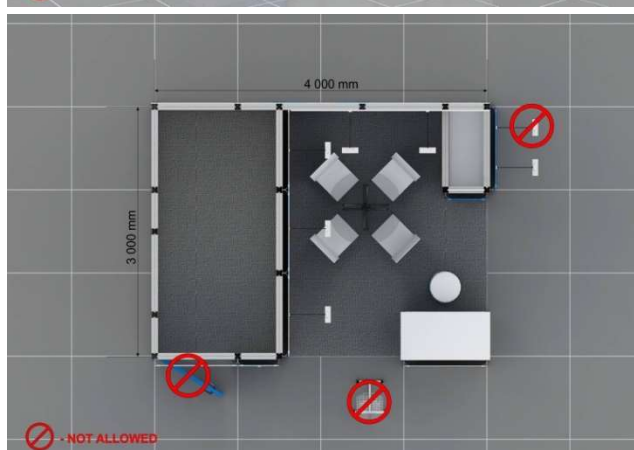


# General requirements for stand project and participation in the exhibition

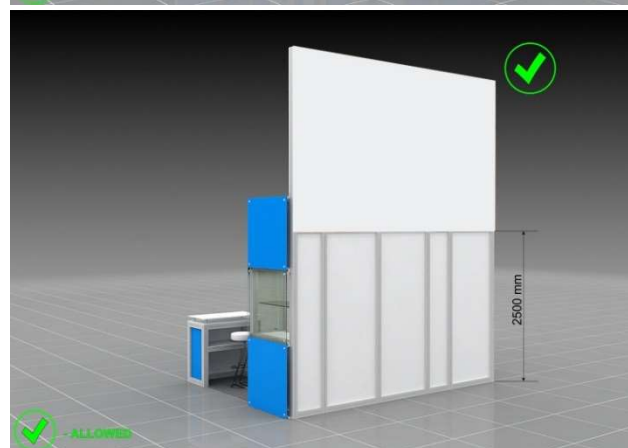
## ITE GROUP REQUIREMENTS FOR STAND PROJECTS AND DESIGN

- Each stand must be completed with a floor covering (e.g., carpet) and rear and side walls of a minimum height of 250 cm.
- Construction may exceed a height of 250 cm, but only with permission in writing from ITE Group, on receipt of the proposed stand design, prior to the exhibition (example of minimum package - 3 views are given below). Maximum height of one-storey stand should be no more than 5 metres (and 6 metres for two-storey stand) if there are no height restrictions at a particular location in the pavilion.
- No part of the stand structure (including spotlights, flags, and decor elements) may extend beyond the boundaries of the site allocated including vertical perspective of the stand, exception can be made for light-weight spotlights installed at a minimum height – 4 m from floor.
- The open sides of the stand according to the space application form and general floor plan of the exhibition shall not be closed by the exhibitor without permission in writing from ITE Group.

**NOT ALLOWED**



**ALLOWED**



- Please note that company names, logos and graphics are not permitted on the reverse side of your wall overlooking neighbouring stands. The reverse side of your wall/s visible from aisles and if it overlaps the height of those on neighbouring stands (2.5 m shell scheme) must be of neat appearance (only white colour accepted).
- To ensure the safety of visitors to the exhibition, storerooms, offices, and other premises with doors at your stand and which open directly to the aisles between stands must be equipped either with sliding doors or doors which open to the inside.
- The stand must be equipped with general light switcher that should be placed directly on the outer wall nearby the passageway. Leaving the pavilion at the end of the working day exhibitor or builder should make sure the lighting on the stand is switched off.
- Stand design should not block access to any fire, electricity or emergency exits points.
- There is a surcharge on the space occupied by double decker stands. Double decker stands must be booked and paid through the space application form. Construction of double decker stands will only be permitted after payment of the surcharge. In case of violation of the requirements specified in the permit, the Organizer reserves the right to suspend the stand set up.
- It is prohibited to use chipboard as a load-bearing frame of the stand structure, except for non-standard sizes, considered on an individual basis.

## Safety requirements for the design and construction of double-decker stands.

### 1. Requirements for supporting structures of two-storey exhibition stands:

- The podium under the stand must withstand a load of at least 500 kg/m<sup>2</sup>. The parts of the podium supporting the load of the load-bearing structure of the two-storey stand must be able to withstand a load of at least 2500 kg/m<sup>2</sup>.
- Podium elements bearing the load from the load-bearing structure of the two-storey stand must be able to withstand a load of at least 2,500 kg/m<sup>2</sup>;
- The load-bearing structure of the two-storey stand and the floor slab of the second floor must withstand a load of at least 400 kg/m<sup>2</sup>;
- It is prohibited to use scaffolding and stage trusses as a supporting structure of two-storey stands

### 2. Requirements for exhibition stand fencing and railings:

- open spans of the second floor must be equipped with guardrails.
- Second floor walls with storefront glazing, as well as walls where lightweight infills are used, must be equipped with guardrails.
- second floor fencing structures and staircase railings must be at least 1100 mm high from the second-floor level and prevent various objects from falling.
- second floor envelopes and stair railings must be able to withstand a lateral load of at least 100 kg/m.
- second floor enclosures should be equipped with a floor barrier to prevent the risk of objects rolling and falling onto the first floor.
- the construction of fences should not allow standing, climbing and scrambling on the fences, i.e. have a solid filling (shields) or posts (bars) located strictly vertically with no more than 100 mm between the posts.

### 3. Requirements for ladders and stairs:

- The main ladder of the stand can only be a marching type, the use of a spiral ladder is allowed only as an auxiliary ladder.
- The ladder structure must be able to withstand a load of at least 500 kg/m<sup>2</sup>
- The width of the ladder should be at least 900 mm; the angle of inclination of the ladder should be no more than 38°

- The depth and height of the steps should be the same throughout the whole ladder
- The design of the ladder should include a handrail on both sides of the ladder.
- The depth of the steps should be between 250 and 350 mm.
- The height of the steps should be between 150 and 210 mm.
- The design of the staircase should provide for the presence of sub step.
- If the area of the second floor is more than 100 m<sup>2</sup> and (or) the second floor can accommodate more than 50 people, there must be two ladders (it is allowed to install one ladder with a width of at least 2 000 mm.).
- It is forbidden to install doors or other elements of the stand construction that prevent people from free descent

