



V International Industrial Trade Fair

INNOPROM. Belarus

PARTICIPANT GUIDE

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1. CONTACTS

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2. VENUE

Proposed (expected) Trade Fair venue:

Minsk international exhibition center

Address: Minsk, P. Medelki street, 24

2.1. FRAMEWORK AND THEME

Aim: To enhance industrial and trade cooperation with the countries of The Eurasian Economic Union (EAEU) by presenting the most in-demand products, innovative solutions, and other relevant services.

Objectives:

- To organize the international exposition that features national and regional booths and represents industrial, financial, and other related business sectors.
- To arrange the Program of Events in line with the key sections of the Trade Fair.
- To set up a number of dedicated areas for the participants such as the Press Center, a stage for signing ceremonies, and a networking platform.
- To conduct a publicity campaign, inviting government officials, businesses, associations and development institutes.

2.2. Exhibition Sections (themes):

- Mechanical Engineering and components;
- Metallurgy and materials;
- Chemical Industry;
- Industrial IT;
- Production automation;
- Services for Industry.

3. DATES OF THE TRADE FAIR: ORGANIZATION AND HOSTING

3.1. Participants are responsible for ensuring that their Contractors / Developers adhere to the terms and conditions outlined in Section 3 of the Regulations.

3.2. Show dates and opening hours may be adjusted or shortened (by no more than 30%) due to unforeseen circumstances beyond the Organizer's control, such as visits of Government Officials* / Official Delegations** or at the request of security services responsible for the safety of such individuals.

*Government Officials include the head of state or government, an official of the state or government, another person representing a state or government;

** Official Delegations include 2 or more Government Officials.

The reasons outlined in this paragraph are considered to be unforeseen circumstances, and therefore, the Organizer cannot be held responsible for them.

3.3. Should any circumstances arise that prevent or significantly hinder the holding of the Trade Fair within the previously announced dates, hereinafter referred to as Circumstances affecting the Trade Fair, including:

- implementation of restrictive and prohibitive measures (enactment of legislation or other regulations) by state and authorized bodies, as well as sanitary and epidemiological services. These may include, but are not limited to: restrictions on entry, exit, and movement of individuals, limitations on public events, restrictions on transportation, international sanctions, and other measures, hereinafter referred to as restrictive measures. This also encompasses the onset of adverse economic or political circumstances, the implementation of special regimes, including martial law, the legal regime of a counter-terrorism operation, a state of emergency, a state of alert or an emergency situation, or other special regimes, as well as the application of measures outlined in legislation governing martial law, countering terrorism, states of alert, emergency situations and other similar measures, along with the issuance of relevant decrees of the President of the Russian Federation, the adoption of relevant laws and other normative legal acts, the conduct of military operations, including special military or paramilitary operations and their consequences, acts of terrorism, sabotage, or other circumstances affecting the Trade Fair, regardless of the recognition of such situations as the circumstances of insuperable force, -

the Organizer reserves the right to unilaterally postpone the Exhibition dates and adjust the service provision terms. Following the lifting of the restrictive measures, the date of the Trade Fair shall be rescheduled considering factors such as venue availability and other relevant circumstances. The rescheduled date shall not exceed December 31, 2025 (the established deadline for the tear-down). The information about any changes in the dates of the Trade Fair shall be available in the Participant Guide and on the official website.

3.4. The Organizer shall not be held liable for any costs or losses incurred by the Participant (any form of participation), the Customer, the Supplier of goods or services, agents or any other individuals, arising from the postponement or cancellation of the Trade Fair. This includes situations such as the implementation of restrictive measures, the onset of adverse economic or political circumstances, international sanctions, the implementation of special regimes, or any other circumstances that prevent or significantly hinder the execution of the event.

3.5. Trade Fair Dates: 2025 INNOPROM Belarus International Industrial Trade Fair will take place between September and December 2025 (including the tear-down).

3.5.1. The dates shall be published on the official website and in the Participant Guide no later than two weeks prior to the of the start of Trade Fair. The Trade Fair will be open for the Participants for 3 (three) days. The installation must start no less than three (3) days prior to the start of the Trade Fair. All display materials must be dismantled within two (2) days following the end of the Trade Fair.

3.5.2. **Proposed (expected) Opening Hours in 2025 (Minsk, local time):**

September 25	8 a.m.–8:00 p.m.	Booth Installation (unequipped working place) ^{1,2}
September 26	8 a.m.–8:00 p.m. 2 p.m.–8:00 p.m.	Booth Installation (unequipped working place) ^{1,2} Accreditation Center Opening Hours:
September 27	8 a.m.–8:00 p.m. 10 a.m.–6:00 p.m.	Booth Installation (unequipped working place) ^{1,2} Accreditation Center Opening Hours:
September 28	8 a.m.–8:00 p.m. 10 a.m.–6:00 p.m.	Booth Installation (unequipped working place) ^{1,2} Equipment move-in by exhibitors All shipments (exhibits) must be delivered and unpacked Accreditation Center Opening Hours:
September 29	9 a.m.–6:00 p.m.	Opening Hours of the Pavilions ³ Accreditation Center Opening Hours:
	10 a.m.–5:00 p.m.	Opening Hours for Visitors
September 30	9 a.m.–6:00 p.m. 10 a.m.–5:00 p.m.	Opening Hours of the Pavilions ³ Accreditation Center Opening Hours: Opening Hours for Visitors
October 1	9 a.m.–8:00 p.m.	Opening Hours of the Pavilions ³
	10 a.m.–4:00 p.m.	Opening Hours for Visitors Accreditation Center Opening Hours:
	4 p.m.–8:00 p.m.	Allowed access for light vehicles (cars and vans only) All equipment must be removed ⁴
October 2-3	8 a.m.–8:00 p.m.	Tear-down. Allowed access for vehicles (including trucks)

- 1 Contact the Technical Service to learn more about late installation/tear-down options and fees.
- 2 The time for installation of heavy and large equipment or exhibits (that require cranes) shall be agreed in advance with DMW Logistics, LLC.
- 3 Access for Exhibitors only No construction work is allowed, Construction Passes are not valid.
- 4 All display materials and exhibits must be removed. Following the designated period, the Participant assumes sole responsibility for any damage to their property caused by third parties or losses incurred during the tear-down.

