

**International Forum**  
**BIOPROM: INDUSTRY AND TECHNOLOGY FOR HUMANS**  
**2025**

**TECHNICAL  
REQUIREMENTS**

Appendix No.1  
TO THE PARTICIPANT GUIDE

Version 04.08.2025

## **1.1. EXHIBITORS**

- 1.1.1. The access of the exhibitors is prohibited during the installation. If it is necessary to configure the equipment, the Exhibitor should register and send the list of employees for obtaining permits for installation and dismantling works electronically to the e-mail address [gtk@gelenarena.ru](mailto:gtk@gelenarena.ru) no later than 3 days before the start of installation work. The list is drawn up in accordance with Form No.17 of the Regulations of the technical service of the Event, which is available on the website <https://gelenarena.ru/reglament-dopuska-podryadchikov-forum/>

## **1.2. DEVELOPERS**

- 1.2.1. Passes for developers (which will be invalid during the Event) are issued at the technical service of the Event to all staff involved in the installation and dismantling of the Participant's booth only after approval of the technical documentation with the technical service of the Event.
- 1.2.2. Access of the technical staff involved in the installation and dismantling works of the Event to the Event premises is carried out according to the installation badges issued by the technical service of the Event.
- 1.2.3. Access of the on-duty technical staff of the developer involved in ensuring the operability of the booth and equipment on the days of the Event is possible through the badges of the Technical Personnel. Registration of the technical staff on duty is available via the link provided by the Event Operator.

## **1.3. CONTRACTORS**

Contractors should receive passes in the technical service of the Event. Such passes do not give the right to perform technically complex installation, dismantling, electrical installation works.

Detailed requirements and rules and the procedure for obtaining installation passes can be found in the Regulations of the Technical Service of the Event.

## **1.4. BEING IN THE EXHIBITION CENTER DURING NON-WORKING HOURS OF THE EVENT**

- 1.4.1. It is prohibited to hold any events, including receptions, on the premises of the MKDC (Multifunctional Cultural and Business Center) "Gelendzhik Arena" after the conclusion of the Event, as such activities pose a risk to the overall safety of the exhibition center.
- 1.4.2. All Participants should vacate the exhibition center within 30 minutes after the official closing time of the Event.

## **1.5. TECHNICAL RESTRICTIONS ON THE USE OF THE WORKPLACE**

- 1.5.1. Participants are prohibited from connecting private PBX systems or any other equipment to the provided communication lines.
- 1.5.2. Participants are prohibited from installing communication lines inside the exhibition halls by their own means or resources.
- 1.5.3. Participants are prohibited from connecting telecommunications equipment to the provided communication channels for the purpose of rendering services to third-party organizations.
- 1.5.4. Participants are prohibited from removing any property or equipment rented from the Organizer or the Technical Service beyond the boundaries of the exhibition center.

## **1.6. NOISE LEVEL**

- 1.6.1. During the Event, when conducting various promotional activities or other events at the booths using audio or video equipment, the noise level shall not exceed 50 dB. If a Participant exceeds the maximum permissible noise level, they must reduce the noise to the established limit upon a verbal notice from the Operator. Failure to comply with this requirement will result in the application of penalty sanctions (as set forth in the Participant Guide, "Penalties for Violation of Regulatory Requirements")

In the event of non-compliance with a request to eliminate the violation, authorized representatives of the Operator or the Technical Service shall have the right to disconnect the noise source on the basis of an official noise measurement report.

## **1.7. CONDITIONS FOR THE USE OF ADVERTISING STRUCTURES**

- 1.7.1. Advertising slogans or other promotional information shall not be applied to the walls or side surfaces of Workplaces/Booths located along the borders with the Workplaces/Booths of other Participants and facing their direction.
- 1.7.2. All advertising structures on the Event premises, including outdoor areas (such as banners, etc.), must be approved in advance by the Event Technical Service.
- 1.7.3. Violation of the requirements of this section shall subject the Participant to penalty sanctions (Appendix No. 2 to the Participant Guide).
- 1.7.4. No advertising structures (banners, flags, stickers, etc.) may be placed on the floor, pavilion structures, walls, or other parts of the pavilion without the prior written consent of the Operator.
- 1.7.5. Additional advertising services may be ordered through the Participant's Personal Account.

