



EXHIBITOR'S HANDBOOK

INTERNATIONAL

**EXHIBITION-FORUM OF
UNMANNED AIRCRAFT SYSTEMS**

8-10 JULY 2026

 **Kazan Expo**

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TERMS AND DEFINITIONS

Organizer – the company that conducts and manages the event «Drone Expo».

Authorized Agent - the entity authorized by the Organizer to accept payments and manage exhibitor services for «Drone Expo 2026».

General Contractor – LLC «Kazan Expo», responsible for coordinating stand construction, accreditation, and technical connections within the venue.

Stand Builder – a company or individual entrepreneur performing stand installation, structural works, electrical works, and decorative finishing.

Accreditation – authorization granted to Stand Builders for build-up/break-down and non-standard works.

Technical Documentation (PTD) – project and technical documentation required for approval of stand design and engineering solutions.

Event – an exhibition, forum, congress, or any other activity held at the venue «Kazan Expo».

Exhibition Space – the designated area for the event: indoor/outdoor, raw/standard equipped.

Move-in – access of exhibitors and delivery of exhibits to the venue.

Move-out – removal of exhibits and departure of exhibitors from the venue.

Exhibitor – a company or individual entrepreneur showcasing products or services.

Participant – any person present at the event venue and involved in its activities.

Raw Space – Unequipped exhibition area without any structural elements. The Exhibitor builds the stand independently or through an accredited Stand Builder.

Standard Stand – A stand constructed using exhibition system structures (such as Mero, Octanorm, etc.) forming more than 50% of the build. Basic equipment is included (walls, carpet, furniture, electricity, etc.).

Standard+ Stand – An enhanced version of the Standard Stand with increased height, modern design, storage area, integrated lighting, showcases, and branding included in the package.

Ready-Made Packages – Basic Package / Comfort Package / Business Package. A pre-designed stand configuration including essential furniture, lighting, and standard elements needed for participation. A functional ready-to-use booth.

Exclusive Stand – A stand built according to an individual design, using non-standard constructions, custom materials, and unique visual/engineering solutions. Requires full technical approval and Stand Builder accreditation.



ORGANIZER CONTACTS

Organizational Matters

Phone: +7 (926) 932-93-25

Email: x@dronexpo.ru

Telegram: [@xdronexpo](https://t.me/@xdronexpo)

Stand Construction

Phone: +7 (905) 512-38-77

Email: x@dronexpo.ru

Telegram: [@SuchkovaAV](https://t.me/@SuchkovaAV)

Marketing, Advertising, Media

Phone: +7 (996) 130-10-10

Email: x@dronexpo.ru

Telegram: [@anna_chumak](https://t.me/@anna_chumak)

Official Event Website

dronexpo.ru



GENERAL OVERVIEW OF PARTICIPATION

Materials for Exhibitors

en.dronexpo.ru/documents



Drone Expo – is the largest specialized exhibition of unmanned aerial systems in Russia. It is a meeting point for developers, manufacturers, investors, and end customers. The exhibition, forum, and networking zone create new opportunities for business development and partnership.

Organizer

Exhibition Organizer: LLC «DRON EXPO», TIN 1683028868

Website: dronexpo.ru

Email: x@dronexpo.ru

Phone: +7 (926) 932-93-25

Venue

IEC «Kazan Expo», Pavilion A3

Republic of Tatarstan, Laishevsky District, Bolshiye Kabany, Vystavochnaya St., 1

Exhibition Dates

8-10 July 2026



SCHEDULE OF EXHIBITION OPERATIONS AND BUILD-UP/BREAK-DOWN WORKS

Build-up			
July 4-6	Thu-Sat	08:00 – 20:00	Build-up (exclusive stands, standard stands)
July 7	Sun	08:00 – 20:00	Exhibitor Set-up Day / Move-in
Exhibition Period			
July 8	Mon	09:00 – 18:00	Pavilions open for exhibitors
		10:00 – 17:00	Exhibition open for visitors
July 9	Tue	09:00 – 18:00	Pavilions open for exhibitors
		10:00 – 17:00	Exhibition open for visitors
July 10	Wed	09:00 – 18:00	Pavilions open for exhibitors
		10:00 – 16:00	Exhibition open for visitors
July 10	Wed	17:00 – 20:00	Exhibitor move-out and removal of exhibits
Break-down			
July 11	Thu	08:00 – 12:00	Exhibitor move-out and removal of exhibits
July 11	Thu	08:00 – 20:00	Stand dismantling

To extend the build-up/break-down time for a stand or exhibition area, it is required to coordinate the change of working hours with the Organizer and a representative of IEC «Kazan Expo».

Work may only be performed after confirmation is received and the invoice for these services is paid.



GENERAL LAYOUT OF IEC «Kazan Expo»

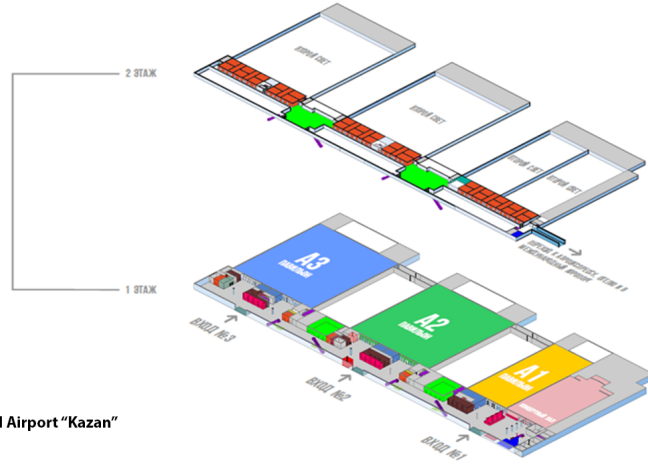
1st Floor

Exhibition Halls
 Pavilion A1 – 5,184 m²*
 Pavilion A2 – 10,368 m²*
 Pavilion A3 – 10,368 m²*
 Concert Hall – 3,000 seats

Gallery
 3 Conference Halls
 Official Agreement Signing Area
 Registration Area, Cloakrooms, Storage Rooms
 2 Lounge Zones with Catering Options
 Coffee Points

2nd Floor

30 Transformer Conference Halls
 1 Meeting Room
 2 Food Courts
 Direct Connection to the Aeroexpress, Hotel and International Airport "Kazan"



LEGEND

- Conference Halls
- Official Agreement Signing Area
- Registration Area
- Meeting Rooms
- Organizers' Office
- Cloakroom
- Storage Room
- Prayer Rooms
- Escalator
- Elevator
- Lounge Area
- Coffee Point
- Medical Unit
- Restroom
- Mother & Child Room
- Administrative & Technical Facilities

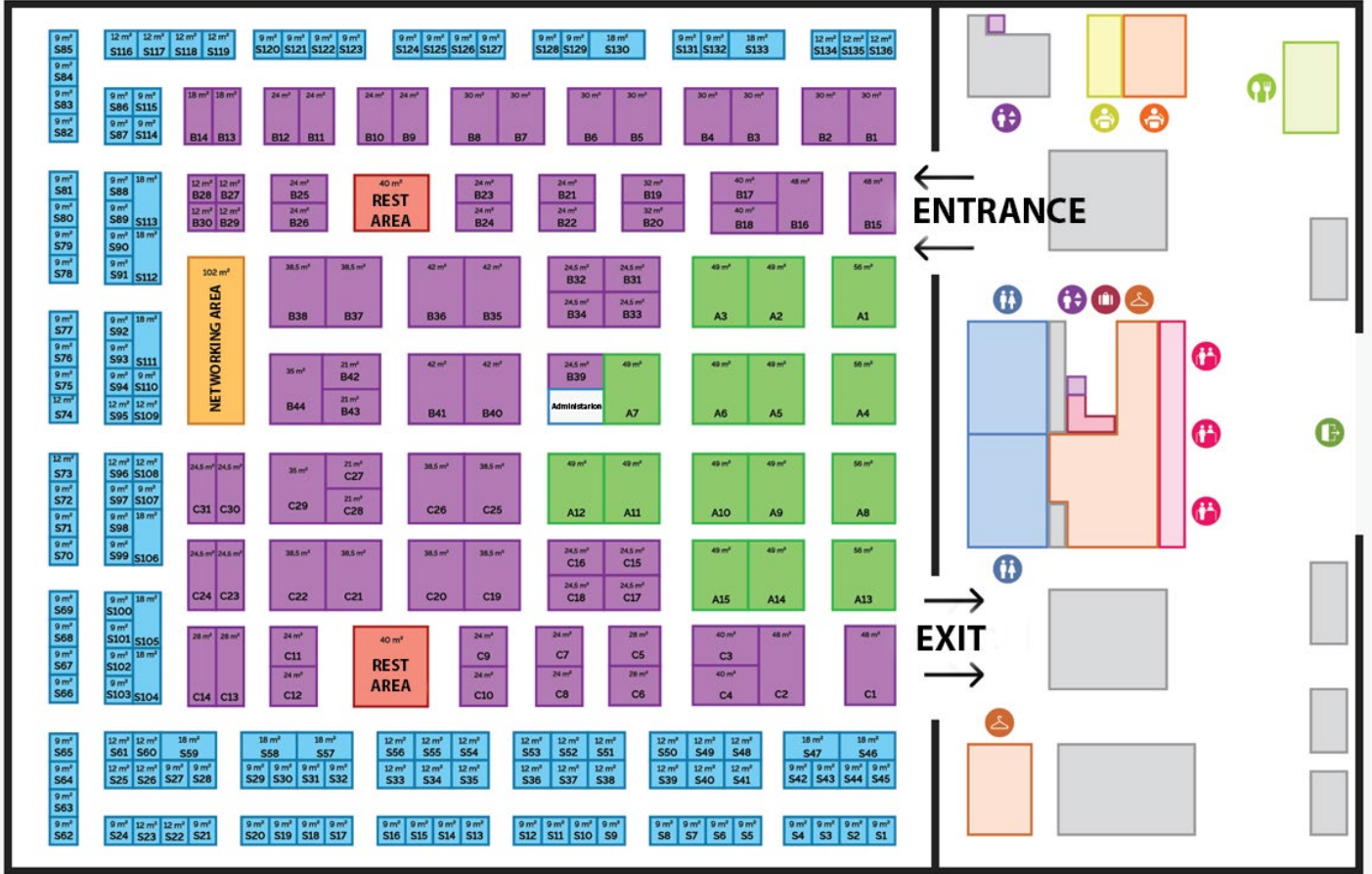
How to Get There









From Kazan Airport	Pedestrian walkway	5 min
By Car	From the city center	25 min
Public Transport	Bus No. 197 to the stop «Airport»	45 min
Aeroexpress	From Kazan city center, 5 stops	28 min



EXHIBITION HALL LAYOUT & STAND MAP



-  Standard Stands
-  Networking Area
-  Standard+ Stands
-  Rest Area
-  Exclusive Stands
-  Administration



PAYMENT CURRENCY AND TERMS

Advance Payments (USD): Participation fees, exhibition space rental, and stand construction packages are payable in US Dollars (\$) via the Authorized Agent.

On-Site Services & Penalties (RUB): Additional services ordered during the event, as well as any applicable fines or penalties, are calculated in Russian Rubles (RUB). These must be paid at the Organizer's office at the venue (via bank card) or will be invoiced in USD equivalent at the current exchange rate.

PARTICIPATION FEES AND PAYMENT RULES

1. Registration Fee

Service	Price
Registration Fee	\$ 200.00

The registration fee is paid by all participants taking part in person at the exhibition — Exhibitors and Co-Exhibitors.

2. Additional Participation Types

Service	Price
Co-Exhibitor Participation	\$ 700.00
Remote Participation	\$ 800.00

Co-Exhibitor - a participation format in which two or more exhibitors are represented within one exhibition space.

The fee is charged for **each individual legal entity** represented at the stand.

Remote Participation - a format in which the company does not physically attend the exhibition but is included in the electronic and printed event catalogue.

The registration fee does not apply.





3. Exhibition Space Rental

Service	Price
Raw (Unequipped) Space Rental	\$ 300.00 per m ²

Surcharges for Open Stand Sides

(for Standard Stand, Basic, Comfort, Business Package)

1 open side	No surcharge
2 open sides	+5%
3 open sides	+10%
4 open sides	+15%

4. Cost of Stand Equipment Packages (Construction Only)

Equipment	Price per 1 m ²
Standard Stand	\$ 100.00
Basic Package	\$ 200.00
Comfort Package	\$ 240.00
Business Package	\$ 280.00
Standard+ Stand	\$ 380.00

5. Additional Services

Section	Where to find
Additional Equipment	See Exhibitor Contract, Appendix No. 2
Advertising Services	See Exhibitor Contract, Appendix No. 4





KEY DEADLINES AND SUBMISSION SCHEDULE

An application is considered accepted only after **payment** or submission of a **guarantee letter**.

1. Applications and Materials

Period	What Happens
Until June 12, 2026	Approval of design project (Exclusive Stand)
Until June 12, 2026	Approval of finishing materials (Exclusive Stand)
Until June 19, 2026	Submission of orders for equipment and services (Standard Stand)
Until June 19, 2026	Submission of materials for printing (Exclusive Stand)
June 20–26, 2026	+50% surcharge for standard stands (subject to technical possibility)
May 27–June 2, 2026	+100% surcharge for standard stands (subject to technical possibility)

2. Stand Builder Accreditation

Period	What Happens
Until June 20, 2026	Submission of PTD package (project, drawings, work plan, staff list, certificates)





3. Build-up, Move-in, and Exhibition Days

Period	What Happens
July 4–6, 2026	Stand build-up (08:00–20:00)
July 7, 2026	Exhibitor Set-up Day / Move-in
July 8–10, 2026	Exhibition days
July 10, 2026	Removal of exhibits (17:00–20:00)
July 11, 2026	Stand dismantling (08:00–20:00)

4. Badges and Access

Period	What Happens
Until June 30, 2026	Submission of Exhibitor Badge Form
Until July 4, 2026	Submission of Build-up Badge Forms (Form 10)

5. Equipment Entry and Removal

Period	What Happens
Until June 20, 2026	Submission of Forms 6/6a for entry/removal of equipment and exhibits
July 4–7, 2026	Equipment entry according to the build-up schedule via loading zone A3



6. Demonstration Equipment

Period	What Happens
Until June 20, 2026	Submission of documents for high-risk equipment
Before build-up	Obtaining admission certificate from Kazan Expo

7. Suspended Structures

Period	What Happens
Until June 20, 2026	Submission of documents for suspended structures

8. Overtime Work

Period	What Happens
24 hours before	Submission of request for extended working hours

9. Closing Documents

Period	What Happens
July 6–10, 2026	Issuance of Closing Documents (Invoices, Acceptance Acts)
Until July 10, 2026	Signing of all closing documents



ACCESS AND ADMISSION RULES

Build-up Days

- Safety helmets are mandatory.
- Exhibitors enter the pavilion through the Accreditation Center.
- Accreditation Center opening hours: weekdays 08:00–17:00. Work after 17:00, on weekends, and public holidays is possible only upon prior request and confirmation from IEC «Kazan Expo».
- All cargo entry and removal must be performed exclusively through the loading zone of Pavilion A3.

