

04-06
NOVEMBER 2026

BAKU EXPO
CENTER

**> TECHNICAL INSTRUCTIONS
FOR AREAS NOT EQUIPPED
WITH THE NECESSARY
EQUIPMENT**



AZERBAIJAN INTERNATIONAL
REAL ESTATE EXHIBITION



airex.az

WELCOME TO THE EXHIBITION!

Dear Exhibitors!

We are pleased to present the Technical Manual, which covers the key organizational and technical information about the exhibition. Please complete the forms listed below before the deadlines specified in the **Important Information** file.

Please note that orders placed during the installation (build-up) period are subject to a 100% surcharge on the original price. Orders received during the installation period and on exhibition days will be fulfilled only after their technical feasibility has been confirmed and the full order amount (100%) has been paid on site in AZN.

Required forms:

- 1. Stand builder selection and exhibitor support registration** *(mandatory. The Technical Manager must be informed by e-mail.)*
- 2. Stand builder company registration** *(if not yet registered, the Technical Manager must be informed by e-mail.)*
- 3. 3D stand design** *(mandatory. The Technical Manager must be informed by e-mail)*
- 4. Application for the import and export of large and heavy exhibits** *(if applicable)*
- 5. Form for the import and export of small-sized equipment and exhibits** *(if applicable)*
- 6. Order form for electricity supply, additional technical equipment and services** *(if required)*

We look forward to welcoming you at the exhibition and wish you every success!

Kind regards,

Technical Department of Baku Expo Management

 +994 50 226 60 69  ogtay.mammadov@airex.az

TECHNICAL MANUAL — TABLE OF CONTENTS

Topic	Page
<i>Exhibition Venue — Baku Expo Center</i>	3–5
Pavilion ceiling heights.....	3
Floor load capacity in pavilions.....	4
Cargo gate dimensions at Baku Expo Center.....	4
Cargo import and export procedures.....	5
Security measures.....	6–9
Stand builder accreditation.....	6
<i>General information about your stand</i>	5
Stand builders' personal area and installation team registration.....	6
List of non-accredited companies.....	7
Access of installation teams and exhibitor support to the work area.....	7
Self-build stands.....	7
Installation work regulations.....	7–8
Double-floor stand structures.....	8
Food preparation at the stand.....	8
Glass walls and mirrors.....	8
Permitted noise levels.....	8–9
<i>General information</i>	9
Recommendations for installing accessibility ramps at stands.....	10–11
Doors.....	10

Topic	Page
Permitted stand height.....	10
Suspended structures.....	10
QR code, stand number and exhibition logo.....	10– 11
General and additional services.....	11
Standard and custom stand construction.....	11
Cleaning services.....	11
Additional working hours during installation.....	13
Temporary staffing.....	—
Security services.....	—
Electrical power supply.....	—
Water connection.....	—
Telecommunication services.....	—
Banners and technical ceiling suspensions.....	—
Payment terms and order cancellation.....	—
Penalties.....	—
Electrical installation works and contractor requirements.....	—

EXHIBITION VENUE | BAKU EXPO CENTER

Ceiling height in pavilions 1, 2, 3, 4 8 m

IMPORTANT: Stand height must not exceed 5 m and must not be less than 2.5 m.

Floor load capacity in pavilions 1, 2, 3, 4 2,000 kg/m².

The weight of each exhibit must not exceed 3,500 kg.

IMPORTANT: Load limits for exhibits placed in the foyer of Baku Expo Centre are determined separately on an individual basis.



CARGO GATE DIMENSIONS AT BAKU EXPO CENTER

Pavilion 1

- 1st and 2nd right cargo gates: **4.1 m x 4.4 m** (W x H)
- Left cargo gate: **4.1 m x 4.4 m** (W x H)
- 1st rear cargo gate: **4.1 m x 4.4 m** (W x H)
- 2nd rear cargo gate: **4.7 m x 7.4 m** (W x H)

Pavilion 2

- 1st and 2nd right cargo gates: **4.1 m x 4.4 m** (W x H)
- Left cargo gate: **4.1 m x 4.4 m** (W x H)
- 1st rear cargo gate: **4.1 m x 4.4 m** (W x H)
- 2nd rear cargo gate: **4.7 m x 7.4 m** (W x H)

Pavilion 3

- Right cargo gate: **4.1 m x 4.4 m** (W x H)
- 1st rear cargo gate: **4.1 m x 4.4 m** (W x H)
- 2nd rear cargo gate: **4.7 m x 7.4 m** (W x H)

Pavilion 4

- 1st, 2nd, 3rd and 4th cargo gates: **4.1 m x 4.4 m** (W x H)
- Right cargo gate: **4.1 m x 4.4 m** (W x H)
- 1st and 2nd rear cargo gates: **4.1 m x 4.4 m** (W x H)

Cargo corridor

- Entrance cargo gate: **4.1 m x 3.7 m** (W x H)
- Foyer cargo gate: **2.5 m x 3.9 m** (W x H)

CARGO IMPORT AND EXPORT

The relevant import/export form must be used to bring into and remove from the exhibition grounds any small-sized equipment and exhibits that have been customs-cleared or manufactured in Azerbaijan (see page 1).

