



# REBUILD UKRAINE

INTERNATIONAL EXHIBITION | CONFERENCE

**14 - 15 NOVEMBER 2023**  
**EXPO XXI | WARSAW | POLAND**

# EXHIBITOR MANUAL

## TECHNICAL SERVICES



ORGANIZERS:  
**PREMIER EXPO**

**PROEXPO**  
CONNECTING CULTURE AND BUSINESS  
**EUROPE LTD**



[REBUILDUKRAINE.IN.UA](https://rebuildukraine.in.ua)

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## THE VENUE / TECHNICAL CHARACTERISTICS

### ADDRESS

Warszawskie Centrum EXPO XXI sp. z o.o. z siedzibą w Warszawie (01-222) ul. Prądzyńskiego 12/14

### CEILING HEIGHTS

<b>Pavilion 1</b> MAX. 8M	<b>Pavilion 3</b> MAX. 8M	<b>Pavilion 4</b> MAX. 10M
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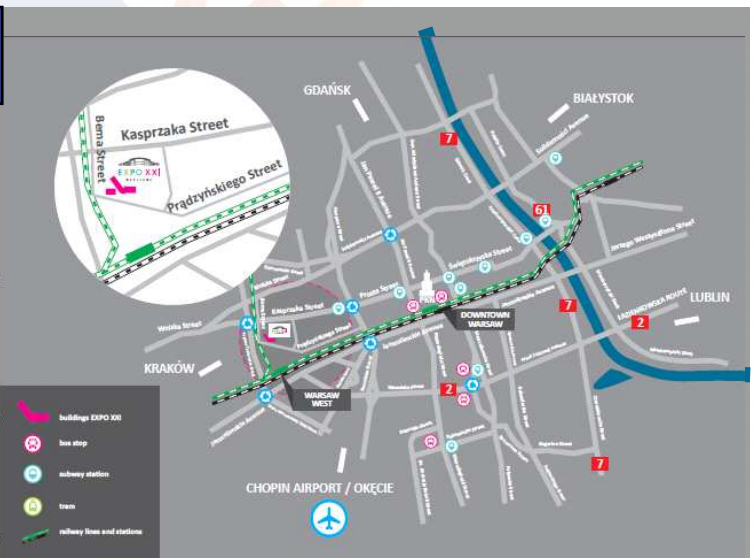
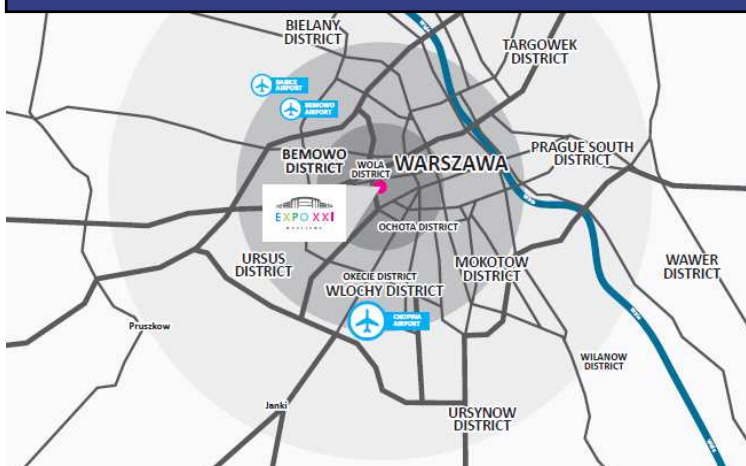
*If you will build the stand higher then 2.4 m, please contact Premier Expo Technical Division.*

### FLOOR LOADING

<b>Pavilion 1:</b> The maximum permitted load is 800kg/m <sup>2</sup>	<b>Pavilion 3:</b> The maximum permitted load is 3000kg/m <sup>2</sup>	<b>Pavilion 4:</b> The maximum permitted load is 6000kg/m <sup>2</sup>
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*Point loading is not allowed; stress must always be distributed.  
If the load of your stand exceeds the maximum permitted load, please contact Premier Expo Technical Division.*