Build-up Badge (valid for July 4–6 and July 11, 2026)

- Complete **Form 10** (2 copies)
- Send the form to ca@kazanexpo.ru with the subject line: Drone Expo 2026 / [Stand No. – Company Name].
- Receive badges at the **Accreditation Center** (Room 1, Checkpoint No. 1).
- Without a build-up badge, entry to the technical zone (by vehicle or on foot) is not permitted.

Entry and Removal of Equipment (Assets)

- **Form 10** is required for the driver if entering the pavilion.
Form 6 (entry) – 2 copies, **Form 6a** (exit) – 2 copies
- Upon entry:
 - Get the forms signed at the Accreditation Center (Room 1).
 - Leave one copy with security at the loading zone.
 - Keep the second copy with you.
- Upon exit:
 - Get **Form 6a** stamped at the Accreditation Center.

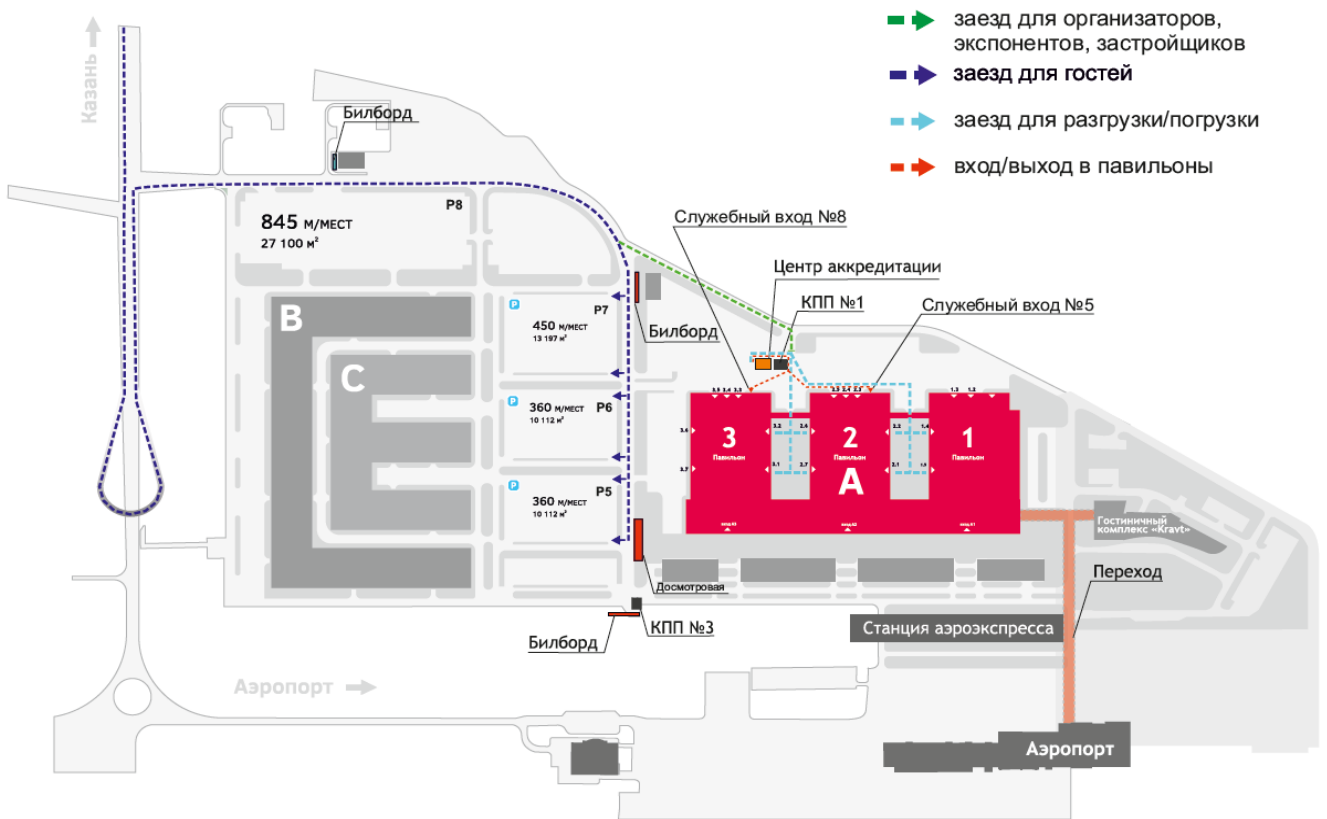


- One copy goes to the AHO (facility management) staff at the exit.
- The second copy remains with the exhibitor.

! To speed up badge issuance and equipment entry, please send Forms No. 6 and No. 10 in advance to e-mail: ca@kazanexpo.ru
 Email subject: «Drone Expo 2026 / [Stand No. – Company Name]»
 Formats: signed scan + original file (Word)

Move-in Procedure

Схема заезда на территорию МВЦ «Казань Экспо»



! Entry and removal of equipment is allowed only through the loading zone of Pavilion A3, Service Entrance No. 8. Entry through the gallery is strictly **prohibited**.



EVENT DAYS

- Exhibitors and visitors may enter only through:
 - the **main entrance of Pavilion A3** from the parking side;
 - the covered walkway from the airport.
- Cargo entry and removal is allowed **only through the loading zone of Pavilion A3.**

Staff Badge for Stand Work (July 7–10, 2026)

- Complete the Yandex form by June 30, 2026
- <https://forms.yandex.ru/cloud/692d99a3f47e735705da34dc>
- Badges are issued at the registration desk

CARGO DELIVERY AND REMOVAL PROCEDURES

1. General Rules

- Entry and exit of vehicles/equipment are allowed only upon approval by IEC «Kazan Expo» and the Organizer.
- Entry through the gallery is strictly **prohibited**.
- Cargo entry and removal are permitted only through the loading/unloading zone.
- Vehicle entry is subject to a fee and allowed only for delivery of exhibits/equipment. Vehicles must be clean.
- Move-in is strictly according to the schedule. The venue may adjust the entry time if there is a risk of stand damage.
- No more than 2 trucks may operate simultaneously (according to the number of gates).
- **Parking in the unloading zone is prohibited.**



2. Oversized Cargo

- Loading/unloading services must be pre-ordered by the Exhibitor if needed.
- To arrange equipment entry/removal, Forms 6 and 6a must be submitted by June 20, 2026.
- Work is carried out from July 4–7, 2026, 08:00–20:00, according to the build-up schedule.
- For exhibits that may damage the floor, plywood or protective covering must be used.
- Delivery of oversized items is carried out upon individual approval with the venue.

3. Entry/Removal Documentation

The basis for cargo entry/removal is Forms 6 and 6a (2 copies each):

- Upon entry: one copy is given to security at the checkpoint, the second — to security at the loading zone;
- Upon exit: both copies must be signed by IEC representatives and submitted to the Accreditation Center;
- One signed copy remains with the Exhibitor, the other is handed to security at the exit.

4. Staff Access

- Drivers, loaders, and accompanying staff entering Pavilion A3 must be registered via Form 10.
- Form 10 is not required if the driver does not enter the pavilion and remains outside in the unloading/loading zone.



- A vehicle may enter the unloading zone only if accompanied by a company representative or loaders.

5. Machinery and Vehicles at the Venue

Bringing machinery or vehicles into the pavilions or gallery requires prior approval.

Mandatory requirements for displaying machinery as an exhibit:

1. Installation according to the expo plan.
2. Ignition, power supply, and batteries must be disconnected (unless operation is being demonstrated).
3. Parking brake engaged.
4. Wheel chocks/stoppers to prevent movement.
5. Fire extinguishers — 1 per 50 m².
6. Clean and dry vehicle.
7. Speed limit inside the pavilion — up to 5 km/h.
8. Minimum fuel level.
9. Floor protection (carpet or flooring).
10. Technical documentation for installation of oversized exhibits is mandatory.

6. Prohibited

- Changing the expo plan or altering the density/spacing of equipment.
- Blocking gates, driveways, or walkways.
- Conducting painting, repair, or maintenance of machinery inside the pavilion.
- Bringing vehicles with studded tires.
- Working with flammable materials or washing parts with flammable liquids.



- Leaving vehicles with open fuel tanks, leaks, running engines, or keys in the ignition.
- Storing fuel, containers, or charging batteries inside the venue.
- Starting the engine indoors (except when exiting the pavilion).
- Smoking or using open flames.
- Bringing self-propelled machinery without floor protection.
- Using generators (except those specifically approved by the venue).

7. Heavy and Oversized Exhibits

- Wooden supports/pads are mandatory; height must be approved by the venue.
- For equipment with CNG systems, additional venue requirements must be followed.

8. Loading/Unloading Equipment

- Rental of equipment and personnel is arranged via a contract with the Exhibitor.
- For independent work in the outdoor area, **technical accreditation** and a contract are required.



RULES OF CONDUCT ON THE TERRITORY OF KAZAN EXPO IEC

- Do not violate the rights of other participants.
- Children under 14 are allowed only when accompanied by an adult.
- Animals are prohibited, except for:
 - security service dogs;
 - guide dogs;
 - animals pre-approved by IEC «Kazan Expo» as part of the event.
- Dogs in public areas must wear a muzzle and remain with the owner.
- Riding bicycles, scooters, skateboards, or other personal mobility devices is prohibited unless specifically permitted by the event rules and approved by the venue.
- Preschool-aged children may not use escalators without adult supervision.
- Smoking and use of electronic cigarettes are allowed only in designated smoking areas.
- The administration reserves the right to restrict access to violators indefinitely.
- Entry to the exhibition is permitted only with an Exhibitor Badge or ticket, according to checkpoint rules.
- Alcohol is prohibited for bringing in, selling, or consuming.
- Sanitary regulations and recommendations of Rospotrebnadzor must be observed (COVID-19, influenza, etc.).
- Bringing in food and beverages for catering is prohibited, except in the following cases:
 - prior written approval from IEC «Kazan Expo»;
 - orders placed through an accredited catering provider.
 - Official catering operator (accredited):
LLC «Timerkhan-Catering», tel. +7 (843) 511-10-10



STAND CONSTRUCTION AND TECHNICAL REQUIREMENTS

A list of additional equipment and technical connection services is provided in the Exhibitor Contract.

Stand Types

Standard Stand

A «Standard» stand is a ready-made basic solution for participation in the exhibition, including everything necessary for the Exhibitor's comfortable work.

The construction is based on Octanorm system panels with a height of 2.5 m and includes carpet flooring, a fascia panel with the company name, a basic furniture set, lighting, and electrical power.

The number of equipment items depends on the stand area and is specified in the equipment table.

The stand is delivered to the Exhibitor **fully ready for use on the move-in day.**



LLC «Kazan Expo» is the General Contractor for standard stands at the event «Drone Expo 2026».



EQUIPMENT PACKAGE	STAND AREA						
	9m ²	12m ²	15m ²	18m ²	24m ²	36m ²	54m ²
Carpet flooring (grey 020)	9m ²	12m ²	15m ²	18m ²	24m ²	36m ²	54m ²
Octanorm walls (Height 2.5 m)	-	-	-	-	-	-	-
Fascia panel (1 side, text or full-color print)	1	1	1	2	2	3	4
Table 0.9 × 0.9 m, white	1	1	1	2	2	3	4
Office chair	2	2	2	4	4	6	8
Spotlight 20 W	1	1	1	2	2	3	5
Triple power socket 220V, up to 3 kW	1	1	1	2	2	3	4
Waste bin	1	1	1	2	2	3	4

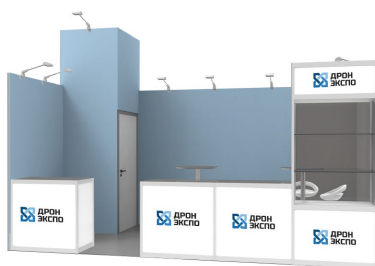
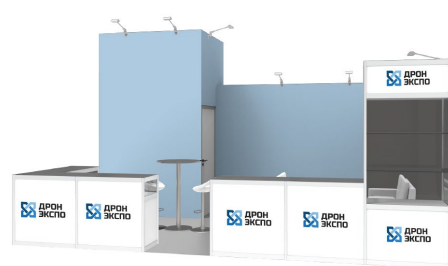
Note:

- When ordering a TV screen, an additional power outlet must be ordered;
- Refusal of any elements included in the standard stand package does not reduce the price of the standard stand.

Standard+ Stand

A «Standard+» stand is an optimal solution for companies seeking a more impactful visual appearance while maintaining a reasonable budget.

This is an enhanced version of the standard stand: modern design, increased height, a built-in storage area, backlighting, display showcases, and branding are all included in the price.


