



INTERNATIONAL INDUSTRIAL EXHIBITION

**INNOPROM. Belarus**

# TECHNICAL SPECIFICATIONS

PARTICIPANT GUIDE  
APPENDIX A

## **1. TECHNICAL REQUIREMENTS**

### **1.1. BUILDERS**

- 1.1.1. Passes for developers (invalid during the Exhibition) will be issued in the technical service of the Exhibition to all personnel engaged in the installation and dismantling of the Participant's stand, only after coordination of technical documentation with the technical service of the Exhibition. You can obtain passes from the Exhibition Technical Service after passing the accreditation procedure and monitoring of design and technical documentation.
- 1.1.2. Access of technical personnel involved in installation and dismantling works of the Exhibition to the territory of the event is carried out according to technical badges issued in the Technical Service of the Exhibition.
- 1.1.3. Access of technical personnel involved in the days of the Exhibition shall be provided by badges (issued by the Organizer on the days of the accreditation center), at the rate of 5 badges for each stand to be built up. If this limit is exceeded, the issue is carried out for an additional fee of 3,000 rubles per one badge. Instructions on registration and process of badges receipt are placed in the Personal Account of the Developer in the section "Documents of the Organizers."

### **1.2. CONTRACTORS**

Contractors receive passes from the Technical Service of the Exhibition. Such passes do not give the right to perform technically complex installation, dismantling, electrical installation works.

### **1.3. ORDER OF ADDITIONAL SERVICES FOR DEVELOPMENT**

- 1.3.1. Ordering of services on electric connections, Internet connections, additional security and cleaning of stands and expositions is possible through the Personal Account of the Developer.
- 1.3.2. To order additional services, the Developer needs:
  - Pass the procedure of registration of the Developer. Registration will be opened in August 2025.
  - If you have an existing personal account, you must follow the link: <https://be.fproject.ru/exhibition-private-office.aspx?language=ru-RU>
  - After the entry of all data, the Exhibition Participant will automatically form a request for confirmation of the Developer.

- After confirmation of the Developer's application, the Participant will form the Developer's Personal Account, in which the possibility of ordering services will be available
- 1.3.3. Ordering of services on accreditation and control of technical documentation, arrangement of technical suspensions to pavilion structures, connections to compressed air lines, water supply and drainage connections of stands and expositions is possible at the Technical Service of the Exhibition under a separate contract.

#### **1.4. STAY IN THE EXHIBITION COMPLEX DURING NON-WORKING HOURS OF THE EXHIBITION**

- 1.4.1. It is not allowed to hold any events on the territory of the exhibition complex, including buffets, after the end of the Exhibition, as they expose the general safety of the exhibition complex to risk.
- 1.4.2. All Participants shall vacate the exhibition complex within 30 minutes after the official closing time of the Exhibition.

#### **1.5. TECHNICAL CHARACTERISTICS OF THE EXHIBITION PAVILION**

Pavilion area - 8,720 sq.m. (gross)

Maximum allowable suspension height - 9 meters

The maximum permissible height of the stand is 6 meters.

The maximum load of floor covering is 5000 kg/sq.m.

Limit load on ceiling beams - 200 kg/linear m. beams. Beam spacing - 6 m.

Installation gates - 3 pcs. Size (W \* H) - 4.5m \* 5m

#### **1.6. TECHNICAL RESTRICTIONS ON WORKPLACE USE**

- 1.6.1. Participants are prohibited from connecting the PBX and other equipment to the communication lines provided.
- 1.6.2. Participants are prohibited from laying communication lines inside exhibition halls by their own means and forces.
- 1.6.3. Participants are prohibited from connecting telecommunication equipment to the provided communication channels for the purpose of providing services to third-party organizations.
- 1.6.4. Participants are prohibited from taking equipment leased from the Organizer and Technical Service outside the exhibition center.

#### **1.7. NOISE LEVEL**

- 1.7.1. During the period of the Exhibition, when holding various promotions or other events on stands using audio and video equipment, the noise level shall not exceed 65 DB. If the Bidder exceeds the maximum

permissible noise level, he shall reduce the noise level to the established standard according to the Organizer's oral comment. In case of violation of this requirement, penalties shall be applied (Section Penalties for Violation of the Participant's Management).

- 1.7.2. In case of failure to comply with the requirement to eliminate the violation, authorized persons on the part of the Organizer or the Technical Service shall have the right to turn off the source of noise on the basis of the act of measurement.
- 1.7.3. The Act of Measurement shall be drawn up in 2 copies, signed by the responsible employee and transferred to the Exhibition Participant.

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

- 1.8.1. Advertising slogans or other advertising information shall not be applied to walls/side surfaces of Workplaces/stands located on the border with Workplaces/stands of other Participants and facing them.
- 1.8.2. All advertising structures on the territory of the Exhibition, including street exposition (including banners, etc.) must be agreed with the Technical Service of the Exhibition.
- 1.8.3. Violation of the requirements of this section shall impose penalties on the Participant (Appendix Penalties for violation of the Participant's Management).
- 1.8.4. No advertising structures (stretches, flags, stickers, etc.) may be placed on the floor, pavilion structures, walls and other parts of the pavilion without the written consent of the Organizer.
- 1.8.5. You can order additional advertising through your PERSONAL ACCOUNT.