3.5.3. Working Place: proposed (expected) dates for move-in and abandonment:

- Unequipped Working Place: move-in – September 25, 2025; abandonment – October 3, 2025
- Equipped Working Place: move-in – September 28, 2025; abandonment – October 1, 2025

4. GENERAL INFORMATION

4.1. Definitions:

- 1) **Trade Fair** — INNOPROM Belarus International Industrial Trade Fair of the corresponding year of the event.
- 2) **Organizer** — Formika Event, LLC, the organizer of the event.
- 3) **Technical Service**— the Technical Service of the Trade Fair: Technical Department of the Minsk international exhibition center within the framework of the relevant competencies.
- 4) **Participant Guide / Regulations** — the Guide for the Participants of INNOPROM Belarus International Industrial Trade Fair, put into effect by the Organizer of the Trade Fair. The Participant Guide, including any changes and additions to it, shall become effective and binding upon its publication on the official website.
- 5) **General Terms & Conditions**— General Terms and Conditions of the Trade Fairs organized by Formika Event LLC, the integral part of the Participant Guide.
- 6) **Official Website** — <https://belarus.biwexpo.com>
- 7) **Participant**— a person who participates in the Trade Fair in any form specified in the Regulations and/or contract (Participant, Partner, Sponsor, Exhibitor, Visitor etc.)
- 8) **Exhibitor**— any Participant who has executed a contract guaranteeing their participation with a Working Place (any category), regardless of the naming in the contract.
- 9) **Co-Exhibitor** — a Participant who shares a Working Place with an Exhibitor (with Exhibitor's consent). The Exhibitor shall be held accountable for all actions and omissions of Co-Exhibitors sharing a working place with them. The registration fee is paid for each Co-Exhibitor.

- 10) **Customer**— a person who orders works and services during the Trade Fair. The Customers are subject to the same rules as the Participants.
- 11) **Supplier** — a person who provides goods, works and services within the time of organizing and holding the Trade Fair, regardless of the naming in the contract (contractor, developer, etc.).
- 12) **Associated Person** — a person who takes part in the Trade Fair, its organization or **holding** (Participants, customers, agents, suppliers of goods and services etc.) or any person at the venue of the Trade Fair and its events.
- 13) **Exhibition Contract** — any contract signed within the framework of organizing or holding the Trade Fair.
- 14) **Participation Contract** — a contract with a Participant or Customer within the framework of the Trade Fair to ensure participation, provision of works and **services** at the Trade Fair.
- 15) **Personal Account** —**online** personal account, the access is provided by the Organizer.
- 16) **Regulations:**
 - General Terms & Conditions and Participant Guide,
 - Health Regulations,
 - Rules & Regulations outlined in the Participant Guide,
 - Rules & Regulations for the Technical Service.
- 17) **Exhibition complex** - includes open and closed areas of the Minsk international exhibition center.
- 18) **Venue** — all outdoor and indoor areas of the Trade Fair, auxiliary facilities and premises, spaces for the events of the Trade Fair.

4.2. Access to Trade Fair Regulations: The Regulations are available on the **official website** <https://belarus.biwexpo.com>, unless otherwise is specified in the Participant Guide.

- All the Regulations, amendments and additions shall become effective and binding upon their publication.
- Every Associated Person is required to be fully acquainted with the Regulations of the Trade Fair, including any published amendments and additions.
- The Regulations are mandatory for all Associated Persons. Associated Persons are obligated to adhere to the requirements outlined in the Regulations and to ensure that those individuals under their supervision also comply with these regulations.

4.3. The Regulations constitute an integral component of all contracts related to the Trade Fair (with Participants, Customers, agents, suppliers of goods and services etc.), regardless of whether they are explicitly referenced in such contracts.

In the event of any contradictions, the terms of the Participation Contract or other signed agreements within the framework of the Trade Fair shall supersede the Regulations. Similarly, the terms of the Participant Guide shall take precedence over the General Terms & Conditions or the Technical Service Regulations.

- 4.4. Capitalized terms and their lowercase equivalents shall be considered synonymous. The singular and plural forms of a term are considered equivalent and encompass all objects designated by them, unless otherwise specified.
- 4.5. The section titles in the Participant Manual are provided for ease of reference only. The titles have no independent legal bearing and should not be interpreted as limiting the content of each section.

4.6. PARTICIPANT GUIDE: ENSURING COMPLIANCE WITH THE REGULATIONS AND PENALTIES

- 4.6.1. Violation of these regulations will result in penalties for Associated Persons, as outlined in the Penalties in Appendix of the Participant Guide.
- 4.6.2. The Organizer of the Trade Fair, their authorized representatives, and/or the Technical Service and their authorized representatives are responsible for implementing and enforcing the provisions of this Participant Guide. This includes recording and documenting instances of non-compliance, receiving claims to eliminate violations, enforcing corrective measures, imposing penalties as outlined in the Participant Guide.

