

# INNOPROM

INTERNATIONAL INDUSTRIAL TRADE FAIR

**INNOPROM 2025**

## **TECHNICAL SPECIFICATIONS**

PARTICIPANT GUIDE  
APPENDIX A

updated October 16, 2024

**1.1. DEVELOPERS**

- 1.1.1. Developer passes, only valid outside of the Exhibition timeframe, shall be issued by the Exhibition Technical Service to all staff involved in the installation and dismantling of the Exhibitor's stand only after the technical documentation has been agreed upon with the Exhibition Technical Service.
- 1.1.2. The access of the technical staff involved in the installation and dismantling works of the Exhibition to the event area shall be provided by the installation badges issued by the Exhibition Technical Service.
- 1.1.3. Access of the Developer's on-duty technical staff involved in ensuring the stand and equipment availability during the days of the Exhibition is possible using the badges of the Technical Staff. Registration of Technical Staff on duty is available via a link provided by the Exhibition Technical Service at the rate of no more than 3 persons per constructed stand. In case this limit is exceeded, the issuance of badges will be made at an additional charge of 1,000 rubles per badge. You can apply for additional badges via the Developer's Personal Account.

**1.2. CONTRACTORS**

Contractors shall obtain passes from the Exhibition Technical Service. Such passes do not entitle them to carry out technically complicated assembly, dismantling, or electrical installation work.

**1.3. STAYING AT THE EXHIBITION CENTER OUTSIDE THE WORKING HOURS OF THE EXHIBITION**

- 1.3.1. No events including but not limited to any gatherings such as buffets are allowed to be held at the premises of 'Ekaterinburg-Expo' IEC outside of the Exhibition working hours, as they put the general security of the Exhibition Center at risk.
- 1.3.2. All Exhibitors must vacate the exhibition center within 30 minutes after the official closing time of the Exhibition.

**1.4. IEC PAVILIONS: TECHNICAL SPECIFICATIONS**

The 'Ekaterinburg-Expo' IEC pavilions technical specifications are available at the Technical Service website.

**1.5. SERVICE PROVIDER**

- 1.5.1. To address matters related to the issuance of documents for import & export of equipment and issuance of passes authorizing access to the territory of 'Ekaterinburg-Expo' IEC, Exhibitors and technical staff of the Exhibition should contact the Service Provider of the Exhibition Technical Service. The Service Bureau can be found at the registration area.
- 1.5.2. For more information on the equipment import & export at the premise of 'Ekaterinburg-Expo' IEC, please refer to Section 3 on 'Installation works and import & export regulations'.

**1.6. TECHNICAL LIMITATIONS OF WORKPLACE USE**

- 1.6.1. Exhibitors shall not be allowed to connect any PABX or other equipment to the provided communication lines.
- 1.6.2. Exhibitors shall not be allowed to lay communication lines inside the exhibition halls using their own means and methods.

- 1.6.3. Exhibitors shall not be allowed to connect telecommunication equipment to the provided communication channels in efforts to provide services to any third-party organizations.
- 1.6.4. Exhibitors shall not be allowed to take the property and equipment rented from the Operator and the Technical Service outside the exhibition center.

**1.7. NOISE LEVELS**

- 1.7.1. During the Exhibition, the noise level shall not exceed 50 dB when holding various promotional events or any other events using audio and video equipment at the booths. Whenever the Exhibitor exceeds the maximum permissible noise level, they are to immediately reduce the noise level to the established norm upon the Operator's verbal notice. In case of violation of this requirement, penalties shall be applied according to the Participant's Guide Appendix on 'Penalties for Violating Regulatory Documentation Requirements'.
- 1.7.2. In case of failure to comply with the requirement to eliminate the violation, authorized persons of the Operator or the Technical Service shall have the right to disconnect the noise source as indicated in the noise measurement report.
- 1.7.3. The noise measurement report shall be drawn up in 2 copies, signed by the responsible officer of the Technical Service, and handed over to the Exhibitor.