## **1.9. GENERAL REQUIREMENTS FOR BENCH DESIGN**

- 1.9.1. The Operator has the right to build standard exhibition stands from the Octanorm designer on the territory of the Exhibition. The use of structural elements when installing an unequipped workplace using the Octanorm designer must be agreed with the Technical Service of the Exhibition.
- 1.9.2. All companies participating in the Exhibition shall comply with the following requirements for the construction of stands and notify the Developer of them:
  - The workplace must have floor covering (carpet, laminate, other).
  - The use of elements of standard constructions (Octanorm, Maxima) must be previously agreed with the Technical Service of the Exhibition.

- The design and design of the stand shall not go beyond the Participant's Workplace. Equipment located on the stand shall also be located within the Workplace.
- All external surfaces, which are visible from the side of the Workplace, passages between the Workplaces, and from the side of neighboring Workplaces (including the upper parts of walls, wall boxes, pylons, etc.), shall be sealed with a banner (must be pulled on the structure) or other materials having a complete appearance.
- Use as structures of undeveloped (partially equipped) workplaces of designers of Octanorm, Maxima type or their analogues is possible only with written approval of the Operator. Visible elements of these designers shall be necessarily decorated with a finish coating (for example, a banner with full-color printing, LDSP linings on embedded items, etc.) with mandatory hiding of all elements of the structure (posts, runs, etc.). **It is not allowed** to use Octanorm elements or their analogues as structures of undeveloped (partially equipped) workplaces without hiding structural elements.
- The height of the undeveloped (partially equipped) Workplace shall not be less than 3 (Three) meters.
- It is prohibited to install solid walls of the stand in the passage. Construction of blind walls along passageways is allowed only in agreement with the Operator.
- It is not allowed to place inscriptions, logos, graphics on the back of structures located on the border or near the border of the stand and directed towards neighboring stands.
- It is impossible to equip kitchen areas and food areas, except for hot and cold drinks on the stands of partners and participants.
- Installation of temporary kitchens for hot meals on the stand using electric and gas slabs, steam convectomates, ovens and furnaces is prohibited.
- Stands shall be prefabricated in such a way that minimum assembly is required on the exhibition site. Only assembly of main components, inscription and graphics, as well as minor touch-up are allowed in place.
- All construction material shall be refractory. For wooden, carpet and fabric materials, it is mandatory to have a certificate of processing or incombustibility.
- Technical guidelines for organizers, developers and contractors performing installation works on the territory of the Minsk

International Exhibition Center BelExpo available on the website of the Technical Service of the Exhibition/

Violation of these requirements imposes penalties on the Participant (section Penalties for violation of the Participant's Management). For some types of violations, penalties may be applied not only in accordance with the Participant's Guide, but also in accordance with the regulations of the Technical Service of the Exhibition (section Fines for violation of the Basic Requirements when arranging exhibition events on the territory of the Exhibition Center).

## **2. REGULATION FOR APPROVAL OF BENCH CONSTRUCTION**

- 2.1. Access to the exhibition area of Developers, Contractors and Participants shall be carried out only after approval of the design and technical documentation of the Workplace/exhibition stand with the Technical Service of the Exhibition.
  - 2.1.1. The Contractor of the Participant performing the development shall, not later than 14 calendar days before the start of installation, send the design project and the required technical documentation for approval to the Technical Service of the Exhibition, as well as comply with the requirements and regulations of the Technical Service of the Exhibition.
  - 2.1.2. In case of non-compliance of the documentation with the project of the stand implemented at the installation, the Organizer and the Technical Service may stop the work and require bringing the design project into compliance with the original one.
  - 2.1.3. If the project being implemented continues to be built with deviations from the original design project, the Organizer and the Technical Service stop the installation of the stand, cordon it off or dismantle it.
  - 2.1.4. The Bidder shall independently provide the front side of the bench (without aidentika) with a white banner or other material having a complete appearance (white LDSP, PVC linings, painting, etc.) in case of a difference in the height of the bench with adjacent to it.
  - 2.1.5. The Bidder shall independently provide cladding of the upper surface of walls (boxes, pylons and other elements) with a white banner or similar material having a complete appearance (white LDSP, PVC linings, etc.).
- 2.2. All participants of the street exposition are obliged to coordinate with the Technical Service of the Exhibition the design and technical documentation, including:
  - Exhibition stand design project
  - plans for the display of the stand and exhibits at the Workplace,