## 1.8. GENERAL REQUIREMENTS FOR BOOTHS DESIGN

1.8.1. Requirements for the design and decoration of exhibition stands are established by the regulations of the Technical Service of the Event and posted on its official website. The Regulations of the Technical Service of the Event are mandatory for all Participants, Contractors, Developers and other persons on the Event premises.

1.8.2. All companies participating in the Event are obliged to comply with the following requirements for the construction of booths and notify the Developer of them:

- The maximum permitted height for walls and other structures of non-equipped workstations shall not exceed 3000 mm. Operator sets the following height limits for non-equipped workstations:

Title Partner, General Partner, Strategic Partner, Official Partner – up to 3000 mm

Exhibition Partner, Industry Partner – up to 2500 mm.

Any deviation from these limits requires prior approval from the Operator.

- The Workplace should have a floor covering (e.g., carpet, laminate, or equivalent).
- Floor coverings should include a protective underlayer made of felt, carpet padding, or geotextile. For temporary structures requiring supports, a protective layer or podium of sheet material (chipboard, plywood) at least 16 mm thick and 0.4 × 0.4 m in size must be used.
- Booth structures and design elements must remain within the boundaries of the Participant's Workplace. All equipment must also be confined within the Workplace.
- All external surfaces that are visible from the side of the Workplace, the aisles between the Workplaces, and from the side of neighboring Workplaces must be decorated and have a finishing appearance.
- Detailed requirements and rules for the design of workplaces can be found in the regulations of the Technical Service of the event on the website <https://gelenarena.ru/reglament-dopuska-podryadchikov-forum/>

1.8.3. Violation of these requirements imposes penalties on the Participant (Appendix to the Participant Guide "Penalties for violation of the requirements of regulatory documentation").

## 2. REGULATIONS FOR APPROVING BOOTHS CONSTRUCTION

- 2.1. The Technical Service of the exhibition has the right to coordinate the design and technical documentation, as well as the right to provide technical services for the construction of booths and expositions within the framework of the Forum. To receive prices for the service of approving design and technical documentation, as well as for the provision of services for the electrical connection of booths, disposal charge, Internet connection, as well as other services of the Technical Service, you should send a request to the email [aanufriev@g2035.ru](mailto:aanufriev@g2035.ru).
- 2.2. Developers' admission to the exhibition area is made only after the approval of the design and technical documentation of the Workplace/ exhibition booth with the Technical Service of the Event.
- 2.3. All participants of the outdoor exhibition are required to coordinate design and technical documentation with the Technical Service of the Event, including:
  - plans for the placement of the exposition of booths and exhibits at the Workplace,
  - advertising (including banner) and other structures, tents and all building elements of the outdoor exposition.
- 2.4. Contacts of the Technical Service Coordination Department can be found on the Events website in the Contact section
- 2.5. The Regulations for the admission of contractors (developers) can be found on the website of the Technical Service of the Event <https://gelenarena.ru/reglament-dopuska-podryadchikov-forum/>
- 2.6. Participants with an undeveloped (partially equipped) Workplace (individual development), who involve third-party Contractors / Developers for the construction of their booths, should ensure that the Developer fulfills the requirement to coordinate the design and technical documentation in a timely manner in accordance with the requirements of the Technical Service of the Event.
- 2.7. Developers and Participants who have not passed the approval of the compliance of the design and technical documentation of the booths with the current standards and requirements are not allowed to the exhibition area.
- 2.8. The forms of documents required for registration and approval of the construction of booths for Developers performing development or design work by order of the Participant or the Organizer of the event, as well as for Participants performing independent development are posted on the website of the Technical Service of the Event.
- 2.9. All Measures that are not coordinated with the Technical Service, as well as those that do not comply with the design and technical documentation agreed with the Technical Service, structures and building elements must be dismantled within 2 hours from the moment such a requirement is submitted by the Technical Service

of the Event or the Operator, and in cases of potential danger to the life and health of citizens - immediately. Dismantling should be carried out in compliance with safety requirements.