9 M²

18 M²

27 M²



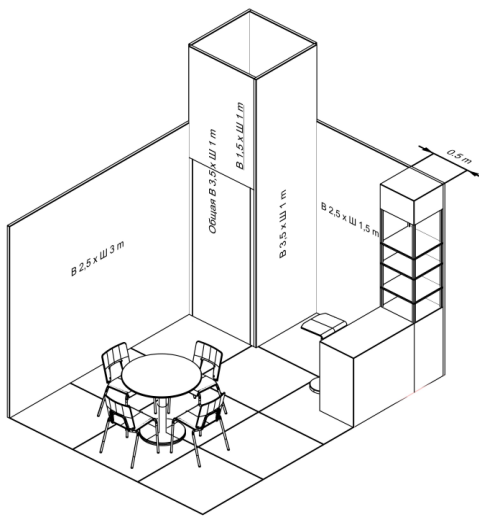

The basic package includes:

1. Structure height up to 3.5 m;	6. Bar stools (leather, white);
2. Storage room with a lockable door;	7. Bar tables;
3. Glass showcase with lighting and reception counter(s);	8. Individual carpet flooring;
4. Electricity supply (up to 3 kW) and power sockets;	9. Wall and showcase banners (printing and installation included).
5. 150 W spotlights;	

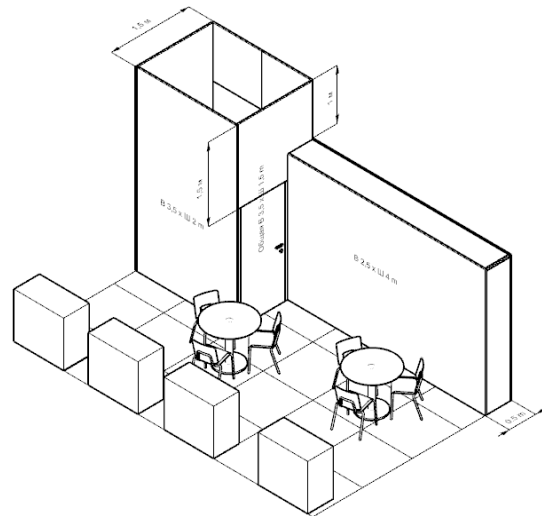
Note:

- The final configuration of the «Standard+» stand — including the list of equipment, finishing materials, and graphic elements — is determined after approval of the design concept and detailed project development with the Organizer’s technical department.

Examples of «Standard+» stands for different stand sizes

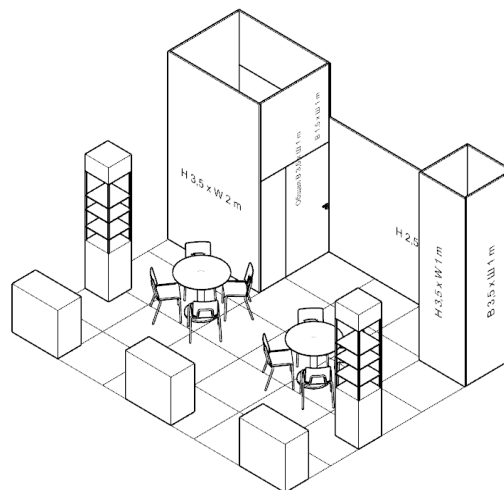
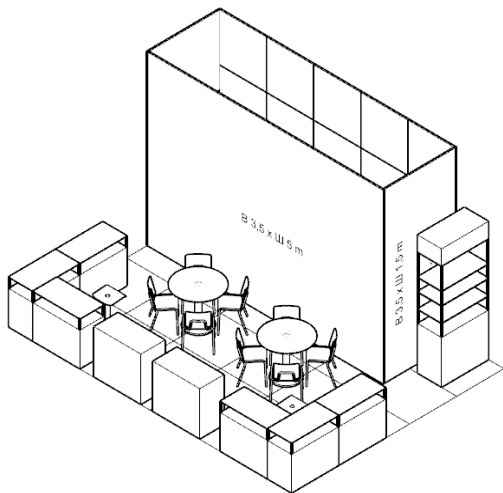


12 m²

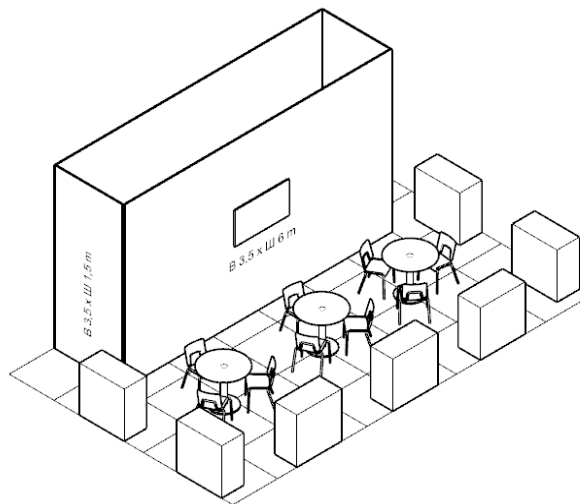
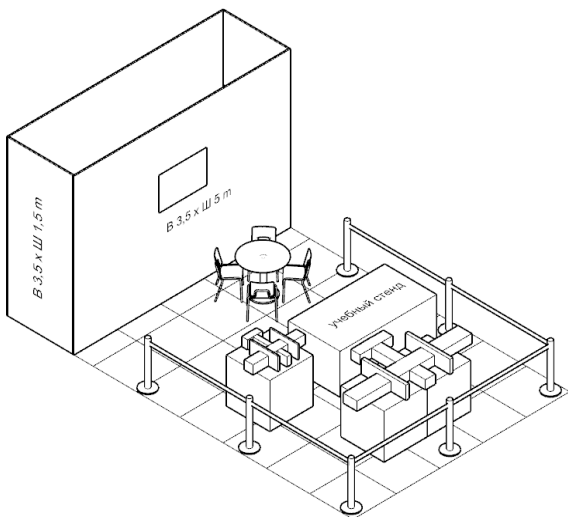


24 m²

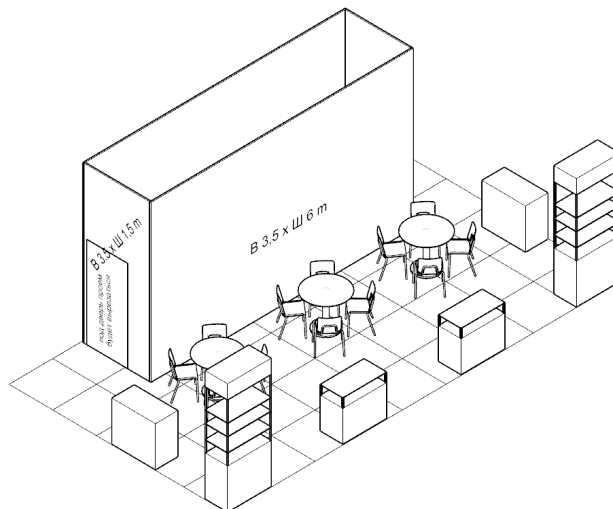
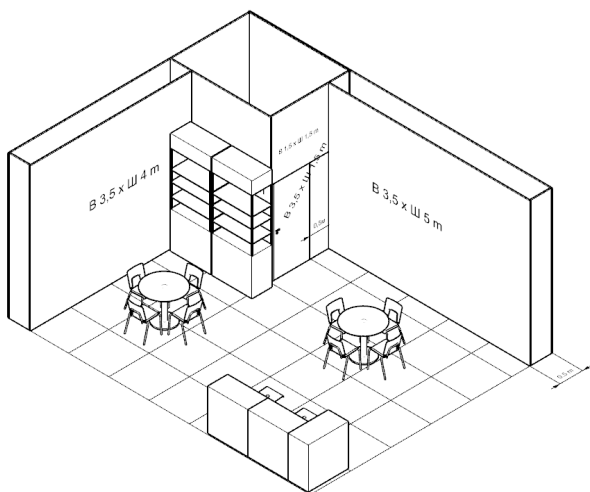




30 m²



40 m²



45 – 48 m²



Ready-Made Packages Basic / Comfort / Business

Ready-made solutions are fully equipped turnkey stands delivered to the Exhibitor, allowing quick preparation for the exhibition without additional time spent on design.

The difference between the packages lies in the level of equipment and branding possibilities.



Basic Package



Comfort Package



Business Package

Equipment List	Stand Area						
Basic Package							
Carpet flooring (grey 020)	9m ²	12m ²	15m ²	18m ²	24m ²	36m ²	54m ²
Structural construction with branding, height 3 m	-	-	-	-	-	-	-
Long-arm spotlight (pcs.)	2	2	2	4	4	5	6
Glass table (hydra model) (pcs.)	1	1	1	2	2	3	4
Armchair, eco-leather, white/black (pcs.)	2	2	2	4	4	6	8
Waste bin (pcs.)	1	1	1	2	2	3	4
Triple 220V socket, up to 3 kW (pcs.)	1	1	1	2	2	2	3
Comfort Package, includes everything in «Basic», plus							
Branded information counter (pcs.)	1	1	1	2	2	3	4
Bar stool (pcs.)	1	1	1	2	2	3	4
Brochure stand (pcs.)	1	1	1	2	2	3	4
Business Package, includes everything in «Comfort», plus							
TV 50" (pcs.)	1	1	1	1	2	2	3



EXCLUSIVE EXHIBITION STANDS

An exclusive exhibition stand is a custom-built structure created according to the Exhibitor's unique design project on raw (unequipped) space. Such a stand is developed and manufactured to meet the specific needs of the company — product demonstrations, meeting areas, show zones, presentation modules, and any non-standard solutions, including two-storey constructions, equipment integration, suspended elements, and media screens.

The Organizer of «Drone Expo» provides a full range of turnkey services for the creation of exclusive stands, including:

- design project development;
- preparation of technical and engineering documentation;
- production of structures and branding;
- installation, connection of engineering systems, rigging, and equipment;
- technical support during exhibition days;
- dismantling and removal of structures.

We fully handle communication with IEC «Kazan Expo», including technical accreditation, approvals, safety control, and compliance with regulatory requirements.

The Exhibitor receives a fully completed stand that meets all technical regulations of the venue.



REQUIREMENTS FOR EXHIBITORS WHEN BUILDING AN EXCLUSIVE STAND

An Exhibitor planning an exclusive stand construction must:

1. Appoint a responsible representative to coordinate with the Organizer and the General Contractor.
2. Provide all necessary information in a timely manner, including structural preferences, technical requirements for demonstrations, electrical loads, and media equipment.
3. Approve the design project before the fabrication of structural elements begins.
4. Comply with the document submission deadlines set by the venue (typically no later than 10 working days before the start of build-up).
5. Ensure that all personnel engaged by the Exhibitor (if the Exhibitor uses its own staff) have completed:
 - occupational health and safety briefing,
 - fire safety briefing,
 - registration at the Accreditation Center and badge issuance.
6. Submit to the Organizer the personal data of all workers who will be present at the stand during build-up and dismantling.
7. Ensure the availability of all required permits if the stand includes high-risk equipment, aircraft (UAVs), gas-powered equipment, demonstration tests, or any other regulated activity.

All work inside the pavilion is permitted only if the required permits are issued and all occupational safety, fire safety, and electrical safety regulations are observed.



ACCREDITATION AND TECHNICAL CONTROL (IEC «Kazan Expo»)

To carry out exclusive stand construction, the Exhibitor (or its Stand Builder, if a third-party company is engaged) must complete the mandatory accreditation procedure of IEC «Kazan Expo», which includes verification of all project and technical documentation.

Required documentation includes:

- stand design project with dimensions and structural details;
- drawings and engineering documentation;
- work execution plan (PEP) / technological map;
- rigging plan (if suspended structures are used);
- material and equipment passports, fire safety certificates;
- appointment of responsible persons for:
 - occupational safety,
 - fire safety,
 - electrical safety,
 - work at height and installation works;
- staff lists;
- confirmation of completed safety briefings;
- documentation for demonstration equipment (if applicable)..

Documents must be submitted in two hard copies and in electronic format.

Submission deadline: no later than 10 working days before the start of build-up.

After successful verification, the organization receives an admission certificate, without which any installation or demonstration work is **strictly prohibited**.



REQUIREMENTS FOR DESIGN AND ARTISTIC LAYOUT OF STANDARD EXHIBITION STANDS

The dimensions of the Exhibitor's stand, including all protruding elements, must not exceed the boundaries of the rented exhibition space. If this requirement is violated, the Organizer and/or the General Contractor reserve the right to suspend the construction of the stand. Any deviation from the specified parameters without written approval from the General Contractor is not permitted.

The maximum permissible height for single-storey stands is 2.5 m. Construction of stands higher than 2.5 m is prohibited without prior written approval from IEC «Kazan Expo». Such approval is granted only after the Exhibitor submits a design project with all dimensions clearly indicated.

With prior approval from the Organizer and IEC «Kazan Expo», the following height limits apply:

- maximum height of a single-storey stand in the pavilion — 5 m;
- maximum height of a two-storey stand — 6 m;
- maximum height of a single-storey stand in the gallery — 4 m.

For fascia panels longer than 3 m, a vertical Octanorm support must be installed to connect the panels and ensure structural stability.

No part of the stand structure (including lighting fixtures, flags, decorative elements, etc.) may extend beyond the boundaries of the rented exhibition space, including the stand's vertical projection.

An exception may be made only for lightweight lighting fixtures located at a height of no less than 4 m above the floor level.

To ensure visitor safety:

- rooms within the stand (offices, storage rooms, etc.) with doors opening into an aisle must use only sliding doors or doors opening inward;
- the key to the room is handed over to the Exhibitor via a handover Certificate;
- the key must be returned via a similar act;



- the room must be completely cleared of Exhibitor/Organizer property before handover;
- materials left after key return will be disposed of by the General Contractor.

Prohibited on the stand:

- using personal extension cords;
- using personal lighting equipment without approval from the General Contractor;
- using personal network equipment, including Wi-Fi routers and access points;
- smoking IQOS, vapes, e-cigarettes, or any tobacco products;
- attaching banners with office clips, hooks, magnets, or any non-standard fasteners;
- conducting painting or varnishing works;
- applying unauthorized branding or stickers to Octanorm structures;
- using personal furniture;
- using personal compressor units for supplying compressed air..

Technical Requirements for LED Screens

An Exhibitor using LED screens (hereinafter — screens) at IEC «Kazan Expo» for audiovisual display must ensure that all screens are connected through **their own uninterruptible power supply units (UPS)** providing at least 10 minutes of autonomous operation.



PROHIBITED



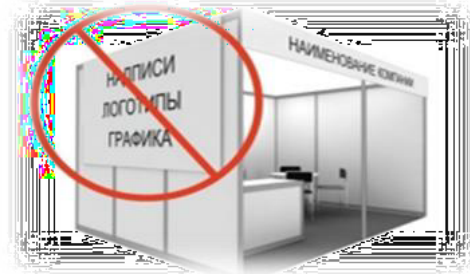
Placement of decorative elements (texts, logos, graphics) on the reverse side of stand structures



Blocking evacuation routes and aisles between stands (including leaving debris), placing materials, equipment, or personal items on other exhibitors' stands.



Applying any self-installed coverings to wall panels (attaching banners, posters, or other decorative elements), using tape, clips, hooks, or any other fastening materials on wall panels for informational or advertising purposes.