Products and exhibits for display must be delivered on the last day of installation between **09:00–20:00**. All boxes and crates must be unpacked and removed from the stand area **by 20:00** that same evening. Otherwise, the Organisers reserve the right to remove them from the stand at the exhibitor's expense.

IMPORTANT: Packing up and shipping exhibits before the end of the exhibition is not permitted. Once unloading is complete, the vehicle must leave the Baku Expo Center grounds immediately.

When trucks are registered, the load per axle must be stated in the vehicle's technical passport. Vehicles exceeding **5 tons** per axle will not be allowed to enter the grounds.

IMPORTANT: Companies exhibiting heavy machinery or oversized exhibits must arrive at the exhibition hall on the **first day** of installation. Access to the hall will not be possible once the stands have been built. The relevant form must be completed for the delivery and removal of equipment in this category (see page 1).

NOTE: Where early access is required, the Organiser may permit heavy machinery to enter the grounds before the official start of installation works.

SECURITY

All stands must be ready for the security inspection **by 20:00** on the last day of installation. Your personal presence at the stand on that day is therefore essential.

During the installation and dismantling periods, the pavilion is closed by the security service **at 20:00** and reopened **at 09:00**. Every day, from **18:00** until **09:00** the next morning, security inside the pavilion is provided by the security service.

Upon arrival at Baku Expo Center, a security officer will provide you with the delivery form for small-sized equipment and exhibits. From **20:00** on the last day of installation, responsibility will be

assumed only for the items listed on that form. The form will be checked every day before the exhibition opens and closes (see page 1).

STAND BUILDER ACCREDITATION PROCESS

All stand builders operating on the premises of Baku Expo Center must complete a mandatory accreditation process. For detailed information on contract terms and accreditation, please contact Baku Expo Center and its official accreditation partner, "**SQA Group**".

Contract inquiries:

 Asim Zulfugarli

 Asim.Zulfugarli@pre.az

 +994 10 234 46 68

Accreditation certificate inquiries:

 Aysel Abdurahmanova

 aysel.abdurahmanova@pashaproperty.az

 +994 10 265 16 14

IMPORTANT: Stand builders that have not completed accreditation will not be admitted to the pavilion to carry out installation works.

YOUR STAND

This TECHNICAL MANUAL must be read by the exhibitor and by the team or company responsible for stand construction, and its requirements must be strictly followed.

When selecting your exhibition space, the pavilion's ceiling height, hatches, columns and other structural elements must be taken into account. The size of the space depends on the purpose of participation, the dimensions of the exhibits and the number of staff required.

No part of the stand structure — including flags, signs and other elements — may extend beyond the boundaries of the space specified in the contract. Otherwise, the Organiser reserves the right to remove such elements at the exhibitor's expense.

Depending on the stand configuration (island, peninsula, corner or in-line), back and side walls as well as floor covering (carpet, laminate, etc.) must be provided. If your stand borders a neighboring exhibitor's stand, you must have your own walls along that line. Please take this into account at the design stage.

The Organiser has the right to request additional documents regarding the safety of the stand construction.

NOTE: The Exhibition Organiser reserves the right to require changes to the stand structure and design; such changes are made at the exhibitor's expense.

REGISTRATION OF STAND BUILDERS AND INSTALLATION TEAMS

Registration is a dedicated service designed to simplify the work process for exhibitors.

To begin stand installation works at Baku Expo Center:

- The exhibiting company must appoint its stand builder;
- The stand builder must register its installers by submitting the registration form to the Technical Manager (+994 50 226 60 69) (*see page 1*).

LIST OF NON-ACCREDITED COMPANIES

Companies that violate the Organisers' rules and accreditation requirements may be added to the list of non-accredited companies. Such companies may be subject to penalties, and their activities in future projects and at Baku Expo Center may be restricted.

The main purpose of the list is to reduce the risks associated with event preparation and to maintain and raise quality and safety standards. The list of non-accredited companies is available in the exhibitor's stand builder selection form.