- 2.9.1. In the event that the Participant or its Supplier (Contractor / Developer) does not dismantle it on their own, the Operator and the Technical Service of the Event have the right to dismantle these structures and building elements on their own with the assignment of the dismantling costs to the Participant and/or its Supplier (Contractor / Developer).

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

- 3.1. Detailed rules and requirements for installation and dismantling work are posted on the website of the Technical Service of the Event <https://gelenarena.ru/reglament-dopuska-podryadchikov-forum/>
- 3.2. Participants who have not entered into a contract for participation or have not repaid any debt under the contract will not be allowed to bring exhibits and equipment to the territory of the MKDC (Multifunctional Cultural and Business Center) "Gelendzhik Arena" and to carry out installation work.
- 3.3. All exhibition property, decoration, equipment and structures (materials, components, details) of exhibition booths must be removed from the MKDC "Gelendzhik Arena" before the end of the dismantling period.

#### **3.4. EQUIPMENT IMPORT/EXPORT PERMISSION**

- 3.4.1. Developers and Exhibitors receive permission to import or export and demonstrate the operation of various technical and technological equipment (aggregates, equipment, mechanisms, machine tools, etc.) from the Technical Service of the Event only after agreeing on the design and technical documentation of the exhibition booth and documentation for imported equipment. To receive a permit, it is necessary to send documentation for the equipment and exhibits to the Technical Service within 7 days. More detailed information on the rules for the import of such exhibits and equipment can be found in the Regulations of the Technical Service of the Event on the website <https://gelenarena.ru/reglament-dopuska-podryadchikov-forum/> in the Section "Technical requirements for exhibited equipment during congress and exhibition events"
- 3.4.2. Exhibitors who bring non-technically sophisticated equipment and exhibits (such as small exhibits, furniture, handouts) should register and send a list of equipment to be imported and subsequently exported electronically to the following address no later than 5 days prior to the delivery of the equipment and exhibits to the email [gtek@gelenarena.ru](mailto:gtek@gelenarena.ru). The list is drawn up on the organization's letterhead in accordance with Form No. 1.1-1 of the Regulations of the Technical Service of the Event, which is available on the website

<https://gelenarena.ru/reglament-dopuska-podryadchikov-forum/>. On the day of equipment delivery, the Participant should have the original permission letter for the import and export of equipment with him.

- 3.4.3. To allow Participants' vehicles to enter the loading and unloading area, the Participant should apply for access to the loading and unloading area no later than 3 days in accordance with Form No. 18 of the Regulations of the Technical Service of the Event.
- 3.4.4. To import exhibits and equipment (including building elements of unequipped Workplaces) to Workplaces located in the Atrium and Foyer of the 3rd floor of the MKDC "Gelendzhik Arena", it is possible to use a passenger elevator (width is 80 cm, depth is 200 cm, load capacity is 600 kg). If the exhibits and equipment do not fit into the passenger elevator, their lifting to the workplaces of the 3rd floor should be carried out manually by the Participant or his accredited contractor.

### **3.5. RESPONSIBILITY AND RESPECT FOR THE RIGHTS OF OTHERS IN THE PERFORMANCE OF WORK**

- 3.5.1. Contractors (developers) are required to carry out installation, dismantling and other work, import and export of equipment and structures in such a way that they do not damage the property of other Exhibitors at the Event, do not create obstacles or interfere in any way with the work of the Exhibitors and their Contractors, and do not move their property (including equipment and materials).
- 3.5.2. The Participants are fully responsible for the actions / inaction of the Suppliers (contractors / developers) involved by them, except for the services of the Event Technical Service.
- 3.5.3. Suppliers (contractors/ developers) and their Participants bear full responsibility to the Operator, other Participants, to the owner of the exhibition space and property of the MKDC "Gelendzhik Arena", and to the persons located on the Event premises - in case of violations of their rights, causing any damage to their property, life and health of individuals.