Placing texts, logos, or graphics on the reverse side of structures; decorative elements must not extend beyond the boundaries of the rented exhibition area.



Attaching exhibits or decorative elements to electrical equipment, lighting fixtures, or any technical equipment



Performing any electrical installation work not approved by the General Contractor, including replacing light bulbs or using personal lighting fixtures





Using chairs as ladders



Removing or taking away equipment provided for temporary use



Using personal power strips (extension cords)



Using personal lighting fixtures without approval from the General Contractor

BUILD-UP AND DISMANTLING WORKS

1. Who Performs the Work

- Construction and decoration of standard and upgraded stands (Octanorm) are carried out primarily by the General Contractor — LLC «Kazan Expo».
- Independent work or involvement of Stand Builders is allowed only for exclusive stands (on raw/unequipped or outdoor space) and only with a valid work permit.



2. Requirements for Stand Builders

To be admitted to work, a Stand Builder must:

1. Submit and obtain approval of all project and technical documentation.
2. Pay the accreditation service fee.
3. Obtain a work permit.
4. Employ properly trained personnel.

Without fulfilling these requirements, build-up/dismantling is strictly prohibited.

3. Requirements and Liability

- All works must comply with the Accreditation and Technical Control Manual of IEC «Kazan Expo».
- Violations are regulated according to the official document (Appendix No. 7).
- Penalty for floor damage — **10,000 RUB per 1 m²** of damaged area.

4. Deadlines

- All build-up and dismantling works must be completed strictly according to the official schedule.
- If work is extended beyond regular hours, Exhibitors must follow the mandatory hard-hat safety regime until full completion.
- On the final build-up day, the stand and adjacent aisles must be completely cleared of packaging and materials.
- Penalties apply for all violations.





RIGGING (SUSPENDED STRUCTURES)

1. Where Rigging Is Allowed

Rigging work is permitted only in Pavilions 1, 2, 3 and in the Gallery, and only after approval by IEC «Kazan Expo» regarding the location, weight, and dimensions of the structure.

2. Basic Requirements

- The structure must not extend beyond the boundaries of the rented exhibition space.
- Cables must not touch pavilion utilities or communications.
- Guy wires are used for precise positioning — paid by the Exhibitor/ Stand Builder.
- The Exhibitor/ Stand Builder is responsible for assembly, structural integrity, and rigging points.
- It is prohibited to suspend additional equipment onto an already installed hanging structure.

3. Documentation and Incoming Inspection

The Exhibitor/ Stand Builder must provide:

- technical passport of the structure;
- load-test certificates for elements (trusses, joints, cables, slings, carabiners, etc.);
- material certificates;
- work logbook;
- approved Work Execution Plan (PEP) / technological map with rigging diagrams;
- order appointing a responsible person for installation/dismantling.



4. Operational Control and Installation Requirements

- The responsible representative of the Exhibitor/Stand Builder must be present during installation and dismantling.
- Work must be performed only by qualified specialists with certified training, permits, and medical clearance.
- Only factory-made connecting elements may be used.
- The structure and fasteners must be certified or have documented load testing.
- All personnel on site must wear protective helmets.
- During lifting/lowering, no one may stand beneath or near the structure.

5. Prohibited

- Using non-standard or unauthorized rigging points.
- Operating structures before installation is fully completed.
- Using elements that show deformation, cracks, damage, or wear over 10%.
- Violating manufacturer guidelines when suspending lighting, audio, or advertising equipment.

Handover of Exhibition Stands

- Stand handover and return are carried out using an official Handover Certificate.
- The Exhibitor's representative must have a Power of Attorney (Form 11) authorizing them to sign Service Acceptance Certificates and Closing Documents.
- The representative's details (full name, position) must be submitted to the Organizer no later than 5 working days before the stand setup begins.



- The stand is transferred to the Exhibitor only after full payment under the contract.

Closing Documents

- To receive Closing Documents for standard construction (Service Acceptance Acts, Stand Handover Certificate), the Exhibitor's representative must have:
 - power of attorney using Form 11;
 - original signed contract (2 copies).
- Documents are issued by the Organizer's representative from July 6 to July 10, 2026.
- All closing documents must be signed no later than July 10, 2026 (inclusive).
- For questions regarding documentation, please contact the Organizer's representatives (see page 4).
- Departure from the venue is allowed only after submitting the full set of signed documents to the General Contractor's representative.

Overtime Use of Exhibition Areas

- Early move-in or work outside the approved schedule must be coordinated with IEC «Kazan Expo» and the Organizer and is subject to additional payment.
- All build-up and decoration works must be completed strictly according to the schedule.
- If the stand is not ready on time, the Exhibitor/ Stand Builder may request an extension of build-up time (subject to technical feasibility).
- An authorized representative of the Exhibitor must be present on site during all overtime work.

Extension of Build-up/Dismantling Time



- Extension of work from **20:00 to 08:00** beyond the official schedule is allowed only with prior approval from the Organizer and IEC «Kazan Expo» and is charged additionally.
- To request an extension, an application must be submitted **no later than 24 hours** before the planned overtime start.

ACCREDITATION OF STAND BUILDERS AND SERVICE PROVIDERS

1. General Requirements

- All companies performing installation / servicing / dismantling of individual (custom-built) stands are required to undergo accreditation and project-technical documentation (PTD) review in accordance with the Kazan Expo IEC Manual.
- This requirement applies to:
 - Stand Builders working on behalf of the Exhibitor;
 - Exhibitors constructing the stand independently.
- The technical inspection procedure is subject to a fee.

2. Document Submission Deadlines

- The complete document package must be submitted **by May 21, 2026** (no later than 10 working days before the start of build-up).
- Documents must be provided in **2 printed copies + an electronic version**, compiled as a bound project album.
- Documents are submitted to the **Construction and Facility Management Department of IEC «Kazan Expo»**.

3. Accreditation Cost (excerpt)



Nº	Service Name	Subject to Accreditation	Price per unit (RUB, incl. VAT)
1.	Technical Documentation Control:		
1.1	Technical documentation control for exclusive stands (including two-storey structures; area of both floors is summed)	Stand Builder	1,200 RUB per m ²
1.2	Technical documentation control for standard stands (constructed by third-party builders)	Stand Builder	3,500 RUB per m ²
1.3	Technical documentation control for mobile stands	Stand Builder	750 RUB per m ²
	1) with carpet flooring	Stand Builder	1,000 RUB per m ²
	2) with plastic flooring	Stand Builder	300 RUB per m ²
	3) with artificial grass	Stand Builder	300 RUB per m ²
1.4	Technical documentation control for outdoor tents	Stand Builder/ Exhibitor	15,000 RUB
1.5	Technical documentation control for stage structures and podiums	Stand Builder	15,000 RUB per Stand Builder (up to 50 badges)
1.6.	Permit for entry of heavy machinery (crane, manipulator, etc.) to the outdoor area for lifting/unloading works by the exhibitor	Stand Builder	5,000 RUB per unit per day
1.7.	Technical documentation control for installation of large-scale equipment in the pavilion or outdoor area	Exhibitor	5,000 RUB per unit
1.8.	Technical documentation control for installation of equipment over 500 kg in the pavilion or outdoor area	Exhibitor	5,000 RUB per unit.
1.9.	Technical documentation control for installation of a passenger car in the pavilion or outdoor area	Exhibitor	5,000 RUB per unit
1.10.	Technical documentation control for use of a private generator or compressor on indoor/outdoor exhibition space	Stand Builder	50,000 RUB per unit
1.11.	Technical documentation control and compliance check for catering companies with Sanitary Rules and Norms (SanPiN)	Stand Builder	25,000 RUB per service
2.	Technical Equipment Control for the Event:		
2.1	Accreditation and technical control of Stand Builders providing audiovisual equipment for pavilions (not applicable to exhibitor stand equipment or exhibits)	Stand Builder	15,000 RUB per pavilion (Pavilions 1, 2, 3) — up to 30 badges per Stand Builder
2.2	Accreditation and technical control of Stand Builders providing audiovisual equipment for the Conference Hall	Stand Builder	15,000 RUB (up to 30 badges per Stand Builder)
3.	Branding Stand Builders Accreditation:		
3.1	Accreditation and technical control of Stand Builders performing branding of surfaces and areas within IEC «Kazan Expo»	Stand Builder	4,500 RUB per m ² (up to 50 badges)
4.	Accreditation for Registration Service Providers:		
4.1	Accreditation of Stand Builders performing registration of visitors, guests, and exhibitors	Stand Builder/ Organizer	30,000 RUB per Stand Builder (up to 30 badges)
5.	Furniture Import Accreditation:		
5.1	Accreditation of Stand Builders supplying furniture for exclusive stands or raw space	Stand Builder	15,000 RUB per Stand Builder (up to 10 badges)
5.2	Permit for bringing/using own furniture or additional advertising/technical equipment (excluding exhibits)	Exhibitor/ Organizer	1,000 RUB per item
6.	Accreditation for Catering and Additional Services:		



6.1	Permit to provide catering services in pavilions (available only upon venue approval; also applies to food trucks inside the pavilion)	Stand Builder	25,000 RUB + 15% of total revenue from product sales on the venue
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- **Accreditation of a Stand Builder for UAV (drone) filming:**
15,000 RUB per organization (up to 10 badges).
- **Accreditation of a Stand Builder providing winches for an exclusive stand:**
12,000 RUB per unit of equipment.

(The full price list is provided by IEC «Kazan Expo».)

4. Accreditation Contacts

Technical Directorate

Vladimir Prieshkin

Tel.: +7 (927) 445-94-93

E-mail: acc@kazanexpo.ru

Occupational Safety and Fire Safety

Ruslan Valiullin

Tel.: +7 (982) 157-91-43

E-mail: acc@kazanexpo.ru



STAND CLEANING

- IEC «Kazan Expo» provides daily cleaning of common areas and aisles, as well as removal of waste from stand bins **once per day**.
- Standard stands are cleaned once — before the first exhibition day, after the completion of exhibitor move-in.
- Additional stand cleaning during exhibition days is available upon request.
- This service is charged separately.

SECURITY REGIME

- The security service of IEC «Kazan Expo» ensures access control and general security of the venue. After work hours, pavilions are armed with security alarms.
- All build-up and dismantling works must be completed strictly according to the official schedule.
- Staying inside the pavilions before the alarm system is deactivated is prohibited.
- IEC «Kazan Expo» is not responsible for the safety of exhibits or exhibitor property.
- Exhibitors are fully responsible for the security of their exhibits, personal belongings, equipment, and materials.
- To avoid losses or misunderstandings, exhibitors are advised to ensure continuous presence of a responsible representative at the stand during all stages of preparation, build-up, and exhibition operation.



INSURANCE

- All risks associated with participation in the exhibition — loss or damage to exhibits, equipment, property, as well as risks of event cancellation and civil liability — must be insured by the Exhibitor independently and at its own expense.
- The Organizer does not provide insurance coverage.

FIRE SAFETY REQUIREMENTS

- All persons on the territory of IEC must comply with the fire safety regulations of the Russian Federation.
- Exhibitors and Stand Builders must take into account fire safety requirements when designing and constructing stands.
- **Smoking (including electronic cigarettes) is allowed only in designated outdoor smoking areas.**

MEDICAL SUPPORT AND EMERGENCY SERVICES

- During build-up and throughout the event, qualified medical staff is on duty. The medical office is located on the 1st floor near the main entrance of Pavilion No. 2.
- In emergency situations, call 112.

OCCUPATIONAL SAFETY REQUIREMENTS

- IEC «Kazan Expo» and the Organizer strictly follow occupational safety regulations and require the same from all exhibitors and Stand Builders.
- The goal is maximum safety for staff, Stand Builders, and visitors.



1. Safety Briefings

- All engaged personnel and Stand Builders must undergo an occupational safety briefing before starting work.
- After the briefing, a holographic sticker is placed on the badge (issued at the Accreditation Center).

2. Work Requirements

All work at IEC must comply with:

- Occupational Safety Rules for Electrical Installations (Order No. 903H of 15.12.2020)
- Technical Operation Rules for Electrical Installations (Order No. 811 of 12.08.2022)
- Occupational Safety Rules for Construction, Reconstruction and Repair (Order No. 883H of 11.12.2020)
- Occupational Safety Rules for Working at Height (Order No. 782H of 16.11.2020)
- Occupational Safety Rules for Working with Tools and Equipment (Order No. 835H of 27.11.2020)
- Occupational Safety Rules for Loading/Unloading and Storage of Cargo (Order No. 753H of 28.10.2020)
- Safety Rules for Hazardous Facilities Using Lifting Equipment (Order No. 461 of 26.11.2020)
- Federal Law No. 69-FZ «On Fire Safety»
- Federal Law No. 123-FZ «Technical Regulations on Fire Safety Requirements»
- Fire Safety Regulations of the Russian Federation (Government Decree No. 1479 of 16.09.2020)



- other regulatory documents governing safety during construction and dismantling (as specified by IEC «Kazan Expo»).

(The full list of regulations is maintained by IEC.)

3. Prohibited

Use of decorative confetti ribbons in the Concert Hall named after I. Shakirov.

LOADING AND UNLOADING REGULATIONS

Procedure for admitting special machinery and equipment onto the closed territory of IEC «Kazan Expo».

Loading/unloading and installation/dismantling works using lifting mechanisms or other types of special machinery inside the pavilions and buildings of IEC «Kazan Expo» are carried out only by the venue's own staff and equipment.

During the main event period, loading/unloading is allowed only in designated loading zones.

Exhibitors, Organizers, and Stand Builders are **prohibited** from using their own equipment of the following types inside IEC buildings and pavilions:

1. cranes;
2. truck cranes (vehicle-mounted, crawler, pneumatic);
3. crane manipulators (self-loading trucks);
4. loaders (backhoe loaders, forklifts, mini-loaders, front loaders, etc.);
5. lifting mechanisms;
6. stackers;
7. aerial work platforms;
8. hydraulic pallet trucks (pallet jacks);
9. excavators and mini-excavators;
10. jacks;



11. rigging systems;
12. scissor lifts;
13. telescopic lifts.

Allowed for independent use on the IEC territory:

— platform trolleys with rubber (or rubberized) wheels.

Use of third-party mechanized equipment (owned or hired independently) is allowed **only in exceptional cases** and only with approval from the Administrative and Facility Department and the Construction & Operations Department.