ACCESS OF INSTALLATION TEAMS AND EXHIBITOR SUPPORT TO THE EXHIBITION INSTALLATION AREA

Access to the installation and dismantling area is granted by special badges. Suppliers or exhibitor staff who are not directly participating in the exhibition may be registered as exhibitor support.

Badges are issued at the registration desk every day from the first day of installation, between **09:00–20:00**.

Requirements for obtaining a badge:

- An identity document;
- The electronic badge sent in advance to the stand builder.

IMPORTANT: Installation team members, suppliers and exhibitor staff who have not obtained an electronic badge in advance will not be admitted to the installation area.

SELF-BUILD STANDS

The exhibitor has the right to build the stand independently. To do so, the corresponding option must be selected in the stand builder selection and exhibitor support registration form. In the case of a self-built stand, the exhibitor bears full responsibility for compliance with construction and accreditation requirements, technical requirements, the Organiser's rules and safety regulations.

INSTALLATION WORK REGULATIONS

Before starting installation, be sure to check that your stand is positioned in the correct place according to the floor plan. If the location of the structures does not match the general layout, you will have to dismantle and rebuild the stand at your own expense. Aisles must not be blocked with construction materials during installation.

IMPORTANT: All installation work must be completed within the deadlines set out in the approved schedule. Construction work on site and entry of installers during exhibition hours, including the opening day, are prohibited.

THE FOLLOWING ARE NOT PERMITTED:

- Installing structures in areas where electrical panels, technical hatches, fire cabinets and engineering equipment are located;
- Sawing, planing and other carpentry work;
- Spray painting;
- Applying paint, varnish, adhesive or other hard-to-remove coatings to floors, walls and columns;
- Drilling holes in floors, walls and columns.

DOUBLE-FLOOR STANDS

An additional fee based on the area of the second floor applies to double floor stands. The order can be placed via the "Other Services" form in the personal area. A double-floor stand must be equipped with fire-extinguishing equipment and a fire alarm system, and the structure must have strength characteristics and certificates that comply with safety regulations.

IMPORTANT: The relevant payment must be made before installation of a double-floor stand begins.

FOOD PREPARATION AT THE STAND

Subject to prior agreement with the Exhibition Organiser, cooking at the stand is permitted within the following limits:

- Open flames are prohibited; only electrical appliances may be used;
- Out of respect for visitors and neighboring exhibitors, the spread of smoke and unpleasant odors must be prevented. The use of extractor hoods with special filters is recommended for this purpose.

If complaints are received, the Exhibition Organiser has the right to stop cooking at the stand.

GLASS WALLS AND MIRRORS

Full-height glass or mirror elements must be clearly marked and protected against impact. Glass walls must comply with applicable standards in terms of their technical characteristics and mounting system. Glass walls installed along public walkways must be made of shatterproof material.

PERMITTED NOISE LEVEL

During exhibition hours, the noise level at the stand boundaries must not exceed **70 dB**. If this limit is exceeded or complaints are received, the Organiser has the right, after a verbal warning, to switch off the sound source and impose a penalty.

GENERAL INFORMATION

Columns, hatches, electrical cabinets and technical connection points may be located within your exhibition space. Power cables, pipes, electrical cabinets and distribution boards up to 50 mm in diameter may be placed in aisles or within stands without additional permission. This must be

taken into account when planning the flooring and podium. For more information, please contact the Technical Department (*see page 1*).

Stand structures must not block access to fire hydrants and electrical distribution boards, nor obstruct evacuation routes. Passages behind stands must be kept free of any obstructions.

IMPORTANT: No advertising structures — banners, flags, etc. may be placed on the floor, walls or any other part of the pavilion without the Organiser's written permission.

IMPORTANT: Dismantling stands before the end of exhibition hours is strictly prohibited. The entire area must be completely cleared of waste and structures **by 20:00** on the last day of dismantling. Companies that fail to meet this deadline must pay for the additional working hours. If dismantling is carried over to the next day due to a significant delay, the companies responsible for the delay must pay for the additional installation day.

RECOMMENDATIONS FOR INSTALLING RAMPS

To ensure the comfort of visitors with limited mobility and compliance with modern accessibility standards, installing a ramp is recommended when planning the stand:

- The ramp slope must not exceed **5°**;
- The minimum width must be **90 cm** to allow comfortable wheelchair movement;
- Non-slip surfaces must be used;
- Additional handrails must be installed where necessary;
- Ramps must be located where they provide easy access to the main areas of the stand.