4.7. ACCESS TO THE VENUE

- 4.7.1. Access to the Exhibition Center venue requires a pass. The pass must be presented at all times within the Exhibition Center.
- **Visitors:** The Visitors must receive an electronic ticket to attend the exhibition. To get the ticket, the Visitors complete an online registration. One can print the ticket or download it to their phone. The Visitors don't need not get a badge.
 - **Participants:** Participant Badges grant access to the venue for the staff members of participating companies at the time of booth installation and operation of the Trade Fair. During installation and dismantling at the Exhibition Center, the Participants are required to comply with all construction site safety regulations. The Participants can receive their Badges at the registration desks.
 - **Participant Appointed Contractors:** The technical staff appointed by the Participants can access the site during the installation and tear-down with the Construction Passes (issued by the Technical Service of the Exhibition). At the dates of the Trade Fair the Participant Badge is required (issued by the Organizer during the days of operation of the accreditation center)- 1 badge for every 5 square meters of the area is provided. Should the limit be exceeded, an additional fee of 3 000 RUB per badge will be charged. During installation and dismantling at the Exhibition Center, the Participants are responsible for ensuring their staff comply with all safety regulations at the construction site. The Participants can receive their Badges at the registration desks.
- 4.7.2. In the event of loss of a Badge, replacement badges will be issued for a fee of ₴1 000 rubles per badge.

4.7.3. Participants must register all their representatives and contractors of the company no later than 12 days prior to the Trade Fair start date. The registration can be completed online on the official website (Registration section).

4.7.4. FORBIDDEN:

- Sell or hand over the ticket to a person without the ticket issued by the Organizer.
- Hand over personal badges to third parties.
- Use personal badges of third parties.

Violation of the prohibitions outlined in this paragraph is subject to fines (as specified in Appendix No. 2 of the Guide on Fines for Violation of the Participant Guide).

4.8. REGISTRATION AND CONTRACT

- 1) All Participants, regardless of their contract, are required to complete online registration via the official website and access their Personal Account prior to the provision of the service.
- 2) Participants can register using the link provided on the official website. Upon registration, they will gain access to their PERSONAL ACCOUNT online.
- 3) Participation in the Trade Fair is governed by the terms and conditions outlined in the contract.
- 4) The Regulations are an integral part of all contracts for participation in the Trade Fair, irrespective of whether they are explicitly referenced within the contract.
- 5) The contract for participation in the Trade Fair in its standard form on the PERSONAL ACCOUNT is a contract of adhesion.
- 6) One can order extra equipment and services via their PERSONAL ACCOUNT.
- 7) The reservation of the Working Place remains valid until signing of the participation contract or its cancellation. The reservation shall be cancelled under the following circumstances: failure to sign the Participation Contract - cancelled within the deadline (specified in the Organizer's offer); absence of an offer - cancelled within three days of booking; participation refused by the Organizer - cancelled upon the refusal.
- 8) Booking and rebooking after the cancellation must be completed at least 18 days prior to the start date of the Trade Fair.
- 9) Upon rebooking, a new contract and invoice are formed, reflecting the cost of services, discounts, and margins applicable on the date of the latest working place reservation.
- 10) Participants who have not finalized an agreement or have outstanding payments under the agreement will not be permitted to move-in exhibits or equipment and install their exposition at the venue.
- 11) The Appointed Contractor (suppliers, developers etc.) must pass the procedure of control of design and technical documentation in accordance with the requirements and regulations of the Technical Service of the Exhibition. The Participant shall inform the specified persons about this requirement.

4.9. PAYMENTS AND PAYMENT SYSTEM

Payment System refers to a system accepting payments via electronic method.

- 1) Only **individuals** can make payments for Trade Fair services via the Payment System (including use of information and communications technology, bank cards and other technical means).
- 2) **Payments shall be made in Russian rubles, at the exchange rate established by the Central Bank of the Russian Federation on the date of payment (for both residents and non-residents of the Russian Federation).**

Participants are responsible to the Organizer for any losses incurred due to violations of currency legislation and the conditions governing the currency of payment.

- 3) Upon registration on the official website, a Participant will gain access to the Personal Account.
- 4) Via their Personal Account, a Participant can make payments with a bank card through the designated payment system.
- 5) The Organizer appoints an Agent to facilitate signing of contracts with the Participants as well as acceptance of payments.
- 6) By making payment for services through the Payment System, Participants accept the offer, acknowledge and agree to the terms and conditions outlined in the offer and the Regulations of the Trade Fair. Upon acceptance, Participants agree to the terms of service relevant to their chosen form of participation, receive the rights, assume the responsibilities, and bear liability assigned to them as Participants of the Trade Fair.
- 7) The contract (offer) may specify a payment procedure that is different from the one outlined in this section.
- 8) No paper contract, act of provided services, or invoice are generated for payments processed through the payment system by individuals. Services are considered to be provided in full and on time if, within 3 days of the end of the Trade Fair, no objections or claims are received to the email address given by the Agent to the Participant when signing the contract and accepting payments (unless otherwise provided by the Agent's offer).

For established cases, refunds of money paid through the payment system will be issued in the currency of the original payment received from the Participant. The refund amount shall be determined according to the Payment System's rules, unless the Agent's offer explicitly outlines an alternative procedure.

4.9.1. Privacy And Security of the Payments

Personal information provided by the payer (including name, address, phone number, email address, and credit card number) is confidential and shall not be disclosed. The payment provider is responsible for ensuring the security of transactions and adherence to relevant regulations.

4.10. PERSONAL DATA PROCESSING POLICY

The Organizer of Personal Data (hereinafter referred to as the PD / PD Organizer) for the person registering to participate in the Trade Fair is specified in the consent to personal data processing and referred to as the PD Organizer.

Personal Data Processing Policy (hereinafter referred to as the Policy) of the PD Organizer is provided to the subject of personal data (hereinafter referred to as the PD Subject) when giving consent to the processing of PD and is placed in the public domain.