## Location



2 km from the Center of Warsaw

150 m from Prymasa Tysiąclecia Avenue / Kasprzaka

10 minutes by car from the Central Railway Station

10 minutes on foot from the Western Railway Station

about 15 minutes from the Warsaw Chopin Airport

near exit route 7 and 8 to Poznan, Gdansk, Bialystok, Katowice, Krakow



Bus lines to EXPO XXI WARSAW: 105, 136, 154, 159, 167, 178, 184, 186, 523, 414 (bus stop PKP Kasprzaka) or 136, 154, 167, 178, 184, 186 (bus stop Prądzyńskiego). Bus timetable is available on the website: [www.ztm.waw.pl](http://www.ztm.waw.pl)

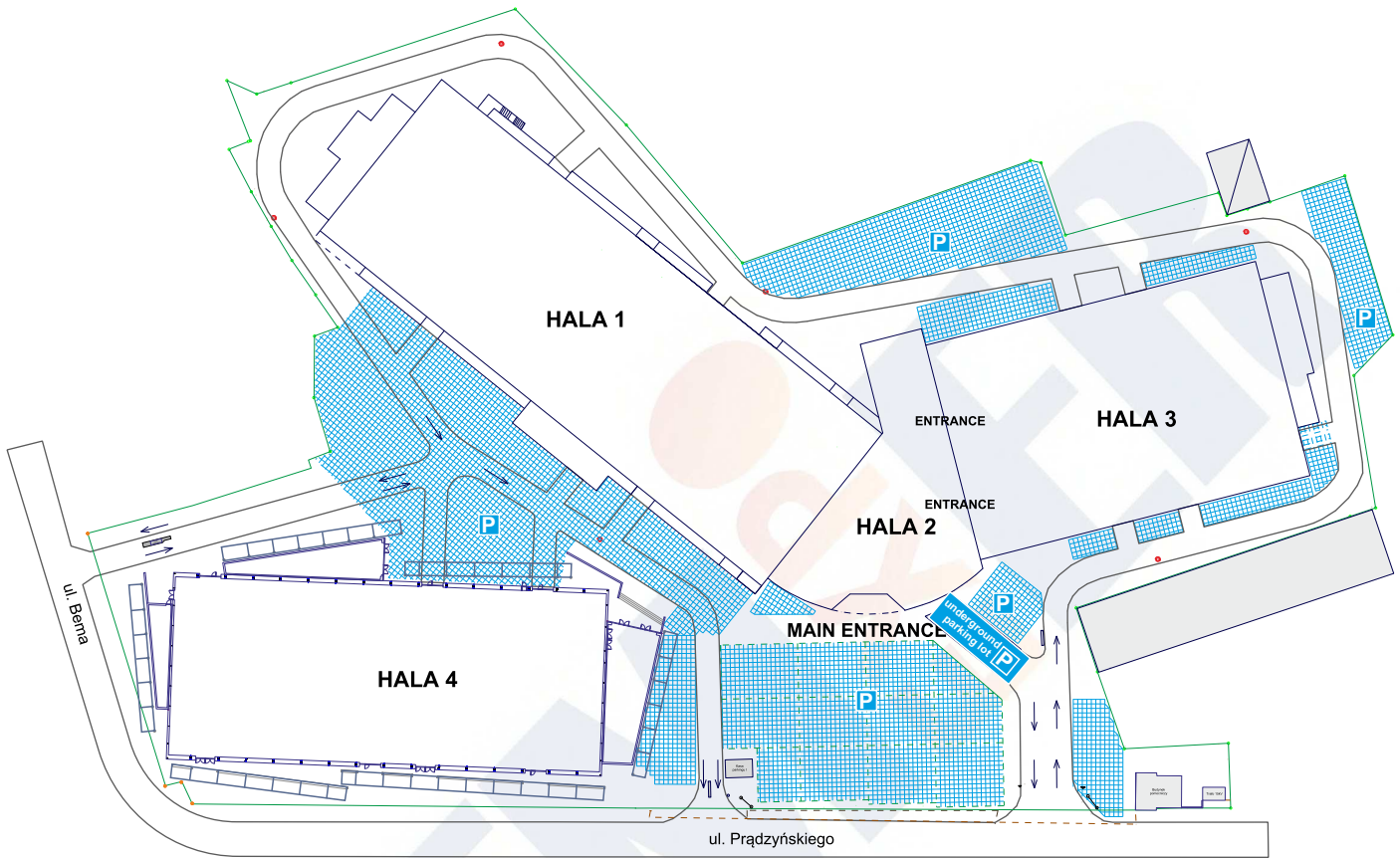


If travelling by the subway, get off at the Centrum, Świętokrzyska or Politechnika station, next take a bus 105 (Centrum), 178 (Świętokrzyska), 167 (Politechnika) and get off at the PKP Kasprzaka stop (or Prądzyńskiego in case of 178, 167 line). Bus timetable is available on the website: [www.ztm.waw.pl](http://www.ztm.waw.pl)