Required Documents for Loading/Unloading with Own Lifting Equipment (Outdoor Area)

1. Order appointing a responsible person for safe loading/unloading operations (must be certified by Rostekhnadzor and have an official protocol).
2. Valid certificates for slingers and crane operators.
3. Technological map for loading/unloading operations.
4. Passport of the lifting mechanism and/or operating manual.
5. Proof of registration of the lifting mechanism with the federal industrial safety authority.
6. Records of full (PTO) and partial (CTO) technical inspections.
7. Logbook of lifting accessories and containers.
8. Crane operator's shift log.
9. Proof of initial safety briefing from the Occupational Safety & Fire Safety Department.
10. Certificates for lifting accessories (slings).



Services of IEC «Kazan Expo»

The venue provides a wide range of lifting, rigging, and material-handling services using modern equipment.

Available to Exhibitors:

- loading/unloading and installation/dismantling with lifting mechanisms;
- rental of lifting and material-handling equipment;
- organization of temporary vehicle parking.

REGULATIONS FOR VEHICLES AND SPECIAL EQUIPMENT WITH CNG SYSTEMS

Safety Requirements for Operating and Storing Vehicles Equipped with CNG (Gas Cylinder Systems)

Operation of a vehicle running on gas fuel is prohibited if the gas cylinder has an expired inspection date.

Cylinders must undergo periodic inspection as required by the Rules for the Design and Safe Operation of Pressure Vessels (once every two years).

The vehicle must be equipped with primary fire safety means — **at least one powder fire extinguisher.**

Mandatory requirements for the fire extinguisher:

- capacity of 4 liters or more;
- intact safety seal;
- valid (not expired) service life.

Strictly Prohibited:

- Operating the engine on gas when the CNG system is faulty or when gas leaks are detected;



- Placing a vehicle with defective gas equipment inside a closed space (pavilion);
- Performing repairs, tightening gas-system connections, or replacing CNG components while the system contains gas under pressure;
- Releasing gas from cylinders or from the CNG system inside a closed space (pavilion);
- Starting the engine and entering/exiting the pavilion on gas;
- Storing gas-powered vehicles indoors with open cylinder valves;
- Checking the tightness of CNG connections using an open flame;
- Placing explosive or flammable goods or items inside the cabin, passenger area, or trunk.

Storage of Vehicles with CNG Systems

Vehicles equipped with CNG may be stored both outdoors and in indoor pavilions.

For overnight or long-term parking (more than five hours):

- all CNG cylinder valves must be closed;
- the engine must burn off all remaining gas from the system;
- after stopping the engine, switch off the ignition.

Procedure for Entry and Exit of CNG Vehicles into Closed Pavilions

Before entering the pavilion:

- close both filling and consumption valves on the multivalve;
- burn off gas from the system until the engine stops;
- start the engine on petrol, and move inside the pavilion only on petrol.

When exiting the pavilion:

- start the engine on petrol.
- switching to gas is allowed **only after leaving the building**.



Requirements for Starting the Engine After Parking

Before starting the engine after long-term parking, to prevent ignition or explosion of accumulated gas:

- open the hood, trunk, and access panels of the engine compartment.

If gas smell is detected during movement, parking, or storage of the vehicle, it is necessary to immediately:

- eliminate the gas leak;
- ventilate the area;
- remove all ignition sources;
- stop the engine;
- disconnect the negative battery terminal;
- close the consumption valve;
- move the vehicle to a safe location.

Actions in Case of Fire of a Vehicle with CNG

In case of fire:

- turn off the engine;
- disconnect the negative battery terminal;
- if possible, close the consumption valve;
- evacuate the vehicle from the building;
- extinguish the fire using a fire extinguisher or sand;
- immediately notify a representative of IEC «Kazan Expo».

To prevent a rise in pressure within the CNG system, gas cylinders must be cooled by applying large amounts of cold water.





ENGINEERING AND TECHNICAL WORKS REGULATIONS

Electrical Installation Works

1. Installation of electrical wiring on stands must comply with the Technical Operation Rules for Electrical Installations of Electricity Consumers (Order of the Ministry of Energy of Russia No. 811 of 12.08.2022), as well as with the fire safety rules applicable to exhibition installation on the territory of IEC «Kazan Expo».
2. Before the event, each stand builder / company performing electrical installations must undergo accreditation and technical inspection by the General Contractor.
If the wiring is installed by the Organizer/Builder, the electrical system must be tested by a certified electrical laboratory in accordance with the Electrical Installation Code, and a technical report must be submitted before power is supplied (including installation of sockets).
3. Each independent electrical installation (stand, machine, etc.) must have a separate protective device against short circuits and overloads (distribution board and RCD). The RCD must be configured with the correct rated tripping current. It must be located in an accessible place.
4. Before the event, each stand builder must pass accreditation and technical control by the General Contractor. (Repeated instruction — kept unchanged.)
5. All electrical installation works must be performed only by trained and certified electrical personnel with an electrical safety qualification not lower than Group III.
Qualification certificates are valid only for the organization that issued them.
6. Connection of stands to the IEC «Kazan Expo» power supply is carried out after control measurements by the Builder and signing of the boundary-of-responsibility act.



All live elements must be protected against accidental contact.

7. All distribution boards used for internal power supply must be equipped with circuit breakers corresponding to the ordered capacity and RCDs rated at 30 mA.

The supply cable from the stand's distribution board to the pavilion's connection point must be provided by the Builder.

8. Group distribution within the distribution board must follow this principle:
- sockets,
 - lighting,
 - decorative lighting,
 - connected equipment and demonstration exhibits,
 - equipment requiring 24/7 power (refrigerators, aquariums, coolers, office equipment)
- must be placed on separate breakers.
9. The main switch must be positioned so that it is accessible from the aisle.
10. The power cable from the floor hatch or mobile panel to the protective device must be protected from mechanical damage using cable channels or ramps.
11. Wire and cable branch connections must be made using closed connector terminals.
- Not permitted:
 - two-wire systems;
 - junction boxes;
 - twist connections;
 - extending wiring using terminals or soldering.

Wiring must be securely fixed and protected from mechanical stress.

12. It is prohibited to install busways with the working slot upward or sideways. Busways must be mounted at a height of at least 2.5 m with the working slot facing downward.



Installation below 2.5 m or with the slot facing up/sideways is permitted only with additional mechanical protection.

13. Electrical equipment that heats up during operation (spotlights, lamps, etc.) must not be fixed with plastic ties. Only metal fixings are allowed. Lighting and audio equipment on suspended structures must be additionally secured with steel safety cables/chains.
14. All metal parts of the stand — structural elements, distribution board housings, metal conduits, pipes, etc. — must be properly grounded.
15. The stand will be connected to power only after all requirements are met.
16. If violations are discovered after the stand is connected, the General Contractor has the right to immediately disconnect the stand without prior notice.

Plumbing Works

1. Water supply and sewage connections for equipment must be performed only by qualified specialists.
2. Hoses must be laid and connected only with the water supply turned off.
3. Hoses must be protected from mechanical damage and made from fire-safe materials.
Hoses placed in aisles must be covered with protective ramps along their entire length.
4. When hoses are placed near electrical lines, all electrical safety regulations must be followed.
5. Water supply lines at connection points on the stand (walls, podiums) must include shut-off valves.
6. Free access must be provided to all connection points.
7. After installation, engineering staff will inspect the connections and activate the water supply based on the expo plan.



8. Water supply is turned on only by an authorized representative of IEC «Kazan Expo» in the presence of the builder and/or exhibitor.
9. Engineering staff monitor the equipment and connections throughout the event.
10. After the exhibition, water supply may only be disconnected by IEC engineering staff upon exhibitor/builder request.
11. Dismantling of water lines must be performed by the same qualified personnel who installed them.
12. Throughout all stages (build-up, event days, dismantling), plumbing equipment, hoses, valves, and fittings must be serviced only by qualified personnel.
13. IEC engineering staff may disconnect water supply in case of emergency, risk of emergency, or gross safety violations.
14. Exhibitors/builders may not connect additional water supply lines not included in the approved expo plan.

INTERNET AND COMMUNICATION SERVICES

The service is guaranteed to function reliably on the **5 GHz band** (subject to device compatibility).

IEC technical services provide two Wi-Fi networks (SSIDs):

- **kazanexpo-free** – visitor Wi-Fi, access via SMS/call;
- **kazanexpo** – Wi-Fi for organizers and exhibitors, access via individual passwords assigned per organization.

Exhibitors connect via the **kazanexpo** network using their personal password unless otherwise agreed with the Organizer and permitted under contracts between the Organizer and IEC «Kazan Expo».

Speed corresponds to the ordered service and the declared number of users.



Requirements for Video Bridges, Video Conferencing, and Live Streams

1. Provide detailed technical specifications for Internet connection.
2. Conduct a **test session** in advance, coordinated with the project manager.

Restrictions and Liability

Unauthorized use of routers, access points, or any other network devices is strictly **prohibited**.

Violations may result in restricted access and penalties (see “**Penalties**”).

If unauthorized equipment causes a malfunction of the IEC network, the Exhibitor/Organizer is financially liable for the venue’s lost revenue under its contractual obligations to other exhibitors and Stand Builders.



ADVERTISING AND PROMOTIONAL ACTIVITIES

A full list of advertising services is provided in the Exhibitor Contract.

The General Contractor provides branding of:

- outdoor and open-area surfaces;
- surfaces inside the venue;
- advertising structures;
- other surfaces upon request.

as well as placement of content on video screens and navigation panels.

Advertising on the Exhibition Stand

Within the stand area, the Exhibitor may display advertising for products and services manufactured or supplied by the Exhibitor and directly related to the theme of the exhibition.

Distribution of printed materials or any other information about such products or services is permitted within the stand boundaries.

Advertising Outside the Stand Area

Advertising using audiovisual technologies outside the stand, as well as shows or performances, is permitted only with written approval from IEC «Kazan Expo».

Use of musical works (live or recorded) is allowed only after:

- settlement of copyright issues,
- submission to the Administration of ANO «Kazan Expo» of documents confirming concluded agreements with the **Russian Authors' Society (RAO)** and/or **VOIS**.



Photo, Video, and Film Recording

During the event, photo, video, and film recording may be carried out:

- by IEC «Kazan Expo» specialists, or,
- by other persons/organizations with written authorization from IEC «Kazan Expo».

IEC «Kazan Expo» reserves the right to film anywhere on the premises, including exhibits and expositions, and to use such materials for promotional purposes in the media.

Requirements for Layouts and Advertising Structures

All layouts provided by the Exhibitor/Client must comply with printing requirements and the dimensions of the structure.

Installation and dismantling of advertising structures may be performed **only by IEC «Kazan Expo» personnel.**

Use of Aircraft and Aeronautical Devices

Aircraft and tethered equipment (drones, quadcopters, inflatable figures, balloons, airships, etc.) may be installed only after approval from IEC «Kazan Expo» and presentation of the required permits from governmental authorities.

During operation, representatives of the operating company must be present.

At night or under adverse weather conditions, devices must be lowered and securely fixed.

Use is permitted **only after receiving approval from IEC «Kazan Expo»** and completing the project–technical coordination procedure.



Distribution of Advertising Materials

Promotional activities and distribution of printed materials **outside the rented exhibition area** require prior approval from the venue administration.

If advertising media are installed on non-rented areas without authorization, IEC «Kazan Expo» reserves the right to:

- **dismantle the structures without notifying the owner,**
- apply measures according to venue regulations.

Liability of the Exhibitor

The Exhibitor bears full responsibility for:

- the content of distributed information;
- accuracy and reliability of published materials;
- compliance with Russian legislation, including:
 - Federal Law No. 38-FZ of 13.03.2006 «On Advertising»;
 - Federal Law No. 436-FZ of 29.12.2010 «On Protecting Children from Information Harmful to Their Health and Development».



RIGHTS, OBLIGATIONS, AND LIABILITY OF THE EXHIBITOR

1. Purpose of the Exhibition Space

The Exhibition Space is provided exclusively for the purposes of the Event.

LLC «DRON EXPO» allocates exhibition space within IEC «Kazan Expo» according to the exhibition theme, the layout of the exposition, and available floor areas, and reserves the right to modify the Exhibitor's location on the Floor Plan.

The Organizer is entitled to use the Exhibitor's trademarks and information about the fact of contract conclusion for presentation and promotional purposes.

The Exhibitor agrees to photo and video recording by the Organizer.

2. Authorized Representative and Personal Data Compliance

The Exhibitor must appoint an authorized representative from among its employees, empowered by a power of attorney. This representative must be present at the Event for its entire duration.

The power of attorney is issued in accordance with the Exhibitor Manual (Form 11) and must be provided to the Organizer and the General Contractor upon request.

The Exhibitor is independently responsible for complying with personal data legislation. The Exhibitor confirms and guarantees that it has obtained consent from personal data subjects for processing by the Organizer as required by Federal Law No. 152-FZ «On Personal Data».

The Exhibitor independently handles all related requests, claims, and administrative penalties, and must reimburse the Organizer for any documented losses

3. Compliance With Labor, Safety, Migration, Environmental and Other Regulations



The Exhibitor independently and at its own expense ensures compliance with:

- labor and migration legislation;
- occupational health and safety regulations;
- fire safety rules;
- sanitary norms;
- environmental protection legislation;
- any other mandatory legal requirements relevant to its activities.

Responsibility for any violations and consequences lies entirely with the Exhibitor.

The Exhibitor handles all interactions with state and municipal authorities independently and must reimburse the General Contractor for any documented losses arising from such violations.

4. Intellectual Property Compliance

The Exhibitor is independently responsible for adhering to intellectual property legislation, including but not limited to:

- reporting and payment of copyright royalties;
- neighboring rights remuneration;
- reporting and payment for public performance of phonograms (including those released for commercial use);
- use of IP objects, including through accredited collective rights management organizations.

5. Construction and Accreditation for Temporary Structures

The Exhibitor has the right, based on the required accreditation, to build temporary infrastructure and design its area independently or through third parties.

Accreditation of the Exhibitor and/or third parties is mandatory and is regulated by the Exhibitor Manual on accreditation and technical control for stand builders at IEC «Kazan Expo».



The list of involved organizations and personnel (including full names) must be submitted to ANO «Kazan Expo» **no later than 10 calendar days before the Event.**

6. Maintenance and Safety of the Exhibition Area

The Exhibitor must maintain the Exhibition Space in proper technical and sanitary condition in accordance with sanitary and epidemiological requirements, including cleaning and waste removal. The Exhibitor bears full responsibility for the safety of visitors, third parties, and property located within the Exhibition Space.