For inquiries regarding implementation of the Policy for the PD Organizer, please refer to the contact information provided in the Consent to Personal Data Processing

Personal Data Processing Policy of the Organizer is published online on the official website of the Trade Fair: <https://belarus.biwexpo.com>

For inquiries regarding implementation of the Policy, please contact us info@innoprom.com

4.11. LIABILITY AND CANCELLATION

- 4.11.1. The liability of the parties to the Participation Contract, the conditions of refusal to participate / termination of the contract are regulated by the Participant Guide, General Terms & Conditions, and the contract.
- 4.11.2. In case of unilateral, full or partial withdrawal by the Participant from the contract / participation in the Trade Fair / from the services of the Organizer (where such right is provided by the contract or applicable law), the Organizer has the right to claim from the Participant the payment / compensation (Part 3 of Article 310 of the Civil Code of the Russian Federation), in the amount of:
100% (one hundred percent) of the Participant's contract value / the cost of the services refused by the Participant.

4.12. CIRCUMSTANCES OF INSUPERABLE FORCE (UNFORESEEN CIRCUMSTANCES)

- 4.12.1. A party to the contract shall not be held liable for non-performance if such performance becomes impossible due circumstances of insuperable force (unforeseen circumstances), including extraordinary and unavoidable circumstances beyond the control of the parties.

In particular, such circumstances include: natural disasters (earthquake, flood, hurricane), fire, epidemics, mass diseases, as well as COVID-19 and its variations or the threat of their spread, strikes, terrorist acts, sabotage, armed rebellions, riots, activities of illegal armed groups, transportation restrictions, restrictive and prohibitive measures of international bodies, states or authorized bodies, prohibition of trade operations, including with individual countries, adoption of international sanctions, restrictions on mass events, death or damage to a real estate object that is

a planned venue (sites of the Trade Fair (events)); military operations, special military or paramilitary operations and their consequences, the implementation of special regimes, including martial law, the legal regime of counter-terrorism operations, the state of emergency, high alert or emergency, other special regimes, the application of measures provided on by legislation on martial law, on countering terrorism, on the state of emergency, on emergency situations, other similar measures, the issuance of relevant decrees by the President of the Russian Federation, the adoption of relevant laws and other normative legal acts and other circumstances that do not depend on the will of the parties to the Contract, as well as their consequences.

- 4.12.2. The qualification of circumstances as unforeseen circumstances of insuperable force doesn't depend on insuring the relevant risks.
- 4.12.3. The Parties acknowledge that, at the time of execution of the contract, it is impossible to predict the changes in the epidemiological, economic, and political landscape. This includes the potential implementation of specific sanctions, restrictions, special regimes, and other measures that may be implemented by relevant authorities in response to changes in circumstances.
- 4.12.4. Circumstances such as underfunding or lack of financing, violation of obligations by the debtor's counterparties, unavailability of goods necessary for fulfilling obligations, insufficient funds available to the debtor, financial and economic crises, fluctuations in exchange rates, devaluation of the national currency, and criminal acts by unidentified individuals are not considered unforeseen circumstances, unless such situations arise directly from the unforeseen circumstances or measures taken in response to such events, or the consequences thereof.
- 4.12.5. In the event of unforeseen circumstances, the Organizer reserves the right to unilaterally postpone the dates of the Trade Fair. The dates of the Trade Fair will be rescheduled considering the duration of the unforeseen circumstances and their consequences, factors such as venue availability, forecasts, or other relevant circumstances.
- 4.12.6. In the event of the postponement of the Trade Fair (event) due to unforeseen circumstances, the payments transferred by the Participant / Customer shall be credited towards the cost of participation in the Trade Fair at the rescheduled dates.
- 4.12.7. If it is objectively impossible or inexpedient for the Organizer to postpone the Trade Fair (event), the Organizer reserves the right to cancel the Trade Fair (event).
- 4.12.8. The Organizer is not responsible for any costs or losses of the Participant (all forms of participation), the Customer, the Supplier of goods, works or services, the agent or any other persons arising from the postponement or cancellation of the Trade Fair (event) due to unforeseen circumstances.
- 4.12.9. The party that becomes unable to fulfill its obligations under the Contract shall promptly notify the other party of the circumstances (intervention and cessation of the circumstances) preventing such fulfillment. Failure to provide timely notification shall render the defaulting party liable for any adverse consequences experienced by

the other party as a result of the delay. The Organizer may inform Participants and Suppliers of the Trade Fair (event), other Associated persons, of such circumstances by posting information on the official website of the Trade Fair and /or in the Participant Guide.

- 4.12.10. Confirmation of unforeseen circumstances and their duration shall be provided by official legal acts issued by competent authorities, documents (certificates, statements), national and regional media publications and other relevant and acceptable evidence. In instances specified by law or international agreements, unforeseen circumstances are confirmed in accordance with the procedure outlined in relevant legislation, such as the Law of the Russian Federation of July 7, 1993, No. 5340-1 'On Chambers of Commerce and Industry in the Russian Federation', etc.

4.13. HEALTH REGULATIONS

- 4.13.1. The Organizer has the right to implement sanitary rules, norms and recommendations as well as any restrictions imposed by competent authorities, in response to epidemics, mass diseases (including new coronavirus infection COVID-19 and its variants, norovirus infection and its variants), or the risk of their spread. These measures, hereinafter referred to as **Health Regulations**, shall apply within the Trade Fair venue and shall be complied with by all individuals present at the Trade Fair. The Venue of the Trade Fair is subject to the directives, requirements, and recommendations of health authorities, medical professionals, and other relevant bodies.

Health Regulations may include the need for testing or vaccination with the provision of relevant documents.