If travelling by a tram, get off at Aleje Jerozolimskie. Take a bus bound to Kasprzaka on the Zawisza Square and get off at PKP Kasprzaka or Prądzyńskiego Street. Tram 10 stops at the "Teatr Na Woli" tram stop. From there go to the end of Bryłowska Street and turn right to Prądzyńskiego Street.

CAR PARKS, ENTRY GATES



Please note, that parking area is limited (1500 parking places) and must be paid additionally. Parking charge is paid at car park entrance

GATES DIMENSIONS

Pavilion	Height	Width
№1	4.3 m	4.6 m

Pavilion	Height	Width
№3	4.3 m	4.6 m

Pavilion	Height	Width
№4	5 m	4.6 m

## FIRE AND LABOUR SAFETY REGULATIONS

### FIRE AND LABOUR SAFETY REGULATIONS

- Exhibitors are required to comply with all fire safety and labour safety requirements and regulations of the exhibition centre.
- All workers and exhibitors' staff carrying out construction and installation work are required to wear hard hats.
- Exhibitors and Contractors shall be liable in the event of causing damage to other exhibitors' and visitors' health / safety.
- All materials used in construction and decoration of the stand must have fire certificates from its manufacturers.
- All exhibitors who have flammable substances and materials on their stands are required to have fire extinguishers or other fire extinguishing means.
- Aisles between stands must remain free on a minimum width of not less than 2 meters, fire and service exists – not less than 3 meters.

### ON THE TERRITORY OF THE WARSAW EXPO XXI CENTER FOLLOWING ACTIONS ARE PROHIBITED:

- Smoking outside the designated area (it is allowed to smoke only in specially designated places).
- Drinking alcohol (bars if available);
- Storage of any packages, papers and other flammable items outside the booth;
- Blocking access to switchboards, hydrants, manual fire extinguishers, fire alarm buttons, power switches, etc.;
- Blocking (especially by parked cars) of fire-fighting access roads to the Warsaw EXPO XXI Center, as well as roads, driveways, emergency exits and communication lines;
- Storage of flammable materials and use of flammable materials or materials that may form explosive compounds;
- Use of cylinders filled with combustible gas;
- The introduction and use of any flammable gas cylinder, including a tourist cylinder, without separate approval from the fire department of the Warsaw EXPO XXI Center;

## YOUR STAND

### EQUIPPED STANDS GENERAL INFORMATION

Stands will be built using Octanorm or other systems using of aluminium poles and beams and plastic panels. The standard size of the wall panels is ~ 100 x 240 cm with a face size of ~ 97 x 232 cm. If you require exact information about the panels used on your stand, please contact Premier Expo Technical Division.

No additional stand fittings or displays may be attached to the stand shell structure. Wall panels and other stand material must be returned after the exhibition without any damage caused by nailing, drilling, wallpapering, inappropriate self-adhesive tape, glue etc., so please ensure that you have enough chain, hooks, etc., to hang posters and other displays. The cost of repair or replacement of damaged equipment will be charged to the exhibitor.

In order to stabilize the structure, it might be necessary to include additional supporting poles and beams or wall panels, which are not necessarily shown on our stand layouts.

Should you need to remove these supports temporarily due to the delivery of large exhibits to your stand, you must have the permission of the stand constructor and must make sure that all possible safety measures are taken.

Please pay attention that your stand has common walls with other companies and thus its partition order may be different from one indicated in the stand layout.