Any improvements (separable or inseparable) may only be made with a written agreement signed by both parties.

7. Transfer of Rights to Third Parties

The Exhibitor may not transfer its rights or obligations to third parties without written consent.

Unauthorized transfer entails a fine of **100,000 RUB.**

After receiving written consent, the Exhibitor may use the Organizer's trademarks and service marks.

The Exhibitor is responsible for complying with IP protection laws.

If the Organizer is held liable due to the Exhibitor's fault, the Exhibitor must fully compensate all penalties and losses.

8. Organizer's Right to Engage Third Parties

The Organizer may provide services using Stand Builders.

9. Compliance With Health Regulations

The Exhibitor must comply with all requirements and recommendations issued by authorized bodies regarding the prevention of COVID-19 or any other viral infections.

In case of violations, the Exhibitor bears full responsibility at its own expense.



Organizer's Right to Terminate Participation

The Organizer may unilaterally terminate the participation contract **without a refund** (retaining all payments as a penalty) if the Exhibitor:

- violates the Exhibitor Manual;
- uses the space for purposes other than intended;
- causes deterioration of the exhibition areas;
- transfers space to third parties without authorization.



PENALTIES AND FINES

Penalty Sanctions for Violations of Requirements When Performing Works on the Territory of Kazan Expo International Exhibition Centre

	Violation	Penalty
№	Violation of requirements	
1.	Conducting installation works based on project-technical documentation that has not been approved in the prescribed manner: – installation performed by a company different from the one specified; – structural discrepancies between the actual construction and the submitted project documentation; – installation of suspended structures without approval from the relevant departments of Kazan Expo».	RUB 90,000 or suspension of the right to carry out installation/dismantling works at Kazan Expo for up to 1 year. In case of repeated violation — the suspension may become permanent
2.	Use of hand-held electric tools without dust extraction systems, as well as the use of stationary circular saws	RUB 30,000 or suspension of the right to carry out installation/dismantling works for up to 3 months
3.	Use of open flame, welding or hot works without approval from the relevant services of Kazan Expo and without obtaining a hot-work permit (hot works include: bitumen heating, gas welding, electric welding, gasoline/kerosene cutting, mechanical metal cutting, soldering)	RUB 40,000 or suspension of installation/dismantling rights for up to 6 months
4.	Bringing into the pavilion, installing and using equipment or materials not included in the approved project documentation; using materials without fire-safety certificates; using combustible materials not treated with fire retardant composition; installing non-approved materials without clearance from Kazan Expo's fire safety engineer	RUB 90,000 or suspension of installation/dismantling rights for up to 6 months
5.	Use of open flames inside buildings, structures, exhibition halls; demonstration of exhibits using open flames; fireworks, pyrotechnics, fire shows without approval from Kazan Expo's fire safety engineer	RUB 30,000
6.	Use and storage of flammable liquids, combustible liquids and gases; refueling and fuel draining of exhibition vehicles; storing vehicles with open fuel tank caps or with fuel/oil leaks; charging batteries directly on exhibition vehicles; violation of disposal rules for used liquids and paint residues	RUB 20,500
7.	Unauthorized connection to engineering communications	RUB 30,000 or suspension of installation/dismantling rights for up to 3 months. Damage is compensated separately according to issued calculation
8.	Unauthorized connection of electrical equipment; installation/operation of electrical equipment in violation of electrical safety rules; use of non-standard (self-made), damaged devices; placing flammable materials closer than 0.5 m to lighting equipment, exhibits, decorations, sprinklers	RUB 30,000 or suspension of installation/dismantling rights for up to 3 months
9.	Unauthorized connection of PBX or any active telecom equipment to communication lines; using own equipment or third-party companies for audiovisual support without written approval; broadcasting without permission; bringing/operating radio-electronic or high-frequency systems without written approval; exceeding noise levels above 75 dB at the stand boundary (5 m radius outdoors)	RUB 65,000 or suspension of installation/dismantling rights for up to 3 months
10.	Use of silicate glass at a height above 1.8 m from the floor level	RUB 30,000 or suspension of installation/dismantling rights for up to 3 months



11.	Violation of storage rules for construction materials, equipment, goods, including: narrowing/blocking aisles; storage on other companies' stands; blocking evacuation routes, exits, access to technical rooms, fire breaks, fire alarm panels, hydrants, extinguishers, electrical panels	RUB 30,000 or suspension of installation/dismantling rights for up to 3 months
12.	Violation of installation rules when working at heights above 1.8 m	RUB 45,000 or suspension of installation/dismantling rights for up to 3 months
13.	Violation of occupational safety and labor protection rules during installation/dismantling works	RUB 40,000 or suspension for up to 6 months
14.	Storage of construction waste outside containers or beyond the stand area; blocking hydrants, generators, transformer access; placing pallets, boxes, vehicles on hydrant covers; blocking aisles	RUB 35,000 or suspension for up to 3 months. Damage is compensated separately
15.	Absence of a mandatory information sign during installation/dismantling works	RUB 15,000 or suspension for up to 1 month
16.	Absence of a responsible person during installation/dismantling	RUB 15,000 or suspension up to 1 month
17.	Unauthorized access to suspended structures and any manipulations with them	RUB 60,000
18.	Carrying out suspended works without approval or with violation of safety rules	RUB 70,000
19.	Painting, varnishing and other coating works during construction or branding of structures on Kazan Expo territory	RUB 10,000 or suspension up to 3 months
20.	Smoking (tobacco or electronic cigarettes) at the workplace, inside exhibition halls, stands, administrative or technical areas, or other non-designated zones	RUB 15,000 or suspension up to 3 months
21.	Washing vehicles, taking water from restrooms or draining water in unauthorized areas	RUB 15,000
22.	Presence in the installation/dismantling area while under the influence of alcohol, narcotics, or toxic substances	RUB 15,000 + badge suspension for 1 installation day. For repeated violation — RUB 70,000 and loss of admission to the next exhibition
23.	Moving exhibition equipment using wheeled vehicles after carpet installation; using furniture with rollers to transport goods	RUB 15,000 or suspension up to 3 months. Damage paid separately
24.	Damage to walls, columns, facades, pedestals, or asphalt surfaces; spilling lubricants or paints	from RUB 50,000 or suspension up to 6 months. Damage paid separately
25.	Damage to industrial concrete floor coating in the pavilions	RUB 10,000 per sq.m.
26.	Unauthorized branding (stickering) of Octanorm exhibition equipment; damage to internal/external surfaces, escalators, furniture, walls, glass, façade, Kazan Expo branding, or advertising structures	RUB 5,000 per sq.m. Damage paid separately
27.	Unauthorized drone flights	up to RUB 300,000
28.	Causing damage or injury (minor or moderate) due to unauthorized drone flight	up to RUB 200,000
29.	Opening sealed fire cabinets or placing items on them	RUB 6,000
30.	Damage to fire cabinets and primary fire extinguishing equipment	RUB 30,000. Additional damage billed separately
31.	Transporting oversized equipment (>60×60×80 cm or >2 m in total dimensions) in quantities over 1 piece using passenger elevators, escalators, travelators	RUB 35,000 + damage compensation
32.	Moving cargo on ceramic tiles in the gallery using trolleys without rubber wheels	RUB 35,000 + damage compensation
33.	Unauthorized branding (stickering) of seats in Ilgam Shakirov Concert Hall	RUB 15,000 per seat
34.	Unauthorized catering services by organizers, exhibitors, or Stand Builders (unless pre-approved or purchased from an accredited Stand Builder)	from RUB 100,000
35.	Violation of loading/unloading rules when using cranes or other lifting mechanisms	from RUB 100,000



36.	Leaving vehicles or special equipment (including exhibits) unattended with keys in the ignition	from RUB 30,000
37.	Bringing, selling or consuming alcoholic beverages	from RUB 50,000
38.	Unauthorized use of generators or compressors on indoor/outdoor exhibition space	from RUB 100,000
39.	Unauthorized removal of indicator seals on emergency exits or fire hydrants	RUB 200,000 or suspension up to 6 months
40.	Use of helium balloons or sky lanterns on the premises	RUB 70,000
Damage and Losses:		
1.	Damage or loss of fire extinguisher	from RUB 10,000
2.	Damage or loss of wired/wireless microphone	from RUB 20,000
3.	Damage or loss of lapel microphone	from RUB 10,000
4.	Damage/loss of multimedia projector	from RUB 60,000
5.	Damage/loss of projection screen	from RUB 30,000
6.	Damage/loss of plasma TV panel	from RUB 90,000
7.	Damage/loss of personal computer	from RUB 50,000
8.	Damage/loss of simultaneous interpretation equipment (per set)	from RUB 30,000
9.	Damage/loss of wireless presenter device	from RUB 15,000
10.	Damage/loss of table	from RUB 30,000
11.	Damage/loss of conference chair	from RUB 15,000
12.	Damage/loss of plastic chair	from RUB 10,000
13.	Damage to "Decoustic" acoustic-decorative panels (Ilgam Shakirov Concert Hall)	RUB 800,000
14.	Lost or damaged cloakroom token	RUB 1,000
15.	Lost or damaged locker key	RUB 1,000
16.	Lost or damaged room key	RUB 1,000
17.	Damage to LED screen	RUB 600,000 per module
18.	Damage to 220V socket	RUB 6,000
19.	Damage to LED spotlight	RUB 15,000
20.	Damage to LED spotlight bracket	RUB 5,000



REQUIREMENTS FOR DEMONSTRATION OF HIGH-RISK EQUIPMENT AND EXHIBITS

1. When planning the installation and demonstration of technical or technological equipment, units, devices, mechanisms, as well as any demonstrational welding or other fire-hazardous operations on the stand, the Exhibitor must comply with the requirements outlined in this Appendix.
2. In all cases not explicitly covered by these requirements, Exhibitors must follow the applicable Fire Safety Regulations of the Russian Federation. Demonstrational welding and hot-work operations are permitted only in accordance with the Fire Safety Instructions for Welding and Other Hot-Work Operations in the Premises and on the Territory of IEC «Kazan Expo».

Operation of welding equipment must comply with:

- Technical Operation Rules for Electrical Installations (Order No. 811 of 12.08.2022),
 - Occupational Safety Rules for Electrical Installations (Order No. 903H of 15.12.2020),
 - Occupational Safety Rules for Electric and Gas Welding Operations (Order No. 884H of 11.12.2020).
3. The Organizer or the Exhibitor must submit a written request to the General Contractor asking for approval to install demonstrational equipment, attaching a full list of equipment and materials to be used. Upon receipt and verification of the required document package, The Occupational Safety, Civil Defense and Fire Safety Department of IEC «Kazan Expo» (hereinafter — OS/FD/FS Department), together with the Construction and Operations Department (hereinafter — COD), will review the documents and request additional information if needed.



Upon receipt and verification of the complete documentation package, the OS/FD/FS Department, with COD approval, issues the Exhibitor a **Permit (Access Certificate)** for performing demonstration works.

4. Demonstrational equipment must be safe during installation, operation and maintenance, must be fire-safe and explosion-safe, and must not emit harmful substances above allowable sanitary limits.
5. Gas, vapor, pneumatic, hydraulic, electrical and other systems of the equipment must comply with applicable standards, including requirements for their use as part of the equipment.
6. Moving parts that present hazards must be guarded or equipped with interlocks, emergency stops, alarms, or marked with warning colors and safety signs.

Removable, hinged, or sliding guards intended to prevent hazards must have locking devices preventing accidental removal/opening, and, if necessary, safety interlocks that stop the equipment when guards are opened.

7. The equipment design must ensure electrical safety for surrounding personnel, including protection against incorrect operator actions, and must meet the following:
 - 7.1. Live parts must be reliably insulated, guarded, or positioned out of reach.
 - 7.2. Equipment with accessible live parts must be enclosed inside lockable housings or protective covers. Use of equipment with exposed live parts is strictly prohibited.
 - 7.3. Metal parts that may become energized due to insulation failure must be grounded.
 - 7.4. The electrical circuit must include a device that disconnects the equipment from the power supply. When powered by an autonomous source, switching off the power source is permitted.



8. Equipment noise, ultrasound, infrasound, and vibration levels must not exceed sanitary regulations (75 dB).
9. Equipment that generates harmful radiation is not permitted.
10. Protective devices included in the equipment must:
 - 10.1. Be activated before the equipment is put into operation so that functioning is impossible without them.
 - 10.2. Operate continuously.
 - 10.3. Continue functioning until the hazardous factor is fully eliminated.
 - 10.4. Ensure that if one protective element fails, others continue to provide protection without creating additional hazards.
 - 10.5. Be accessible for inspection and maintenance and, when required, include automatic monitoring devices.
11. To ensure electrical safety, equipment must include:
 - 11.1. Working, additional, double or reinforced insulation of live parts.
 - 11.2. Low-voltage circuits where applicable.
 - 11.3. Protective grounding of metal parts that may become energized.
 - 11.4. Devices that disconnect power if accessible parts become energized.
 - 11.5. Interlock systems preventing operator errors or enabling emergency shutdown.
12. Fire safety must be ensured both in normal and emergency conditions.
13. Gas cylinders must be stored and transported only with protective caps installed. Cylinders must be delivered to welding areas using special carts or stretchers. Carrying cylinders manually is strictly prohibited.
14. Gas cylinders must be protected from sunlight and heat. Indoors, cylinders must be located at least 1 meter from heating appliances and 5 meters from open flames. Distance between burners and manifold installations (horizontally) must be at least 10 meters.



15. Storing oxygen cylinders and cylinders with flammable gases together, as well as with calcium carbide, paints, oils or greases, is strictly prohibited. Full and empty cylinders must not be stored in the same room.
16. Demonstrational gas-welding operations using flammable gases inside IEC «Kazan Expo» pavilions are prohibited.
17. Gas welding or cutting with open flame inside pavilions is prohibited, except for emergency operations specified in the access permit.
18. Use of inert gases (argon, etc.) requires prior submission of all related documentation.
19. Storing spare gas cylinders anywhere inside the pavilion — on the stand, behind the stand, or in utility rooms — is forbidden.
20. Gas-storage rooms must have gas detectors. If no detectors are available, the organization must establish a procedure for manual sampling and monitoring. In case of gas leaks, cylinders must be removed to a safe place.
- According to Fire Safety Regulations No. 1479, Clause 297, it is prohibited to:
- a) operate leaking equipment or fittings;
 - b) install containers on combustible bases;
 - c) leave leaking cylinders indoors;
 - d) store cylinders improperly — cylinders with bases must be vertical in racks; cylinders without bases must be stored horizontally in racks no higher than 1.5 m with protective caps installed.
21. Staying with gas cylinders in areas with large crowds is prohibited.
22. Stands with high-risk equipment used for demonstrational welding must be equipped with mobile air-filtration units with high-efficiency filters.
- Before starting work, filters must be inspected, cleaned, and replaced if necessary.