**1.8. TERMS OF USE FOR ADVERTISING STRUCTURES**

- 1.8.1. Advertising slogans or other information of advertising nature shall not be applied directly to the walls, side surfaces of working places, or booths bordering the working places or booths of other Exhibitors as well as those facing them.
- 1.8.2. All advertising structures in the Exhibition area including the outdoor area including but not limited to banners among others must be approved by the Exhibition Technical Service.
- 1.8.3. Violation of the requirements of this section shall impose penalties on the Exhibitor according to the Participant's Guide Appendix on 'Penalties for Violating Regulatory Documentation Requirements'.
- 1.8.4. No advertising structures such as banners, flags, stickers may be placed on the floors, pavilion structures, walls, or other parts of the pavilion without the Operator's written consent.
- 1.8.5. Additional advertising options can be purchased via Personal Account.

**1.9. GENERAL REQUIREMENTS FOR BOOTH DESIGN**

- 1.9.1. The requirements for the design and decoration of exhibition booths are laid out in Exhibition Technical Service provisions and are available on its official website: <https://innoteh.org>. The Regulations of the Exhibition Technical Service shall be binding for all Exhibitors, Contractors, Developers, and other persons at the Exhibition premises.
- 1.9.2. All companies participating in the Exhibition shall comply with the following requirements for booth construction and relay them to Developers:
  - The working place must have a floor covering such as carpet, laminate or other flooring.
  - The working place must contain structural elements such as walls, pylons, or fences and cannot be designed only with flooring or furniture.

- The construction and design of the booth must not exceed the limits of the Exhibitor's working place. Equipment placed at the booth must also be placed within the working place.
- All external surfaces visible from the working place, the aisles between working place, from neighboring working place, and the balcony of Pavilion No. 1 including the upper parts of walls, wall boxes, or pylons must be properly decorated and have a finished appearance such as the following: a white banner stretched over the structure or a white laminated chipboard.
- The use of Octanorm, Maxima or their analogs as structures of an Unequipped Working Place is possible only upon the written consent of the Operator. Visible elements of these constructions must be decorated with a finish: e.g. a banner with full-color printing or laminated chipboards with overlays definitively covering all elements of the initial construction. **It is not allowed** to use Octanorm constructor elements or their analogs as structures of an Unequipped Working Place without concealing the apparent construction elements.
- The height of an Unequipped Working Place cannot be under 4 meters.

1.9.3. In case of violation of these specifications, penalties shall be incurred according to the Participant's Guide Appendix on 'Penalties for Violating Regulatory Documentation Requirements'.

## 2. REGULATIONS ON BOOTH CONSTRUCTION APPROVAL

2.1. Builders shall be admitted to the exhibition area only after the design and technical documentation of the working place or the booth has been approved by the Technical Service of the Exhibition.

- 2.1.1. The Contractor of the Exhibitor performing the construction shall be obliged to send the design project and the required technical documentation for approval by the Technical Service of the Exhibition in advance as well as to comply with the requirements of the Technical Service of the Exhibition.
- 2.1.2. If the documentation does not comply with the booth project being implemented at the installation, the Operator and the Technical Service may terminate the works and demand the design project be brought into compliance with the original plan.
- 2.1.3. If the project being implemented continues to deviate from the original design plan, the Operator and the Technical Service shall terminate the booth assembly, cordon off the booth, or dismantle it.
- 2.1.4. The Exhibitor shall independently ensure that the back side of the booth is covered with a white banner with no visible application of the brand visual identity or other material with a finished appearance such as a white chipboard in case of a height difference between the booth and the adjacent booth.
- 2.1.5. The Exhibitor shall independently cover the upper surface of the walls such as boxes, pylons and other elements with a white banner or a similar material with a finished appearance: this could be a white laminated clipboard, PVC overlays, etc.