- advertising (including banner) and other structures, tents and all elements of the development of the street exposition.
  - other documents according to the Regulations of the Technical Service of the Exhibition. The full list of requirements and necessary documentation can be found on the Exhibition Technical Service website.
  - Contractors that do not perform technically complex installation and dismantling works, electrical and installation works, receive passes from the Technical Service of the Exhibition on general grounds, after passing the procedure of coordination of design and technical documentation with the Technical Service of the Exhibition.
- 2.3. Participants with undeveloped (partially equipped) Workplace (individual development), who attract third-party Contractors/Developers to build their stands, shall ensure that the Developer complies with the requirement to coordinate the design and technical documentation with the Technical Service within the specified time frame, on coordination of documentation and compliance with fire safety and safety rules of the stand, materials, equipment and works performed in accordance with the requirements of the Technical Service, which are available on the Exhibition Technical Service website.
- 2.4. Developers, contractors and Participants who have not passed the agreement on compliance of the design and technical documentation of the stands with the current norms and requirements of the Technical Service of the Exhibition and the Participant's Guide are not allowed to the exhibition area.
- 2.5. All structures and building elements not agreed with the Technical Service of the Exhibition, as well as those not in compliance with the design and technical documentation agreed with the Technical Service of the Exhibition, which do not comply with the fire safety rules, shall be dismantled within 2 hours from the moment of presentation of such a requirement by the Technical Service of the Exhibition or the Organizer, and in cases of potential danger to the life and health of citizens - immediately. Dismantling shall be carried out in accordance with safety requirements.

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

- 3.1. Requirements of fire safety rules and Basic requirements for arrangement of exhibition events on the territory of the exhibition center to development companies are available on the website of the Technical Service of the Exhibition.

- 3.2. Participants who have not entered into an agreement for participation or have not paid any debts under the agreement will not be allowed to bring exhibits and equipment to the territory of the exhibition complex and to carry out installation works.
- 3.3. All exhibition property, artwork, equipment and structures (materials, units, details) of exhibition stands shall be taken out of the exhibition complex before the end of the dismantling period.
- 3.4. If the Participant or its Supplier (Contractor/Developer) does not perform dismantling on their own, the Organizer and the Technical Service of the Exhibition shall have the right to dismantle the specified structures and building elements on their own, assigning dismantling costs to the Participant and/or its Supplier (Contractor/Developer).

### **3.5. HANDLING ORGANIZATION**

- 3.5.1. **The official Organizer of transportation and logistics services and loading and unloading works of the Exhibition is DMV Logistics.**
- 3.5.2. Loading and unloading works, delivery and placement of large-sized exhibits, equipment (including self-propelled) in the pavilions of the exhibition complex, open exhibition areas are carried out exclusively by specialists and forces of DMV Logistics.
- 3.5.3. Obligations to provide transportation and forwarding services (freight transportation services) at the territory of the exhibition complex (open and closed areas), organization and performance of loading and unloading and lifting works during installation/dismantling of temporarily erected structures, equipment and exhibits are regulated under a separate agreement between the Exhibition Participant (Customer) and DMV Logistics. The Arranger is not a Party to such contract.
- 3.5.4. The use of own lifting mechanisms of all types (forklift, crane, crane-manipulator, electrical and mechanical stackers, etc.) is strictly prohibited.
- 3.5.5. The offer to use the services of DMV Logistics for the delivery of goods from the exhibitor's warehouse to the Exhibition venue and/or back is advisory in nature and does not exclude the possibility of the Participant engaging an alternative supplier of such services with the necessary permits and permits.

### **3.6. ARRANGEMENT OF TECHNICAL HANGERS FOR PAVILION STRUCTURES**



3.6.1. The Technical Exhibition Service is the official Organizer for the organization of technical suspensions to the pavilion floor farms.

**Arrangement of technical suspensions to pavilion floor farms by other persons: the Participant, persons engaged by the Participant (contractors, developers and others) - is not allowed.**

3.6.2. Obligations to provide services for arrangement of technical hangers during installation/dismantling of temporarily erected structures are regulated under a separate agreement between the Exhibition Participant and the Technical Service of the Exhibition. The Organizer is not a Party to this service agreement.

**On the issues of arrangement of suspensions in pavilions and supply of engineering utilities:**

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### **3.7. RESPONSIBILITY AND OBSERVANCE OF RIGHTS OF OTHER PERSONS IN PERFORMANCE OF WORKS**

3.7.1. Contractors (developers) are obliged to carry out installation, dismantling and other works, import and export of equipment and structures in such a way as not to damage the property of other Exhibitors and other persons at the Exhibition, not to create obstacles or to interfere in any form with Exhibitors and their Contractors to carry out works, not to move their property (including equipment and materials).

3.7.2. Participants shall be fully responsible for the actions/omissions of the Suppliers (contractors/developers) involved by them, except for the services of the Technical Service of the Exhibition.

3.7.3. The Suppliers (contractors/developers) and the Participants who engaged them shall be fully liable to the Organizer, other Participants, to the owner (owner) of the exhibition areas and property of the exhibition complex, to the persons located on the territory of the Exhibition - in case of violations of their rights, causing any damage to their property, life and health of individuals.