LIST OF IDENTIFIED HAZARDS AND RISK ASSESSMENT

This list is not exhaustive and may be adjusted depending on the hazard level of the equipment being demonstrated.

1. A formal letter from the Exhibitor requesting approval to install demonstrational equipment, including a complete list of equipment and materials, and a day-by-day demonstration schedule.
2. An order (directive) issued by the Exhibitor appointing responsible persons for conducting demonstration works, as well as persons responsible for fire safety and compliance with fire regulations during demonstration of technological equipment.

The attachment must include job titles, full names, and contact numbers.

3. An order appointing the person responsible for electrical safety during demonstration works.

The attachment must include job titles, names, and contact details.

4. An order appointing the person responsible for occupational safety and compliance with safety regulations during demonstration works.

The attachment must include job titles, names, and contact details.

5. Manufacturer's technical documentation (in Russian) for the equipment being demonstrated, including:

- technical specifications;
- safety requirements;
- operating instructions.

If a Russian version is not available, the Exhibitor may provide a translated copy.

6. A list of technological media used in the demonstration process.
7. Copies of valid certificates of conformity for the equipment.
8. Copies of valid certificates of conformity for materials and technological media used during the process.
9. A copy of the Fire Safety Training Certificate (Fire-Technical Minimum) for the responsible person, certified by the organization's director.



10. A copy of the Electrical Safety Certificate (not lower than Group III), certified by the organization's director.
11. A Work Permit (Hot-Work Permit) for hazardous operations, approved and stamped by the Exhibitor's organization.
This permit is additionally validated on-site by the authorized representative of the General Contractor.
12. A Technical Readiness Certificate for the equipment, approved and stamped by the Exhibitor's organization.
13. A list of personnel working on the stand who have completed occupational safety and fire safety briefings, approved and stamped by the organization.
14. Demonstration of equipment belonging to foreign exhibitors is coordinated separately with the General Contractor.

LIST OF DOCUMENTS REQUIRED FOR WELDING AND OTHER HOT-WORK DEMONSTRATIONS

1. A Technical Readiness Certificate for welding equipment and associated equipment, approved and stamped by the Exhibitor's organization.
2. A Work Permit (Hot-Work Permit) for hazardous operations, approved and stamped by the Exhibitor's organization.
On-site approval is performed by the authorized Fire Safety Specialist.
3. Orders (directives) appointing persons responsible for:
 - electrical safety,
 - fire safety,
 - occupational safety,
 - health & safety compliance.All documents must be signed and stamped.
4. A list of workers involved in the stand activities who have completed fire safety briefings (PPR briefing), signed and stamped.



5. The approved stand layout plan (hard copy with stamp, or confirmation of electronic approval via email).
6. A list of gases used and the number of gas cylinders.
7. Technical documentation and certificates for the exhibited equipment.
8. Welder's Certificate (original + copy).
9. Fire Safety Training Certificate (original + copy).
10. Electrical Safety Certificate (original + copy), not lower than Group III.

REQUIREMENT FOR IMMEDIATE CORRECTION OF VIOLATIONS

If any violations are identified, the equipment owner must eliminate them **immediately**, including during nighttime hours, ensuring arrival on-site **within no more than 1 hour**.

LIST OF IDENTIFIED HAZARDS WITH ASSESSMENT OF OCCUPATIONAL RISK LEVELS ANO «KAZAN EXPO»

1. Hazard of falling from height, including due to the absence of guarding or due to rope failure.
2. Hazard of falling caused by sudden changes in floor level along the movement path.
3. Hazard of falling objects — loads, materials, products, parts, tools, and other items from height.
4. Hazard of collapse of ground-based structures.
5. Hazard of increased voltage in an electrical circuit.
6. Hazard posed by moving parts of machines and mechanisms: impacts, cuts, punctures, stabs, entanglement, pulling-in, wrapping, and abrasive effects from moving equipment components.
7. Hazard of being struck by moving vehicles.
8. Hazard associated with failure to hear an audible warning signal.



9. Exposure to local vibration when using handheld tools and mechanisms.
10. Hazard of unplanned power outages.
11. Hazard of flying particles and fragments from tool components when eliminating malfunctions.
12. Hazard of equipment operating parameters exceeding regulatory limits.
13. Hazard of exposure to elevated air temperatures.
14. Hazard of exposure to low air temperatures.
15. High or low air movement speed, including climate-related factors.
16. Hazard of falling from height.
17. Hazard of skin exposure to cleaning and degreasing agents.
18. Hazard of respiratory exposure to air mixtures containing cleaning and degreasing agents.
19. Hazard of physical overload due to excessive physical exertion: lifting, carrying, repetitive movements, static loads, awkward working postures (including torso bending over 30°). Risk of musculoskeletal injury.
20. Hazard of inhaling smoke, harmful gases, and dust during a fire.
21. Hazard of sudden technical malfunction of a moving loader.
22. Hazard of electric shock due to contact with live parts energized as a result of faulty conditions (indirect contact).
23. Hazard of insect bites.
24. Hazard of cuts caused by sharp edges and burrs.
25. Hazard of falling due to loss of balance caused by slipping.



REQUIREMENTS FOR DISPLAYING SPECIALIZED EXHIBITS DURING EVENTS AT THE KAZAN EXPO INTERNATIONAL EXHIBITION CENTER

1. The Exhibitor independently and at its own expense ensures full compliance with the legislation of the Russian Federation regulating the circulation of civilian, service, and military small arms and bladed weapons when displaying specialized exhibits at Kazan Expo, including museum pieces. Such exhibits include:
 - firearms;
 - bladed weapons (hunting knives, sports models, survival knives, stilettos, dirks, axes, swords, and other types of cold weapons);
 - ranged weapons (projectile weapons: bows, crossbows; throwing weapons: spears, darts, shurikens, boomerangs, etc.);
 - weapons of cultural value;
 - antique weapons, including:
 - firearms, projectile weapons, and pneumatic weapons manufactured before the end of 1899 (except firearms intended for use with cartridges),
 - bladed weapons manufactured before the end of 1945;
 - decommissioned weapons that have undergone technical modifications eliminating the possibility of firing:
 - blank-firing weapons,
 - training weapons,
 - sectioned/cutaway weapons;
 - other types of weapons, devices and/or parts, as well as ammunition listed in Article 1 of Federal Law No. 150-FZ “On Weapons”.
2. An admission certificate for the import and accreditation of the specialized exhibits listed in this section is issued by LLC “Kazan Expo” only upon submission of the full package of documents required by Kazan Expo for this category of exhibits.





Type of Exhibit	Required Document	
	Document Name	Document Requirements
Mass-dimensional mock-up	Certificate of Conformity issued by an authorized certification body	<ul style="list-style-type: none"> - product name matching the item being imported; - indication of compliance with applicable GOST (State Standards) or TU (Technical Specifications) standards; - manufacturer's name; - client (applicant) name; - reference to test report and accredited testing laboratory; - signatures of the certification body's head and expert, plus stamp.
Decommissioned / blank-firing weapon	Passport for the deactivated (blank-firing) weapon	issued by the plant that performed the deactivation;

If the above documents are not available, the Exhibitor must provide a certificate (conclusion) issued on the basis of findings from the Forensic Center of the Ministry of Internal Affairs of the Republic of Tatarstan or the National Guard Directorate for the Republic of Tatarstan. The validity period of such certificate must not exceed 30 calendar days from the date of issue.

The Exhibitor is obligated to independently and at its own expense perform all actions required by Russian legislation to ensure lawful display of specialized exhibits. Import of such exhibits to Kazan Expo is allowed only upon completion of **Form No. 14** of the Exhibitor Manual.

3. When displaying specialized exhibits at Kazan Expo, the Exhibitor independently and at its own expense must ensure and guarantee the safety of life and health of personnel, guests, participants, and visitors, as well as the security of property and public safety. The Exhibitor undertakes to independently and at its own expense resolve any claims, demands, or legal actions from third parties, including those related to insurance events, accidents, terrorist threats, or similar circumstances,



and agrees to fully indemnify LLC “Kazan Expo” and ANO “Kazan Expo” from any liability.

4. The Exhibitor independently and at its own expense bears all losses, costs, damages, and compensation arising from non-fulfillment or improper fulfillment of the requirements of this Manual by the Exhibitor, its personnel, or third parties engaged by the Exhibitor.





APPLICATION FORMS

- 1 Form 6 — Import of equipment, materials, and stand structures
- 2 Form 6a — Export of equipment, materials, and stand structures
- 3 Form 10 — Entry of event participants (Build-up Days)
- 4 Form 11 — Power of Attorney for the person responsible for the exhibition stand
- 5 Form 14 — Application for the import of special equipment and materials
- 6 Form 14a — Access Permit for operating quadcopters on the territory of «Kazan Expo»
- 7 Form 14b — Access Permit for conducting demonstration works involving high-risk technical and technological equipment (exhibits) on the territory of «Kazan Expo»

Materials for Exhibitors

en.dronexpo.ru/documents



All forms are available at the link above in Word/Excel format, including examples of how to complete them.



**ЗАЯВКА НА ВВОЗ ОБОРУДОВАНИЯ, МАТЕРИАЛОВ И
КОНСТРУКЦИЙ СТЕНДОВ***
Форма 6

 Заявка на **ввоз** ТМЦ на « ___ » ___ 20___ г.

 Мероприятие _____ Павильон № _____
 Название организации (собственник ТМЦ) _____
 Ф.И.О. (отв. сотр. от собственника ТМЦ) _____
 № телефона _____

 Прошу Вас разрешить **ввоз** на объект МВЦ «Казань Экспо» следующих товарно-материальных ценностей:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Товарно-транспортная накладная прилагается: № _____, дата « ___ » ___ 20___ г.

Ввоз осуществляется на автомашине: _____ <small>(марка, модель, гос. номер)</small>
ФИО водителя: _____

Согласование:

№ п/п	Ответственный сотрудник Казань Экспо	ФИО	Подпись	Дата
1.	Ответственное лицо от департамента по организации мероприятий			
2.	Ответственное лицо от службы безопасности			

 Подпись (отв. сотрудник от собственника ТМЦ): _____ / _____ / _____
М.П. (Ф.И.О. должность)

Дата заполнения: « ___ » ___ 20___ г.

***1. ЗАПОЛНЕННУЮ ЗАЯВКУ НЕОБХОДИМО ИМЕТЬ ПРИ СЕБЕ ВО ВРЕМЯ ЗАЕЗДА (ОРИГИНАЛ С ПОДПИСЬЮ И ПЕЧАТЬЮ В 2 ЭКЗ.).**

2. Все поля обязательны к заполнению.
3. Срок действия заявки один день с даты подписания.
4. На каждую автомашину заполняется отдельная заявка.
5. Скан заявки предварительно направляется на электронную почту ca@kazanexpo.ru.



**ЗАЯВКА НА ВЫВОЗ ОБОРУДОВАНИЯ, МАТЕРИАЛОВ
И КОНСТРУКЦИЙ СТЕНДОВ***
Форма 6а

Заявка на вывоз ТМЦ на «___» ___ 20___ г.

Мероприятие _____ Павильон № _____

Название организации (собственник ТМЦ) _____

Ф.И.О. (отв. сотр. от собственника ТМЦ) _____

№ телефона _____

 Прошу Вас разрешить **вывоз** с объекта МВЦ «Казань Экспо», следующих товарно-материальных ценностей:

1. _____
2. _____
3. _____
4. _____

Товарно-транспортная накладная прилагается: № _____, дата «___» ___ 20___ г.

Вывоз осуществляется на автомашине: _____
(марка, модель, гос. номер)

ФИО водителя: _____

Согласование (Участник подписывает заявку у Ответственного лица от департамента по организации мероприятий и Ответственного лица от службы безопасности в Центре аккредитации, а подпись Ответственного лица от административно-хозяйственного управления участник получает на площадке в зоне погрузочно-разгрузочных ворот павильонов после осмотра вывозимого ТМЦ, осмотра и пломбирования автомобиля):

№ п/п	Ответственный сотрудник Казань Экспо	ФИО	Подпись	Дата
1.	Ответственное лицо от департамента по организации мероприятий			
2.	Ответственное лицо от службы безопасности			
3.	Ответственное лицо от административно- хозяйственного управления			

 Подпись (отв. сотрудник от собственника ТМЦ): _____ / _____ /
М.П. (Ф.И.О. должность)

Дата заполнения: «___» ___ 20___ г.

***1. ЗАПОЛНЕННУЮ ЗАЯВКУ НЕОБХОДИМО ИМЕТЬ ПРИ СЕБЕ ВО ВРЕМЯ ВЫЕЗДА (ОРИГИНАЛ С ПОДПИСЬЮ И ПЕЧАТЬЮ В 2 ЭКЗ.).**

2. Все поля обязательны к заполнению.
3. Заявка подписывается в день вывоза.
4. На каждую автомашину заполняется отдельная заявка.



ЗАЯВКА НА ВХОД УЧАСТНИКОВ МЕРОПРИЯТИЯ*
Форма 10

Наименование организации _____

Срок действия бейджа с _____.____20__ года по _____.____20__ года

Мероприятие _____ Павильон № _____

№ п/п	Фамилия	Имя	Отчество	Телефон

 Руководитель организации _____ / _____ /
 (отв. сотрудник от организации) М.П. (Ф.И.О. должность)

Дата заполнения: « ____ » _____ 20__ года

Согласование:

№ п/п	Ответственный сотрудник Казань Экспо	ФИО	Подпись	Дата
1.	Ответственное лицо от департамента по организации мероприятий			
2.	Ответственное лицо от службы безопасности			
3.	Ответственное лицо от отдела охраны труда, гражданской обороны и пожарной безопасности			

* 1. ЗАПОЛНЕННУЮ ЗАЯВКУ НЕОБХОДИМО ИМЕТЬ ПРИ СЕБЕ ВО ВРЕМЯ ВХОДА (ОРИГИНАЛ С ПОДПИСЬЮ И ПЕЧАТЬЮ В 1 ЭКЗ.).