DOORS

To ensure visitor safety, it is recommended that doors of rooms within the stand opening onto the aisle be of the sliding type. In accordance with fire safety requirements, all room doors must open outwards

STAND HEIGHT

If your stand is located close to neighboring stands, it is recommended that the wall height be agreed with the Organiser at the design stage for a more harmonious and aesthetic appearance. Please contact the Exhibition Organiser for contact details.

SUSPENDED STRUCTURES

Suspended structures may be installed within the stand area, but the structure must not cover the entire stand area. A minimum distance of 1 m from the stand boundaries is mandatory. If this requirement is violated, disputes may arise, particularly if the suspended structure's utility lines pass through the neighboring stand area or if it visually or structurally affects the design of the neighboring stand.

QR CODE, STAND NUMBER AND EXHIBITION LOGO

To help visitors easily find your stand on the exhibition floor plan, it is recommended to include in your stand design a QR code with information about your company, your stand number and the exhibition logo. You may contact the Technical Manager to prepare the relevant materials.

GENERAL AND ADDITIONAL SERVICES

Additional technical equipment and services can be ordered through the relevant order forms (see *page 1*). For equipment not on the list, please contact the Technical Department regarding availability and pricing. Orders placed during the installation period are subject to a **100% surcharge**, and some services may be unavailable. Orders for water supply connections are not accepted during installation — we recommend placing your orders in advance in your personal area.

STANDARD AND CUSTOM STAND CONSTRUCTION

The Exhibition Organiser offers stand construction services based on both the German Octanorm standard system and custom designs. For detailed information, advice and orders, please contact the Exhibition Organiser.

CLEANING SERVICES

Additional cleaning services include dry and wet cleaning before the exhibition opens and after the lunch break. Costs related to the removal of bulky waste and construction debris, as well as container orders, are borne by the exhibitor.

IMPORTANT: Dry and wet cleaning services are not included in the space rental and must be ordered separately using the "**Temporary Staff and Cleaning**" form.

If cleaning is not ordered, stand maintenance is the exhibitor's responsibility. Waste may be collected in boxes or bags and placed in the aisle in front of the stand the day before — it will be removed during the general cleaning the following day.

ADDITIONAL WORKING HOURS DURING INSTALLATION

Every day at **20:00** the security service stops installation works. Companies that have paid for additional working hours may continue working **from 21:00**.

TEMPORARY STAFF

Security, cleaning, stand assistant, interpreter and model services are available for your stand. If staff are not ordered through the Organiser, please ensure that all personnel working at the stand have exhibitor badges.

SECURITY SERVICE

The Exhibition Organiser is not liable for damage resulting from violations of the rules. It is recommended that a representative be present at the stand while the pavilion is open, or that private security services be ordered.

ELECTRICAL POWER SUPPLY

Electricity is not included in the space rental and must be ordered separately. The electrical connection of the stand must be carried out independently by the exhibitor or the stand builder in accordance with the "**Electrical Installation Works**" requirements (see page 13). The stand must be equipped with an electrical distribution board. Equipment is connected to the power source after an insulation test.

NOTE: Stands that have ordered electricity are supplied with power only during exhibition hours. For equipment requiring **24-hour** power (e.g., refrigerators), an additional socket must be ordered via the "**Connection and Audio-Video Equipment**" form (see page 1). When planning suspended structures, please note that electricity is supplied from **below**, not from above.

IMPORTANT: The ordered power capacity must match the total power of all equipment at the stand. Otherwise, power outages and equipment failures may occur both at the stand and throughout the entire block. If a power outage occurs as a result of a violation of the rules, the power supply to that exhibitor's stand will be cut off.

WATER CONNECTION

Connection of equipment to the stand hoses must be carried out by your company's own specialists or by your stand builder.

TELECOMMUNICATIONS

When ordering internet service, please note that the quality of the **Wi-Fi** connection cannot be guaranteed. A guaranteed speed is provided only via the **LAN cable** included in the order price. Audio and video equipment for presentations can be ordered via the "**Connection and Audio-Video Equipment**" form (see page 1).

BANNERS / TECHNICAL SUSPENSIONS FROM PAVILION CEILINGS

Advertising and technical suspensions from the pavilion ceiling can only be ordered through the Organiser. The following documents must be submitted to the Technical Department no later than **30 working days** before the start of installation:

- Structural drawing of the stand plan;
- A drawing of the attachment to the ceiling trusses showing the weight of each structure, the calculated load per point and the height of the upper suspension point;
- A list of the equipment to be suspended and its total weight;
- A drawing showing the position of the suspended structure above the stand;
- Full details of the client representatives responsible for the design, installation and technical safety of the structure during installation.

