 working days before the start of the installation of the exhibition (from 20.10.2025), the cost of accreditation increases by 50%.

4 working days before the start of the installation of the exhibition (from 04.11.2025), the cost of accreditation increases by 100%.

CHECK-OUT AND STANDS DISMANTLING

Stands Dismantling and check-out before 18:00 of the last day of the Exhibition is strictly prohibited. The exhibitor is obliged to release the stand from the exhibits and other property of the exhibitor by November 13, 2025 by 24:00. If necessary, an unguarded site will be provided for storing the exhibitor's property until the moment of export. On November 14, 2025, the dismantling of the exposition begins at 00:00.

The dismantling of the stands built by the exhibitor or his contractor and the removal of equipment must be completed by 12:00 on November 14, 2025. The exhibition area must be left clean. The costs of cleaning up the garbage left behind are borne by the exhibitor or his contractor. For the removal of construction debris, you can order a container with a volume of 8 or 27 m³ (The exhibitor's Manual. Order forms. Form 5).

When leaving, you must have 2 copies of the letter for the inbound and outbound of exhibits (Exhibitor's Manual. Order forms. Form 6).

SAFETY AND SECURITY

On the days of the exhibition, general security of the exhibition hall is carried out from 19:00 to 09:00 the next day.

During the installation and dismantling of stands, the exhibition hall is open to exhibitors and contractors around the clock. Please treat your property and equipment carefully and do not leave it unattended.

During the exhibition period, general security of the exhibition complex is carried out. The responsibility for the safety of equipment and personal belongings lies with the exhibitor.

Please take into account the fact that the exhibition stands are objects of non-capital construction and their utility rooms are not a reliable place to store valuable items, including in the presence of a lockable door.

Locks from doors and showcases on standard stands can be obtained at the Organizers' Office. The locks should be returned at the end of the show.

COMPLIANCE WITH FIRE SAFETY REGULATIONS IN THE “GOSTINY DVOR” EXHIBITION COMPLEX

1. The use of electrical appliances for making tea and coffee is allowed only in utility rooms specially designated and equipped for these purposes. Electric heaters, refrigerators, air conditioners must be connected to an independent automatic power grid with a start-up protective device.
2. During the installation and dismantling of the stands, it is prohibited to use flammable and flammable liquids (gasoline, acetone, solvents, etc.). The use of water-based paints is allowed.
3. The carpet used on the stands must be firmly attached to the floor around the perimeter and at the joints.
4. During the installation and dismantling of the stands, access roads (passageways) to them should be free. Shipping, packing boxes, equipment must be immediately removed from the exhibition. It is forbidden to arrange thresholds and turnstiles on the evacuation routes and the movement of visitors.
5. Do not allow the accumulation of combustible and other garbage on the stand, please take measures for its regular removal.
6. To illuminate the stands, electric lights in a fireproof design should be used. The use of diffusers made of organic glass, polystyrene and other flammable materials in lamps is not allowed. Spotlights and spotlights should be at least 50 cm away from the scenery and combustible or hard-to-burn surfaces.
7. Smoking and drinking alcoholic beverages on the exhibition site is prohibited.
8. Control over the implementation of these requirements is carried out by representatives of the fire service of the district.

A FINE IS IMPOSED FOR VIOLATION OF FIRE SAFETY RULES!!

STANDARD TYPES / STANDS EQUIPMENT

There are 2 types of standard construction of stands, from the simplest to the premium standard, with wall blocks from 3m to 3,5m high in which the usual Octanorm exhibition designer is not used.