- 2.2. All outdoor exposition participants shall coordinate the design and technical documentation with the Technical Service of the Exhibition including, but not limited to the following:
- exhibition booth design project
  - booth layout plans and exhibited items at the working place,
  - advertising or other structures including banners, as well as tents and all other elements of the outdoor exposition construction
  - any other documents in accordance with the Regulations on the installing and dismantling of booths at the INNOPROM Exhibition. The full list of specifications and necessary documentation can be found at the Exhibition Technical Service website, 'Technical Operator' LLC <https://innoteh.org>.
- 2.3. The contact information for the Technical Service approval department is available at <https://innoteh.org>.
- 2.4. Contractors who do not carry out technically complex installation, dismantling or wiring works shall obtain passes from the Exhibition Technical Service according to standard procedure after receiving approval for design and technical documentation from the Exhibition Technical Service.
- 2.5. Exhibitors with an Unequipped Working Place i.e. private construction who engage third-party Contractors or Builders for the construction of their booths must ensure that the Builder fulfills the requirement for approval of design and technical documentation within the established time limits. Necessary forms and sample documents can be found on the website.
- 2.6. Developers and Exhibitors who have not passed the compliance of the design and technical documentation of their booths with the applicable standards and requirements will not be allowed to enter the exhibition area.
- 2.7. Forms and samples for the documents required for registration and approval of booth construction for the Developers who perform construction or design works through Exhibitors or the Operator as well as for the Exhibitors who perform independent construction are available on the website.
- 2.8. All structures and construction elements that are not approved by the Technical Service, as well as those that do not comply with the design and technical documentation approved by the Technical Service, shall be dismantled within 2 hours after such a request is made by the Technical Service or the Operator, and in cases of potential danger to the life and health of people—immediately. Dismantling shall be carried out in full compliance with the safety requirements.
- 2.8.1. In the event that the Exhibitor or their Supplier be that a Contractor or a Developer fails to dismantle the structures and construction elements themselves, the Operator and the Technical Service shall be entitled to dismantle the said structures and construction elements by their own efforts with the costs of dismantling being charged to the Exhibitor and/or their Supplier.

### **3. INSTALLATION AND DISMANTLING WORKS. IMPORT & EXPORT REGULATIONS**

- 3.1. Detailed regulations and specifications for the installation and dismantling works are posted in the INNOPROM section of the 'Technical Operator' LLC website acting as the Exhibition Technical Service.

- 3.2. Exhibitors who have not entered a participation contract or who have outstanding charges under the contract will not be allowed to bring exhibits and equipment to the premises of 'Ekaterinburg-Expo' IEC or to carry out any installation and dismantling works.
- 3.3. All exhibition property, artwork, equipment, and structures such as materials, assemblies or parts of booths shall be removed from the premises of 'Ekaterinburg-Expo' IEC before the end of the dismantling period.

**3.4. EQUIPMENT IMPORT & EXPORT AUTHORIZATION**

- 3.4.1. Developers and Exhibitors shall obtain permission for import & export of equipment from the Exhibition Technical Service only after the design and technical documentation of the booth and the documentation for the imported equipment have been fully agreed upon.
- 3.4.2. Exhibitors who bring in technically complex equipment and exhibit items shall obtain permission to import this equipment from the Service Provider only after the design and technical documentation for this equipment has been agreed upon by the Technical Service.
- 3.4.3. Exhibitors who bring in non-technically complex equipment and exhibit items such as small items, furniture, or handouts shall obtain a permit for import and export of this equipment from the Service Provider.
- 3.4.4. To obtain permission for equipment import & export and for Participant vehicle admission to the loading and unloading zone, the Participant shall issue letters for equipment import & export addressed to the Service Provider and presented in 3 copies. You can find relevant letter samples on our website:
  - The first copy of the letter shall remain with the Service Provider.
  - The second copy shall be given to the driver of the vehicle entering the territory of 'Ekaterinburg-Expo' IEC. The Exhibitor shall receive permission to enter the loading and unloading zone from the pavilion administrator present in each pavilion using this copy of the letter, which will later remain with the pavilion administrator.
  - The third copy of the letter shall be left with the Participant for the removal of equipment after the dismantling work is completed: the letter shall be stamped “removal authorized” by the Service Provider. Without this letter, transportation from the event area is prohibited by the security service of the IEC.
- 3.5. The time allotted for transportation to remain in the loading and unloading zone is as follows: 30 minutes for passenger cars, 1 hour for trucks up to 5 tons, and 2 hours for trucks over 5 tons.
- 3.6. Participants with constructed equipped working places, i.e. Exhibitors, and Participants of joint expositions who solely require delivery of their exhibit items should sign letters for equipment import & export and a letter for obtaining installation passes for employees involved in installation and dismantling, should these employees not be holding a Participant pass. All of the necessary forms can be accessed via the Personal Account. Exhibitors with large-sized equipment i.e. outdoor area and pavilion without construction works on exposition design shall sign letters for equipment and machinery import & export, a letter for obtaining installation passes for employees involved in installation and dismantling, should these employees not be holding a Participant pass, and agree on