Suspension orders are accepted only via the order form and on the basis of an application form.

IMPORTANT: The order includes suspension points and suspension services. Suspended items must be delivered on the **first day** of installation. Exhibitors ordering suspension points must bring their own suspension cables.

PAYMENTS AND ORDER CANCELLATION

Ordered services must be paid immediately upon receipt of the invoice. All prices shown in the order forms in the personal area exclude VAT and other taxes — these will be added when the invoice is issued.

Previously placed orders may be cancelled no later than **2 months** before the start of installation. To cancel, an official letter must be sent to the Technical Department (see *page 1*).

PENALTIES

In the event of non-compliance with the requirements of the Technical Manual, the exhibition regulations, the venue rules, or the deadlines set for stand installation, operation and dismantling, penalties may be imposed on exhibitors and/or their contractors in accordance with the Organiser's current rates and the terms of the contract.

The grounds for and amount of penalties are determined by the Organiser, and further information is provided to the exhibitor accordingly.

Nº	Penalties	Unit	Penalty amount
1	Penalty for damage to the structures and panels of an equipped stand	pcs	90 AZN
2	Penalty for exceeding the noise level	-	200 AZN
3	Penalty for delays in stand installation and dismantling	hour	400 AZN
4	Penalty for early dismantling of the stand (before the end of the exhibition)	-	1/5 of the space cost
5	Penalty for exceeding the stand space boundaries	sq.m.	according to the space order form
6	Penalty for violating food preparation rules	-	200 AZN

IMPORTANT: 18% VAT will be added to the above penalties.

ELECTRICAL INSTALLATION WORKS AND REQUIREMENTS FOR PERSONS PERFORMING THEM

Persons and organizations performing electrical installation works must comply with the following requirements:

1. Electrical installation works at exhibitors' stands may only be performed by companies and organizations that hold a license for the relevant field of activity and have completed accreditation.
2. Only persons with a certified electrical safety qualification who meet the requirements established for electrical engineering personnel may be engaged in electrical installation and the operation of electrical equipment.
3. All electrical works must be carried out in accordance with the “Safety Rules for the Operation of Electrical Installations” and the Law “On Fire Safety” of the Republic of Azerbaijan.
4. Electrical installation is carried out on the basis of the stand plan submitted by the exhibitor. The plan must show the location of electrical equipment and lighting fixtures, the supply voltage, the maximum power of each item of equipment and the points of connection to power sources.
5. From the moment electrical installation works are authorized, compliance with safety rules is monitored by representatives of the accreditation partner.
6. All work on or near live equipment must be carried out only after the voltage has been fully disconnected.
7. Where there is no risk of mechanical damage, cables with non-combustible sheathing must be used for open cable routing.
8. In open areas and zones with heavy pedestrian traffic, cables must be covered with special protective cable ducts or ramps.
9. Laying unprotected cables and installing lighting equipment on combustible structures is prohibited.
10. All cable connections and branches must be made only with special clamps and connectors. Direct twisting of cables is not permitted.
11. Flexible cables resistant to mechanical impact must be used for portable or relocatable power consumers.

12. Each stand must be connected individually in accordance with the rated voltage of the protective devices provided for the lighting network, process equipment and devices connected to the UPS system.
13. Unobstructed access to distribution devices and power input points must be ensured.
14. Lighting in exhibition halls and at stands must use luminaires designed for fire-hazardous areas. Diffusers made of organic glass, polystyrene or other combustible materials are not permitted. A minimum distance of 40 cm must be maintained between light sources and combustible surfaces.
15. Upon completion of electrical installation works, an AzExpoMontage representative inspects the quality of the work and connects the stand to the Baku Expo Center power grid in accordance with the approved plan.
16. Power is supplied to the stand after the “Act of Responsibility for the Proper Operation of Equipment and Electrical Installations” has been signed in the presence of an AzExpoMontage representative and the exhibitor's representative.
17. During the exhibition, the condition of electrical equipment installed at stands is monitored by the responsible AzExpoMontage staff.
18. After the exhibition closes, power is disconnected by AzExpoMontage or the Baku Expo Center electrical engineering staff.
19. Electrical equipment must be dismantled and removed by the specialized personnel who carried out its installation. In cases of gross violation of the “Safety Rules for the Operation of Electrical Installations” or the Law “On Fire Safety”, AzExpoMontage and Baku Expo Center have the right to immediately cut off the power supply in order to prevent accidents and hazards.



**MEET.
NETWORK.
INVEST.
AZERBAIJAN.**



airex.az