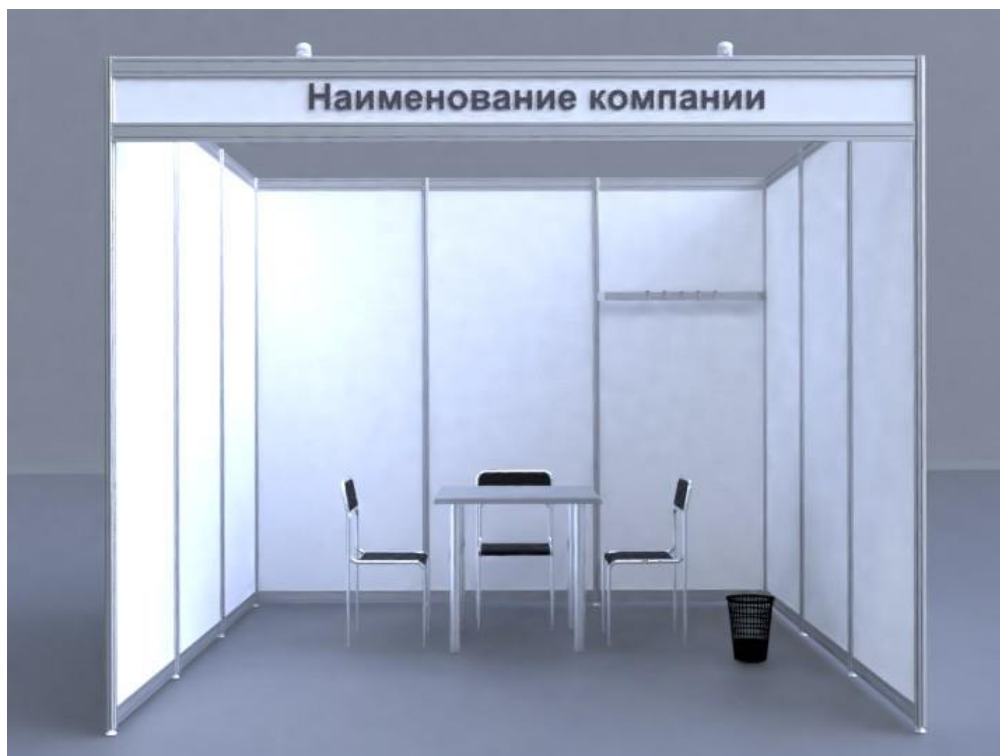
For each standard, the complete set of the stand is shown in the form of a table, which depends on its space. You can order the arrangement of a standard stand, as well as additional equipment, according to forms 1, 2, 3, 4 and 5 in the second part of the Exhibitor's Handbook, made for the convenience of filling in Microsoft Excel format. There you will also find images of the proposed equipment. **Please note that the 3D image of the stand is given as an example and does not display the actual equipment.**

All equipment at your stand is provided on a rental basis and should remain in its original form at the end of the exhibition.

IT IS STRICTLY PROHIBITED to:

- self-pasting of wall panels, the use of adhesive tape and other bonding materials, pins, buttons, staplers, etc. for the design of the stand;
- self-modification of the stand design, dismantling of its elements, including electrical equipment;
- connecting electrical appliances to the electrical network in any way other than the electrical outlet located on your stand;
- connecting electrical appliances with more power than the power of the ordered sockets to the sockets. Please note that the included stand (with the exception of stands of small areas) is a triple socket with a total power of 1 kW, which operates from 9:00 to 19:00. This is enough to connect a computer, laptop, TV, cooler, chargers for smartphones and tablets. In the case of using devices of higher power (electric kettles, coffee machines, etc.), it is necessary to order an additional outlet with a capacity of up to 2.5 kW (Exhibitor's Manual. Order forms. Form 4). If you need the appliance to work around the clock, you can also order a round-the-clock outlet.

STANDARD №1



Basic set with minimal equipment and minimum price.

№	Item	4—5 m ²	6—8 m ²	9—11 m ²	12—17 m ²	18—20 m ²	21—23 m ²	от 24 m ²
1	Grey carpet	—	—	—	—	—	—	—
2	Wall panel for storage room	—	—	—	—	2	2	2
3	Sliding plastic door	—	—	—	—	1	1	1
4	Table 60×60 cm	1	1	1	—	—	—	—
5	Table 60×120 cm	—	—	—	1	1	1	1
6	Standard grey chair	1	2	3	4	4	4	4
7	Wall hanger	1	1	1	1	1	1	1
8	Waste basket	1	1	1	1	1	1	1
9	LIVAL spotlight	1	1	2	2	2	3	4
10	Triple socket 230V up to 1 kW	—	—	1	1	1	1	1
11	Fasciaboard signage upto15 symbols	✓	✓	✓	✓	✓	✓	✓

STANDARD №2



Premium standard. It is built of wall blocks with a height of 3.5 m (external walls) and 3 m (internal walls), the connecting seams between which are almost invisible. Bright LIVAL spotlights on a 1 m long rod are used to illuminate the stand.

№	Item	12—17 m ²	от 18 m ²
1	Grey carpet	—	—
2	Wall unit for storage room (height 2,9 m)	1	3
3	Wall unit with a door (height 2,9 m)	1	1
4	Table 60×60 cm	—	—
5	Table 60×120 cm	1	1
6	Standard grey chair	4	4
7	Information stand 0.5×1 m	1	1
8	Wall hanger	1	1
9	Waste basket	1	1
10	LIVAL spotlight	3	5
11	Triple socket 230V up to 1 kW	1	1
12	Film pasting with full-color printing on the stand walls	6 m ²	11 m ²
13	Fasciboard signage upto15 symbols	1	1