- 4.13.2. Participants, their employees and representatives, Suppliers, technical staff members and other persons present at the Trade Fair and events are obliged to comply with the Health Regulations of the Organizer, including rules, brochures, and instructions issued by the Organizer.
- 4.13.3. Health Regulations are available on the official website of the Trade Fair or communicated to Associated Persons in the form of rules, brochures or instructions or any other form.
- 4.13.4. The Organizer has the right, without refund of the registration fee or price for ticket or participation, to deny entry, refuse registration or participation, as well terminate participation in the Trade Fair and events (including installation and dismantling, loading and unloading or other works) to any person who violates Health Regulations or shows signs of infectious diseases or fever, or fails to submit documents required by Health Regulations in effect on the date of the Trade Fair.
- 4.13.5. The Organizer shall not be held liable for any deterioration of health experienced by Participants or other Associated Persons caused by an infectious disease, including COVID-19 and its variants, norovirus infection and its variants, as well as situations

when it occurred as a result of non-compliance with established Health Regulations or personal hygiene rules by the affected individual.

- 4.13.6. The organizer is not responsible for any failure to provide services in full due to the implementation of Health Regulations.

5. SERVICES

5.1. INTERNET

- 5.1.1. One can order a dedicated line via PERSONAL ACCOUNT. The Organizer provides wired internet connection to the Working Place or booth at a speed specified in the application form submitted via PERSONAL ACCOUNT.

5.2. EXTRA SERVICES

- 5.2.1. **Extra Services** encompass optional equipment and other services that are not included in the standard service package price as outlined in Section 10 of the Participant Guide, and/or mentioned in the contract / additional agreement / application of the Participant.
- 5.2.2. A comprehensive list of available extra services and pricing (including optional equipment) can be accessed through the PERSONAL ACCOUNT on the official website. One shall submit any requests for extra services through the Personal Account no later than 14 days before the start of the installation at the Trade Fair. Orders will not be accepted after the specified date. Some categories of extra services and optional equipment may be excluded by the Organizer from those available for order 25 days before the start of the Trade Fair.
- 5.2.3. Payment for optional equipment and extra services shall be proceeded in accordance with the Contract and Requests for extra services.

5.3. WEBSITE AND ONLINE PARTICIPANT LIST

- 5.3.1. Participants are required to upload their company information to the PERSONAL ACCOUNT within 14 days of submitting their application but no later than 25 days prior to the start date of the Trade Fair. All information should be added under the 'Company Information' tab on the official website. If the company information is not provided correctly, the Organizer is not responsible for the omission of the Participant's company in the Participant List Section on the official website.

6. PARTICIPATION RULES

6.1. HEALTH CARE AND SECURITY

All Participants, Suppliers, (contractors / developers) are obligated to take due care of other participants to ensure the health and safety of all people at the Trade Fair.

6.2. ANIMALS

Animals are not permitted on the Venue of the Exhibition Center, with the exception of guide dogs accompanying people with disabilities.

6.3. RECEIVING AND RETURNING PROPERTY

Upon request from the Organizer, the Participant is granted access to the designated Working Place and/or other property. At the end of the event, the Participant shall return the property to the Organizer, with both parties signing acceptance certificates. The certificates can be found in the PERSONAL ACCOUNT on the official website. In the absence of the request, acceptance certificates are not required.

6.4. SALES

- 6.4.1. Participants are not permitted to sell any goods, works or services at the Venue unless otherwise is specified in this section. Participants can only sell their products with a prior written agreement from the Organizer and in full compliance with applicable laws and regulations governing trading, the requirements of applicable laws and other regulations governing trading activities, work / service activities with observance of the intellectual and other rights of third parties.
- 6.4.2. Participants wishing to agree trading activities with the Organizer must submit a Request to belarus@innoprom.com. Upon the Organizer's inquiry, Participants must provide documents confirming that the requested activity complies with the applicable legislation; has necessary permits; adheres to intellectual property rights of third parties; product quality meet the standards established by the legislation of the Russian Federation and the legislation of the country of the Trade Fair. All required documentation must be submitted **no later than 15 days prior to start date of the event**.
- 6.4.3. Trading activities at the Working place are considered authorized by the Organizer after the official confirmation from the Organizer approving the Application for trading activities at the Working Place.
- 6.4.4. During all trading activities, Participants, Suppliers, and other individuals authorized by the Organizer are responsible for ensuring compliance with all applicable legal requirements, including those pertaining to regulatory and other relevant authorities.

6.5. SECURITY

- 6.5.1. As part of the comprehensive services provided to all Participants, the Organizers ensure the general security for the pavilions throughout the duration of the Trade Fair.
- 6.5.2. The Organizer is not responsible for the safety of the booths, exhibits and other property belonging to the Participant.
- 6.5.3. To ensure safety of the Participant's property and personal belongings, it is necessary to arrange presence of a representative of the Participant's company at the Working Place / booth during the opening hours of the Trade Fair, until the pavilion is completely vacated.

- 6.5.4. Participants are prohibited from providing their own security personnel during nighttime hours. Protection of the Working Place /stand during non-working hours of the Exhibition is an additional service that the Participant can order in the PERSONAL ACCOUNT.

6.6. CLEANING

- 6.6.1. The aisles between the booths will undergo daily cleaning in the mornings, before the opening hours. The garbage in a plastic bag or basket left by the Participants in the aisle near the booth will also be removed.
- 6.6.2. Booth cleaning is an extra service that the Participant can order via their PERSONAL ACCOUNT.

6.7. STORAGE/WAREHOUSE

Storage of containers and packages in open areas of the Working Place / Booth is prohibited. To store the packaging, one can utilize the warehouse and services of DMW Logistics, the recommended logistics provider.