2. Для входа на территорию МВЦ «Казань Экспо» необходимо предъявить оригинал паспорта.

3. Все поля обязательны к заполнению.

* Обязательное предоставление письменного согласия на обработку персональных данных

4. Предварительно заявка направляется на электронную почту sa@kazanexpo.ru в двух форматах: Word и подписанный скан.



Доверенность необходимо иметь при себе на мероприятии

Форма 11

Для лица, ответственного за выставочную экспозицию
Доверенность № _____

Дата выдачи « ____ » _____ 20__ г.

Доверенность действительна по « ____ » _____ 20__ г.

(наименование компании и адрес)

Доверенность выдана _____
(фамилия, имя, отчество, должность)

Паспорт: серия _____ № _____

Кем выдан _____

Когда выдан _____

- 1) С предоставлением права подписания следующих документов:
- заявок на участие в выставке/мероприятии;
 - договора на участие в выставке/мероприятии;
 - договора на проведение конгрессно-выставочных мероприятий;
 - дополнительных соглашений, приложений, заявок на дополнительные услуги к договорам;
 - актов приема-передачи/возврата выставочного стенда и/или арендуемой выставочной площади;
 - заказа-заявки (договора) на услуги;
 - УПД;
 - актов о причинении ущерба;

2) На подписание других документов и совершение иных действий, связанных с участием в выставке/мероприятии, в том числе по вопросам соблюдения правил пожарной безопасности*, техники безопасности, охраны труда и других правил, установленных действующим законодательством, с правом подписи на получение от государственных инспектирующих и надзорных органов предписаний, предложений, протоколов и актов об административных правонарушениях, а также на оплату счетов и др.

Подпись лица, получившего доверенность _____

Руководитель организации _____
(Ф.И.О.) (подпись)

Место печати

* В соответствии с законом РФ №69-ФЗ от 21.12.1994 г., в случае не назначения должностного лица, ответственного за соблюдение требований пожарной безопасности на арендованной площади выставочного стенда, ответственность несет персонально сам руководитель организации/предприятия – участника выставки.



**ЗАЯВКА НА ВВОЗ СПЕЦИАЛЬНОГО ОБОРУДОВАНИЯ,
МАТЕРИАЛОВ**
Форма 14

Заявка на ввоз специального оборудования и ТМЦ на «___» ___ 20___ г.
 Мероприятие _____ Павильон № _____
 Название организации (собственник ТМЦ) _____
 Ф.И.О. (отв. сотр. от собственника ТМЦ) _____
 № телефона _____

Прошу Вас разрешить ввоз на объект МВЦ «Казань Экспо» следующего специального оборудования и товарно-материальных ценностей:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Товарно-транспортная накладная прилагается: № _____, дата «___» ___ 20___ г.

Ввоз осуществляется на автомашине: _____
(марка, модель, гос. номер)
 ФИО водителя: _____

Согласование :

№ п/п	Ответственный сотрудник Казань Экспо	ФИО	Подпись	Дата
1.	Ответственное лицо от департамента по организации мероприятий			
2.	Ответственное лицо от службы безопасности			
3.	Ответственное лицо от отдела охраны труда и гражданской обороны			

Подпись (отв. сотрудник от собственника ТМЦ): _____ / _____ /
М.П. (Ф.И.О. должность)

Дата заполнения: «___» _____ 20___ г.

***1. ЗАПОЛНЕННУЮ ЗАЯВКУ НЕОБХОДИМО ИМЕТЬ ПРИ СЕБЕ ВО ВРЕМЯ ЗАЕЗДА (ОРИГИНАЛ С ПОДПИСЬЮ И ПЕЧАТЬЮ В 2 ЭКЗ.).**

2. Все поля обязательны к заполнению.
3. Срок действия заявки один день с даты подписания.
4. На каждую автомашину заполняется отдельная заявка.
5. Скан заявки предварительно направляется на электронную почту ca@kazanexpo.ru.



АКТ-ДОПУСК ДЛЯ ОРГАНИЗАЦИИ ПОЛЁТОВ КВАДРОКОПТЕРОВ
НА ТЕРРИТОРИИ МВЦ «КАЗАНЬ ЭКСПО»

Форма 14а

При оформлении акта-допуска слово «Форма» необходимо исключить

г. Казань

«__» _____ 20__ г.

АКТ-ДОПУСК

для организации полётов квадрокоптеров на территории
МВЦ «Казань Экспо»

РТ, Лаишевский район, с. Большие Кабаны, ул. Выставочная, 1

Мы, нижеподписавшиеся,
Представитель АНО «Казань Экспо» – организация, эксплуатирующая здание,

(Ф. И. О., должность)

Представитель генерального подрядчика, ответственный за производство работ,

(Ф. И. О., должность, телефон)

Представитель субподрядной организации, ответственный за производство работ,

(Ф. И. О., должность, телефон)

составили настоящий акт о нижеследующем.

АНО «Казань Экспо» предоставляет доступ:

(наименование объекта)

для производства на нем работ:

(наименование работ)

под руководством технического персонала (представителя подрядчика) на следующий срок:

- 1) Дата «__» _____, время с _____ до _____;
- 2) Дата «__» _____, время с _____ до _____.

При производстве работ необходимо выполнить следующие условия:

1. Предоставить перед началом работ документы и выполнить условия, указанные на оборотной стороне настоящего Акта-допуска;
2. А также дополнительно выполнить следующие условия (если они есть).

Съемка разрешена только в Павильоне №_____, в других помещениях съемка запрещена. Съемку необходимо согласовать с Отделом охраны труда, гражданской обороны и пожарной безопасности.

В случае нарушений указанных в Акте-допуске мероприятий Заказчик вправе остановить работы до их устранения.

При нарушении указанных в Акте-допуске мероприятий Заказчик вправе остановить работы до их устранения.

Представитель ген. подрядчика

Представитель суб. подрядчика:



Представители АНО «Казань Экспо»

_____	_____
_____	_____
_____	_____
_____	_____

До начала работ необходимо выполнить следующие мероприятия, обеспечивающие безопасность производства работ:

Наименование мероприятия	Срок выполнения	Исполнитель
Всем сотрудникам пройти вводный инструктаж в отделе охраны труда Заказчика.	До начала работ	Подрядчик
Провести с работниками все инструктаж на рабочем месте.	Постоянно	Подрядчик
Работникам выполнять правила внутреннего распорядка, действующие на территории.	Постоянно	Подрядчик
Работникам выполнять правила противопожарного режима, действующие на территории.	Постоянно	Подрядчик
Всю полноту ответственности за нарушение указанных выше норм и правил при производстве работ, а также иных правил, предусмотренных Российским законодательством, выполняемых подрядчиком на объекте, в том числе за последствия таких нарушений несет подрядчик	Постоянно	Подрядчик

Примечание:

- На основании Воздушного Кодекса РФ от 19.03.1997 N 60-ФЗ (ред. от 06.07.2016) (с изм. и доп., вступ. в силу с 05.07.2017), Федеральных законов от 30.12.2015 N 462-ФЗ, от 03.07.2016 N 291-ФЗ, от 13.07.2015 N 254-ФЗ, от 23.07.2010 N 183-ФЗ, Федеральных правил использования воздушного пространства Российской Федерации, предоставление документов таких как – копия пилотского свидетельства, копия свидетельства о регистрации воздушного судна, правоустанавливающий документ на воздушное судно, копия медицинского заключения, выданного Врачебно-лётной экспертной комиссией, копия сертификата лётной годности воздушного судна с картой данных воздушного судна, копия полиса страхования гражданской ответственности владельца воздушного судна перед третьими лицами, не требуется при выполнении работ на сверхлёгком пилотируемом гражданском воздушном судне с массой конструкции 115 килограммов и менее и при выполнении полетов беспилотного летательного аппарата, имеющего максимальную взлетную массу 30 килограммов и менее. предоставляет копию документа, подтверждающего технические характеристики воздушного судна (паспорт, формуляр или руководство пользователя воздушного судна с указанием его максимальной взлетной массы (массы конструкции).

- В соответствии с Воздушным кодексом РФ (ст. 33) любые «беспилотные гражданские воздушные суда с максимальной взлетной массой от 0,25 кг до 30 кг, ввезенные в РФ или произведенные в РФ, подлежат учету»

- В соответствии с пунктом 5 статьи 32 Воздушного кодекса Российской Федерации, любой дрон, коптер или авиамодель считается беспилотным воздушным судном (БВС), а тот, кто управляет им – внешним пилотом

- За нелегальный запуск беспилотного воздушного судна Кодекс об административных правонарушениях (ст. 11.4) предусматривает штраф – до 300 тыс. рублей.

- За причинение в результате несанкционированного полета беспилотника по неосторожности легкого либо средней тяжести вреда здоровью предусмотрен штраф – до 100 тыс. рублей.



АКТ-ДОПУСК НА ПРОВЕДЕНИЕ ДЕМОНСТРАЦИОННЫХ РАБОТ
ТЕХНИЧЕСКОГО И ТЕХНОЛОГИЧЕСКОГО
ОБОРУДОВАНИЯ(ЭКСПОНАТОВ) ПОВЫШЕННОЙ ОПАСНОСТИ
НА ТЕРРИТОРИИ МВЦ «КАЗАНЬ ЭКСПО»

Форма 14В

При оформлении акта-допуска слово «Форма» необходимо исключить

г. Казань

«__» _____ 20__ г.

АКТ-ДОПУСК

на проведение демонстрационных работ технического и технологического оборудования (экспонатов)
повышенной опасности на территории МВЦ «Казань Экспо»

РТ, Лаишевский район, с. Большие Кабаны, ул. Выставочная, 1

Мы, нижеподписавшиеся,
Представитель АНО «Казань Экспо» -организация, эксплуатирующая здание

(Ф. И. О., должность) __

Представитель генерального подрядчика, ответственный за производство работ,

(Ф. И. О., должность, телефон)

Представитель субподрядной организации, ответственный за производство работ,

(Ф. И. О., должность, телефон)

составили настоящий акт о нижеследующем:

Организация АНО «Казань Экспо» предоставляет доступ:

(наименование объекта)

для производства на нем работ:

(наименование работ)

под руководством технического персонала - представителя подрядчика на следующий срок:

начало " __ " _____, окончание " __ " _____.

При производстве работ – необходимо выполнить следующие условия:

1. Предоставить перед началом работ документы и выполнить условия, указанные на оборотной стороне настоящего Акта- допуска.
2. А также дополнительно выполнить следующие условия (если они есть)

При нарушении указанных в акте-допуска мероприятий Заказчик вправе остановить работы до их устранения.

Представитель Генерального Застройщика:

Представитель Участника/компании Застройщика:

Представители АНО «Казань Экспо»



До начала работ необходимо выполнить следующие мероприятия, обеспечивающие безопасность производства работ:

Наименование мероприятия	Срок выполнения	Исполнитель
Всем сотрудникам, задействованным в монтажных/демонтажных работах пройти вводный инструктаж в центре аккредитации (отдел охраны труда Организации).	До начала работ	Застройщик
Предоставить копии приказов на ответственных лиц за: безопасное производство работ, пожарную безопасность, электробезопасность, охрану труда, экологии с приложением копий удостоверений и протоколов обучения. (приложение к руководству)	До начала работ	Застройщик
Предоставить приказ о назначении ответственного лица за выполнение работ в местах действия опасных и вредных факторов с правом выдачи наряда-допуска, в том числе высотных работ (форма к руководству)	До начала работ.	Застройщик
Обеспечить своих работников одинаковой спецодеждой и другими, необходимыми СИЗ (средства индивидуальной защиты) с обозначением на видном участке спецодежды, защитной каски логотипа компании подрядчика/ субподрядчика/ застройщика.	Постоянно	Застройщик
Выставить сигнальные ограждения по периметру и обозначить предупреждающими и запрещающими знаками места действия опасных и вредных факторов.	До начала работ	Застройщик
Согласовать и составить график производства совмещенных работ при выполнении работ с другими организациями с обязательным ознакомлением мероприятий, времени выполнения работ под роспись в «журнале производства совмещённых работ».	До начала работ	Застройщик
При размещении на стенде экспонируемого оборудования повышенной опасности предоставить: - приказ о назначении ответственного лица за безопасную эксплуатацию и хранение газового оборудования, оборудования повышенной опасности; - копию удостоверения на ответственного лица по пожарной безопасности; - копия Выписки из протокола аттестационной комиссии Ростехнадзора в области аттестации А.1, Б8.3 на ответственное лицо; - копии протоколов проверки знаний по охране труда, по применению СИЗ, по оказанию первой помощи на всех задействованных лиц, работающих с оборудование повышенной опасности на стенде/площадке МВЦ «Казань Экспо» (прошедших инструктаж по охране труда и пожарной безопасности), заверенный подписью руководителя компании и печатью.	До начала работ	Экспонент
Согласовать места складирования материалов и конструкций с представителем заказчика, а также определить места хранения баллонов с ГГ, ГЖ, ЛВЖ в соответствии с Правилами противопожарного режима в Российской Федерации, СНиП 12-03-01, Правилами по охране труда при строительстве, реконструкции и ремонте, утвержденными приказом Минтруда России от 11.12.2020 N 883н	До начала работ	Застройщик
При выполнении огневых работ, места огневых работ предварительно очистить от горючих материалов, оборудовать огнетушителями и другими средствами пожаротушения, согласовать с представителем заказчика, согласовать наряд-допуск со специалистом по пожарной безопасности объекта	Постоянно	Застройщик
Провести с работниками инструктажи на рабочем месте.		
Запретить допуск посторонних лиц, не занятых на работах, лиц в нетрезвом состоянии в место проведение работ	Постоянно	Застройщик
Содержать в чистоте и порядке проезды, проходы к стенду с экспонируемым оборудование повышенной опасности и подходы в ним. После завершения работ убирать рабочие места от мусора и остатков материалов.	Постоянно	Застройщик
Работникам выполнять правила противопожарного режима, действующие на территории.	Постоянно	Застройщик
Складирование строительного мусора, производственных и бытовых отходов производить в специально отведенных местах	Постоянно	Застройщик
Обеспечить временные рабочие места на территории медицинскими аптечками, огнетушителями, знаками безопасности.	Постоянно	Застройщик