the schedule of arrival and delivery of large-sized equipment to the outdoor area or pavilion, having previously agreed on the mandatory technical parameters such as weight, dimensions, technical features, method of transportation and delivery.

- 3.7. During the Exhibition, access for vehicles bringing in and taking out exhibit items is allowed only in the morning from 8.00 to 9.00 and in the evening from 18.00 to 19.00. For equipment delivery you can use the respective form for equipment delivery to the premises of 'Ekaterinburg-Expo' IEC, which is available via your Personal Account.
- 3.8. All equipment brought in except for small exhibit items, furniture, or handouts must be approved by the Technical Service and then allowed to be brought into the Service Provider's Office.

**3.9. TECHNICAL COMMUNICATIONS AND LOADING AND UNLOADING OPERATIONS**

- 3.9.1. DMW-EXPO LLC serves as the official operator of loading and unloading operations at the premises of 'Ekaterinburg-Expo' IEC. Loading and unloading works at the pavilions of 'Ekaterinburg-Expo' IEC and open exhibition areas are to be performed only by DMW-EXPO specialists and facilities.
- 3.9.2. Work on receiving self-propelled exhibit items shall be performed only under the supervision of a representative of DMW-EXPO. If such service is necessary, you can order it via your Personal Account.
- 3.9.3. Obligations related to providing freight forwarding services such as cargo transportation, organizing and performing loading, unloading, and rigging work during the installation or dismantling of temporary structures, equipment, and exhibits at the 'Ekaterinburg-Expo' IEC, both indoor and outdoor areas, are governed by a separate contract between the Exhibitor (Customer) and DMW-EXPO. The Operator is not a party to this contract.
- 3.9.4. The option to use DMW-EXPO services for delivering goods from the Exhibitor's warehouse to the Exhibition venue, and/or for return transport, is advisory only. Exhibitors are free to engage an alternative provider with the necessary permits and authorizations.
- 3.9.5. The installation of electrical connections, water supply, and compressed air lines at 'Ekaterinburg-Expo' IEC, as well as any work involving suspension points for pavilion structures, must be carried out exclusively by specialists from the Exhibition Technical Service -Technical Operator LLC.
- 3.9.6. These services can be ordered through the Exhibition Technical Service via your Personal Account. Detailed rules, requirements, and pricing for loading, unloading, and Technical Service are available on the INNOPROM Technical Service website.

**3.10. RESPONSIBILITY AND RESPECT FOR THE RIGHTS OF OTHERS DURING WORK**

- 3.10.1. Contractors (Developers) are required to carry out installation, dismantling, and other tasks, including the import and export of equipment and structures, in a manner that avoids damaging the property of other Exhibitors. They must not obstruct or interfere with the work of other Exhibitors or their contractors, nor move their property including equipment and materials.
- 3.10.2. Exhibitors are fully responsible for the actions or inaction of the Suppliers, be those contractors or developers, they employ, except when using the services of the Exhibition Technical Service.

3.10.3. Suppliers and the Exhibitors who engage them are fully responsible to the Operator, other Exhibitors, the owner of the exhibition space and property of 'Ekaterinburg-Expo' IEC, as well as any individuals present at the Exhibition. This includes liability for any violations of rights or damages caused to property, life, or health.