### STAND EQUIPMENT

Equipped exhibition space: reservation and provision of the equipped area (OCTANORM panels (1000 x 2400 mm), 1 table, 2 chairs, 1 lamp, 1 socket (220 V, 2 kW), 1 hanger, 1 fascia on each open side of the stand, grey carpet on the floor)

Additional equipment and services can be ordered via the link:

<https://tech.premierexpo.com.ua/tf/v2/index.php?id=34&t=EQ&type=euro&lang=eng>

### ELECTRICITY FOR EQUIPPED STANDS

Electrical supply and consumption are included in equipped space. You may order additional electrical plug sockets if required.

#### Technical manager of the exhibition:

Contact person: Stanislav Savchenko

mob.: +38067 320 66 63

e-mail: [s.savchenko@pe.com.ua](mailto:s.savchenko@pe.com.ua)

### SPACE ONLY STANDS GENERAL INFORMATION

Exhibitors, that ordered space only stand, must obtain accreditation by 2th of October 2023 and receive permission from the Organizer to carry out the work (item ACCREDITATION page. 8).

Exposition of the stand requires floor covering (e.g. carpet), back and side walls, depending on the configuration, with a minimum height 2,4m. Construction may exceed a height 2,4m, but only with a permission in writing from tech department of PremierExpo, prior to the exhibition.

Before the exhibition set up make sure, that the stand construction matches to the final exhibition floorplan, which is available at the management office of Premier Expo on the territory Expo XXI.

Please take into consideration the following regulations:

- no parts of the stand construction should extend beyond the boundaries of the site allocated;
- reverse sides of the walls, which are visible from the aisles, must be decorated;
- strictly prohibited to display any company logos and inscriptions on the reverse surfaces of the construction, which are face or near the neighboring stands;
- exhibitors or their stand builders have to completely remove from the floor any double-sided sticky tape that has been used for the carpeting;
- the exhibitors and/or their stand constructors must ensure that the stand prominently displays the name of the exhibitor as well as the stand number.

## YOUR STAND

### **DOUBLE-DECKER STANDS**

There is a surcharge on the space occupied by double-decker stand constructions. If this has not been booked already through the space application form, it must be paid in full before the start of the exhibition. Double-decker stands must be fitted with a sprinkler system and with fire extinguishers. In addition, they must display the static certificate of the construction, which the exhibitor or his stand builder must also present to the Organizer by 2th of October 2023.

### **CUSTOM DESIGN & CUSTOM BUILD STANDS**

If you are interested in a stand built according to your individual specifications, please provide us with detailed drawings of your design. We will send you our proposal for your consideration.

Contact person:

Yevgeny Sharmakov: +38067 327 31 96

e-mail: [E.Sharmakov@pe.com.ua](mailto:E.Sharmakov@pe.com.ua)

### **BUILDER'S BADGES**

For construction companies in order to work on site it is necessary to have own builder's badges. Furthermore accreditation must be obtained to work in the venue (please refer to the ACCREDITATION chapter).

### **ELECTRICITY FOR SPACE ONLY STANDS**

Electrical supply and consumption are not included in space only stands. You may order an electrical main supply connection with a help of online application form. Please choose the correct consumption you need on this form.

<http://tech.premierexpo.com.ua/tf/v2/index.php?id=34&t=SO&type=euro&lang=eng>

## **OUTDOOR SPACE GENERAL INFORMATION**

Exhibitors, that ordered outdoor space (outside the halls) must provide Organizer with the information about stand builder company not later than 1,5 months before the exhibition set up.

Exhibitors are also required to provide tech department of PremierExpo with design project and tech drawings for approving.

Before the exhibition set up make sure, that the stand construction matches to the final exhibition floorplan, which is available at the management office on the territory Expo XXI.

Please take into consideration the following regulations:

- no parts of the stand construction should extend beyond the boundaries of the site allocated.
- strictly prohibited to display any company logos and inscriptions on the reverse surfaces of the construction, which are face or near the neighbouring stands.
- it is not permitted to use open fire in the venue or its outdoor exhibition space (with blowtorches, gas burners, nozzles, dry ethanol or any other), including demonstration of exhibits with the use of an open fire.

### **ELECTRICITY FOR OUTDOOR STANDS**

Electrical supply and consumption are not included in outdoor space. You may order an electrical main supply connection with a help of online application form. Please choose the correct consumption you need on this form.