6.8. BOOTH EVENTS DURING THE TRADE FAIR

- 6.8.1. The Participant must agree in advance any planned events with the Organizer in writing. Participants are responsible for planning and organizing their events exclusively within their booth, ensuring sufficient space for the execution. Furthermore, Participants must take all necessary precautions to guarantee that their events do not interfere with the movement of other Participants or impede access to the booths nearby. Failure to comply with this requirement may result in the suspension of the event by the Organizer until the violations are eliminated, or the event can be permanently prohibited by the Organizer.
- 6.8.2. The use of smoke machines, liquefied gas, lasers or projectors requires written authorization from the Organizer or Technical Service. The utilisation of these installations is only permitted with the assistance of qualified specialists with the necessary permits.
- 6.8.3. Failure to comply with the requirements outlined in this section shall result in penalties as specified in the Penalties section in the Participant Guide.

6.9. ADVERTISING AND MEDIA CONTENT

- 6.9.1. At the Trade Fair, Participants and any other persons have the right to place advertising, organize marketing activities, distribute / show any media products, hereinafter referred to as Press, including newspapers, magazines, brochures and other materials in printed, electronic and other forms, as well as different printed, photo, audio, video and other content and messages only in instances explicitly stated

in this section of the Participant Guide, in the contract, or with the written approval of the Organizer.

- 6.9.2. The distribution of promotional materials by the Exhibitor and their Co-Exhibitors, as well as distribution of other types of advertising activities, including conducting surveys, questionnaires etc. should be carried out by the Exhibitor only within their Working Place / booth. The Exhibitor must organize their activities at the Working Place so that they don't interfere with the movement of Participants in the aisles and don't violate any rights of other Participants and third parties.
- 6.9.3. Participants are not permitted to place advertising materials at the Venue of the Trade Fair (except for cases specified in the Participant Guide, contract, the written approval of the Organizer), such as:
- any Press materials, including newspapers, magazines, brochures and other materials in printed, electronic and other forms;
 - different printed, photo, audio, video etc. content and messages;
 - advertising and promotional materials of third-party events;
 - exhibits, advertising and promotional materials of the third parties (juridical persons and individuals) other than Co-Exhibitors.
- 6.9.4. Failure to comply with the requirements from this Section of the Participant Guide (any paragraph) may result in penalties imposed on the Participant / other person by the Organizer until the violations are eliminated; fines outlined in these Regulations; closure of the Working Place / Booth; suspension of the Participant; removal of the Participant / third party or their representatives from the Venue of the Trade Fair without any compensation or refund of the participation fees.

6.10. EXHIBITS, INTELLECTUAL PROPERTY, ADVERTISING

- 6.10.1. To ensure a high level of demonstration for products and technologies and encourage involvement of visitors, all Participants of the INNOPROM Belarus International Industrial Trade Fair are required to provide the booth with the following:
- Full-size exhibits (real samples of produced or utilized products, equipment and technologies). This includes operating models, functional prototypes and life-sized products.
and/or
 - Models and prototypes (with high level of detail that represents key features and characteristics of the real object);
and/or
 - Samples of materials and components.

The above elements (exhibits, layouts and models, samples of materials and components, etc.) and the Participant's stand shall correspond to the subject of the Exhibition Participant's industry according to item 2.2 of the Participant Guide.

All Participants are obliged to comply with these requirements. Failure to comply with these standards may result in the denial of the Working Place or imposition of the penalties.

Other Requirements:

All exhibits must be safe for visitors and adhere to all standards and norms of the Trade Fair.

Participants must ensure proper lighting and accessibility of all exhibits for visitors, inspection and interaction.

- 6.10.2. All exhibits displayed by the Participant at the Trade Fair, the design of the Working Place, as well as any advertising in Press or on the Internet, promotional materials, and items of intellectual property (IP) must:
- comply with the current requirements of the legislation of the Russian Federation, the legislation of the country of the Trade Fair and the norms of International law, ensuring that all materials are distributed within the bounds of the law and do not infringe upon the rights or legally protected interests of any parties;
 - agree with the framework and theme of the Trade Fair and;
 - comply with the requirements of the legislation of the Russian Federation and the legislation of the country of the Trade Fair;
 - respect the intellectual property rights of the third parties.
- 6.10.3. The Organizer reserves the right to require the immediate tear-down and removal of any exhibit or remove the exhibit at the Participant's expense, as well as any advertising or promotional materials that violate the regulations outlined in this section.
- 6.10.4. Participants (Exhibitors, Co-Exhibitors, Partners, Sponsors) shall be solely liable to the relevant authorities and third parties for any violation of the requirements outlined in this section.
- 6.10.5. The Participant shall be responsible for reimbursing the Organizer for any losses, including penalties, claims, or settlement costs, incurred by the Organizer as a consequence of the violation of the requirements in this section by the Participant.

6.11. REPUTATIONAL DAMAGE

- 6.11.1. Participants shall not engage in any conduct such as publication or distribution of materials that could cause reputational damage or informational harm to the Trade Fair or the Organizer.
- 6.11.2. Reputational damage may occur through activities or distribution of information that negatively reflects upon the Trade Fair or the Organizer. This excludes the submission of written claims (requirements) to the Organizer, provided its content is not disclosed to third parties.

- 6.11.3. Failure to comply with the requirements in this section may result in the suspension of the Participant without any compensation or refund of the participation fees.

7. PARTICIPATION OPTIONS AND PRICING

7.1. GENERAL INFORMATION ON THE FORMS OF PARTICIPATION AND FINANCIAL CONDITIONS

- 7.1.1. The Forms and Conditions of Participation for Participants and Partners are outlined in the Participant Guide.
- 7.1.2. **The code of conduct at the Venue and responsibility of the Participants are outlined in this Participant Guide and section 3 of the General Terms & Conditions.**
- 7.1.3. The cost of participation for each category / subcategory of services offered, the cost of extra services, the registration fee will be determined by the Organizer in Russian Rubles (RUB). The VIP Pass will be set in Russian Rubles (RUB) for residents or United States Dollars (USD) for non-residents who are not residents of the CIS countries; penalties and fees for violations of the Regulations, as well as any other applicable payments, will be established in Russian Rubles (RUB).
Other payment procedure, currency, and the exchange rate of the payment currency may be provided for in the Participation Contract.
- 7.1.4. Payments shall be made in Russian Rubles, at the exchange rate established by the Central Bank of the Russian Federation on the date of payment (for non-residents of the Russian Federation, including juridical persons and individuals).
- 7.1.5. Registration fee covers the costs of the Organizer for general advertising, organizational expenses, and the provision of information at the Trade Fair.
The registration fee is **24 500 RUB**.
All participants of any form of participation, including Exhibitors and Co-Exhibitors are required to pay the registration fee.
The registration fee is non-refundable in the event of the Participant's refusal to engage in the Trade Fair; cancellation of the Trade Fair; or termination of the contract through no fault of the Organizer, including unforeseen circumstances and health regulations.
- 7.1.6. The contract may specify payment procedures and pricing that deviate from those outlined in this and subsequent sections.

7.2. PAYMENT POLICY

- 7.2.1. Payment terms for all participation options are as follows: advance payment at 100% of the contract price is due within five working days of the contract's execution; Contact/Invoice (Offer Contract) payment is due within the time specified in the contract, which shall be no later than five working days from the execution of the contract. The contract may specify alternative payment terms different from those outlined in this section.

- 7.2.2. The cost of the services provided by the Organizer includes VAT as applicable under the Tax Code of the Russian Federation. Services remain at their original cost when VAT is not applicable. In the event of the VAT rate increase after signing of the contract, the Participant / Customer is obliged to pay additional VAT calculated according to the new rate.
- 7.2.3. Should the Trade Fair dates be adjusted, all the payments transferred by the Participant / Customer shall be credited towards the cost of participation in the Trade Fair at the rescheduled dates.
- 7.2.4. In the event of the cancellation of the Trade Fair, the Participant (Customer) will be refunded the amount paid, less the following deductions: the registration fee, general organizational, advertising, and informational costs incurred by the Organizer that are associated with the Trade Fair (event); the cost of services provided to the Participant (Customer) in compliance with the contract. The refund will be processed within 90 days of the request, except as outlined in 7.2.5.
- 7.2.5. In case of cancellation of the Exhibition after the start of installation work through no fault of the Organizer, the Participant's payments shall not be refunded, and the full contract amount remains payable.
- 7.2.6. In other instances of withdrawal from the contract / services of the Organizer, refunds of amounts paid by the Participant will be processed within 90 days of the date of the occurrence that resulted in the refund.
- 7.2.7. All fines, penalties, compensations, expenses, and losses (payments amount) incurred by the Participant shall be calculated in Russian Rubles.
- 7.2.8. Should a refund be issued to the Participant, the Organizer reserves the right to withhold any fines, penalties, compensations, expenses, losses, or other payments made by the Participant.

7.3. FORMS OF PARTICIPATION (WORKING PLACE OPTIONS)

- 7.3.1. Participation with an equipped Working Place refers to provision of the exhibition space for temporary use with an installed booth for the participation in the Trade Fair.
- 7.3.2. Participation with an unequipped Working Place refers to provision of the exhibition space for temporary use without an installed booth for the participation in the Trade Fair.
- 7.3.3. Any Participants holding contracts guaranteeing their participation with a Working Place (regardless of the category and naming in the contract) shall be classified as Exhibitors, thus defining their form of participation.
- 7.3.4. Information about the Participants regarding their form of participation is available on the official website, <https://belarus.biwexpo.com> and in the official Exhibition catalog.
- 7.3.5. The Exhibitor / Co-Exhibitor is obliged to ensure the presence of a representative of the The Exhibitor / Co-Exhibitor during the opening hours of the Trade Fair for the entire period.

- 7.3.6. The terms of use of the Working Place (move-in and abandonment, installation and tear-down, equipment delivery, opening hours of the pavilions, etc.) are outlined in section 3 of the Participant Guide.
- 7.3.7. The Organizer has the right to change the location of the Exhibitor's designated exhibition space (Working Place) within the total exhibition area allocated for the Exhibition, that may be necessary due to organizational or technological reasons, health regulations, emergency situations, or at the request of state, municipal, or other authorized bodies and services. The Organizer shall provide the Exhibitor with written notification of any changes to the Exhibitor's Working Place location or other design modifications impacting the positioning of the Working Place.
- 7.3.8. The participant is responsible for delivering the exhibits to the Working Place at their own expense.
- 7.3.9. Services and options that are not outlined in the description of the relevant form of participation in section 7 of the Participant Guide are not included in the cost of participation with the Working Place (exhibition space) and must be ordered separately at an additional fee.

A comprehensive list and pricing for extra services are available online via the PERSONAL ACCOUNT of the Participant.

7.4. SERVICE PACKAGE FOR UNEQUIPPED WORKING PLACE

- 7.4.1. An unequipped Working Place is at least 20 square meters of exhibition space. Exhibitors are responsible for the construction of their Working Place independently or with the assistance of third-party construction companies (accreditation is required).
- 7.4.2. Exhibitors with an unequipped Working Place / their contracted Developers must agree the design and technical documentation of the booth with the technical service of the Trade Fair as required in Section 8 of the Regulations.
- 7.4.3. Exhibitors are only provided with designated exhibition space for booth construction. Any equipment and services are available for purchase via PERSONAL ACCOUNT.
- 7.4.4. For Participants with the service package for an unequipped Working Place, the Organizer has established the following fees:

Registration Fee	<ul style="list-style-type: none"> ▪ 24 500 RUB for all Participants ▪ Required for all Co-Exhibitors
The Service Package for a Single-storey Construction (including VAT)	<ul style="list-style-type: none"> ▪ 20 000 RUB – if paid before March 15, 2025 ▪ 25 000 RUB– if paid before April 1, 2025 ▪ 27 500 RUB – if paid after April 1, 2025