<http://tech.premierexpo.com.ua/tf/v2/index.php?id=34&t=SO&type=euro&lang=eng>

## YOUR STAND - GENERAL INFORMATION

### ACCREDITATION

#### IMPORTANT!

*Exhibitors that are having their stand build independently must obtain accreditation from Organizer by 22h of September 2023.*

*Accreditation involves management and accreditation fees from every stand construction company or a self-builder and receiving permission to carry out the work. In case the exhibitor does not obtain the permission, the Organizer is entitled to prohibit the stand construction.*

*For accreditation please contact Organizer and provide with the following information: name of the builder company, design project of the stand, scheme of suspended construction, scheme of the electrical devices, certificates of the material flammability, list of the workers and installation permit certificates, full name of the person responsible for the set up and safety precautions on site.*

*For accreditation please contact: Yevgeny Sharmakov*

*cel. +38067 327 31 96*

*tel. +38044 496 86 45 (ext 224)*

*e-mail: [E.Sharmakov@pe.com.ua](mailto:E.Sharmakov@pe.com.ua)*

### ADDITIONAL EQUIPMENT ORDER

You may order additional equipment and service on the online form

<http://tech.premierexpo.com.ua/uf/v2/index.php?id=34&t=SO&type=euro&lang=eng>

### BANNERS, FLAGS, BALLOONS, CEILING SUSPENSIONS

No suspension may be made from the ceiling of the exhibition hall or to the walls or any other part of the building without the prior approval of the Premier Expo Management. Please refer to the Additional equipment order section. Please note that suspension points in the order form are connections to the ceiling structure of the venue which amount may exceed the connection point amount to the structure to suspend.

### CLEANING AND REFUSE

After installation and decoration of the stand, Exhibitors/Stand builder company must remove all construction garbage by themselves, as well as boxes, containers and other garbage from the stand and the area adjacent to it. In case of not to comply with this condition, the Organizer has the right to issue a fine.

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided that they are placed in plastic bags or cartons in front of the stand in the evening. To have individual daily cleaning for your stand, please refer to the Additional equipment order section.

### CARS, OVERSIZED EQUIPMENT

Exhibitors presenting cars or machines working on a fuel in pavilions must have fire extinguishers on their site. The amount of fuel in the tank should not exceed 10 liters. Delivery and placement of machines and large equipment (2 meters) must be agreed with the Organizer.

### NOISE LEVELS

If noise levels from exhibitors' promotional videos and displays exceed 70 decibels, please be advised that Premier Expo reserves the right to shut down the noise source after a verbal warning.

### STORAGE FACILITIES

Please note that Premier Expo does not provide any storage facilities for packing materials or exhibits. Each exhibitor is responsible for removing packaging materials or providing storage on their stand

### SECURITY

Security in the venue is maintained by the Security guard. During the exhibition the pavilions will be locked at 18:00. Overnight security will be maintained by guards for the duration of the exhibition. The doors are unlocked at 9:00 each day and the guard leaves their post regardless of the company representatives on the stand. The last exhibition day the guard leaves their post after the exhibition day ends and provides security of exhibits no more. We accept no claims for stolen or damaged goods for times when the exhibition is not supervised. It is the sole responsibility of the exhibitor to ensure that all exhibits and stand equipment is properly manned during exhibition hours and when the stands are not guarded. The Exhibitors are recommended to insure their exhibits and property.



## UTILITY NETWORKS

Columns, firepoints and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible, possibly across your stand.

## FREIGHT FORWARDING & HANDLING ON-SITE

The official on-site freight forwarding and handling contractor is **ExpoSped Sp. z o.o.** and **Netlog Polska Sp. z o.o.** Exhibitors are advised that **ExpoSped Sp. z o.o.** or **Netlog Polska Sp. z o.o.** has sole rights to on-site handling, regardless of the exhibitor's transport agent. Please contact their office for further details about their tariffs, shipping deadlines and customs regulations.

**ExpoSped Sp. z o.o.**  
Ul. Prądyńskiego 12/14  
01-222 Warszawa, POLAND

Kontakt: PIOTR BERUS  
Tel.: + 48 22 256 71 71

e-mail: [exposped@exposped.com.pl](mailto:exposped@exposped.com.pl)

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ul. Prądyńskiego 12/14  
PL - 01-222 Warszawa

Kontakt: Rafał Skrobutan  
Tel.: +48 22 256 70 52

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