Extra charge for more than 1 (one) floor	<ul style="list-style-type: none"> 50% of the cost of a single-storey construction for an unequipped exhibition space
Exhibitor Badge fee	<ul style="list-style-type: none"> 3 000 RUB per badge
Maximum Number of Free Badges for Exhibitors	<ul style="list-style-type: none"> Provided depending on the booth size (1 badge for every 5 square meters)
Location	<ul style="list-style-type: none"> covered Exhibition Pavilion

7.5. VIP PASS

7.5.1. Service Package

- Accreditation: VIP Badge
- Invitation to the INNOPROM EVENING PARTY (for 1 person)
- Priority access to the Main Plenary Session
- Unlimited access to the VIP Lounge throughout the event (for 1 person)
- Dedicated VIP registration desk
- Access to the system of appointment of meetings in the participant's personal office
- Access to a premium segment the Exhibition chat boat in Telegram with functionality of the clever assistant, detailed information on exhibitors and exhibits, access to the expanded photoreport of an action and materials of the business program (presentations of speakers).

Late arrival by VIP participants may result in denial of entry to the event. Seating availability cannot be guaranteed. The Organizer shall not be held liable for the failure to provide the service in this instance.

7.5.2. Price: 150 000 RUB / \$1 500 USD.

7.5.3. A discount of 50 000 RUB / \$500 USD is available for payments made on or before March 15, 2025. With this discount applied, the cost of the service will be 100 000 RUB / \$1 000 USD.

7.5.4. A discount of 20 000 RUB / \$200 USD is available for payments made on or before September 5, 2025. With this discount applied, the cost of the service will be 120 000 RUB / \$1 200 USD.

7.6. FOR DELEGATIONS

7.6.1. Service Package

- Accreditation: 1 Delegation Badge
- Access to open business program events, including the main plenary session
- Access to the Exhibition during the hours when the Exhibition is open to visitors
- Access to the system of appointment of meetings in the participant's personal office

7.6.2. The Delegation Badge is available free of charge for state authorities, heads of delegations, including deputy governors, vice-governors, heads of municipal governments, ministers or similar positions. The Organizer is authorized to issue the Delegation Badge at their own discretion.

7.7. SPONSORSHIP AND PARTNERSHIP SERVICE PACKAGE

7.7.1. The service package offers the opportunity for the Participants to become official Partners/Sponsors of the Trade Fair or special projects taking place within its framework. The terms of such participation are determined individually, based on the scope and nature of the Partnership/Sponsorship and specified in a contract between the Organizer and the Participant (Partnership/Sponsorship Contract).

7.7.2. Partnership Options for Participants include:

- Business Partner
- Official Partner
- Strategic Partner
- General Partner
- Partner/Sponsor
- other partnership options

7.7.3. The Organizer may provide the Sponsor with any services specified in this Participant Guide, outlined on the official website, or individually agreed upon in the Contract.

7.7.4. The scope and specific details of the services provided for Partners/Sponsors by the Organizer of the Trade Fair, including the procedures for the provision of services shall be agreed and outlined in the Partner/Sponsor contract based on the scope and nature of Partnership/Sponsorship.

7.8. PROGRAM PARTNER — PARTNER OF THE PROGRAM OF EVENTS

Among other Partnership options, the Organizer offers the Participants to become a Program Partner, the partner for the Program of Events (supporting one or more events).

The Program Partner can organize their own event together with other Partners.

To become a Program Partner and organize the event, the following steps are required:

7.8.1. Submission of the application for organizing the event to the Organizer via e-mail: tuganov@innoprom.com.

- 7.8.2. Applications may be submitted in any format and must include the following information: event subject, description and possible speakers, overview of the responsibilities of the Participant and the Organizer within the event, as well as the timing and procedure for agreeing on the concept and plan of the event.
- 7.8.3. Applications must be submitted to the Organizer no later than one month prior to the start date of the Trade Fair.
- 7.8.4. Upon acceptance of the Application, the Organizer shall, within five (5) business days of receipt, notify the Participant via e-mail provided by the Participant at registration. The Organizer's acceptance of the Application serves as an informational notification only and does not constitute an obligation to sign the contract.
- 7.8.5. Following acceptance of the Application, the Parties shall discuss the terms of cooperation via email within a period of 14 days. Based on the outcome of these discussions, a participation contract (partnership agreement for the event of the Program) can be signed.
- 7.8.6. Upon execution of the Participation Agreement, the Participant shall acquire the status of Program Partner.
- 7.8.7. The Organizer reserves the right to decline any Application at its sole discretion. In the absence of a response from the Organizer within five (5) working days, the Participant's Application shall be considered rejected by the Organizer.

7.9. VISITOR PARTICIPATION

Visitors are granted access to the Trade Fair upon submitting of the Registration form on the official website of the Trade Fair. Registration is required to visit the Trade Fair.

The code of conduct at the Venue and responsibility of the Participants are outlined in this Participant Guide and section 3 of the General Terms & Conditions.

The rules for Visitors (including liability) apply to all individuals located at the Venue of the Trade Fair.

The official website provides Visitors with all up-to-date information from the Organizer.

7.10. OTHER PARTICIPATION OPTIONS

For the Participants with the booth, the following extra options are also available. Feel free to order a service and ask questions using the contacts below:

Meeting Room Rental	belarus@innoprom.com
Advertising on the site (including outdoor advertising)	belarus@innoprom.com
Stage for Signing Ceremonies and other PR Options	belarus@innoprom.com
Media Partnership	pr@innoprom.com

- 7.11.** The Organizer calculates the price of the participation Contract by applying discounts and margins outlined from the service packages (Section 7: FORMS OF PARTICIPATION AND FINANCIAL CONDITIONS) and the specific terms participation contracts.