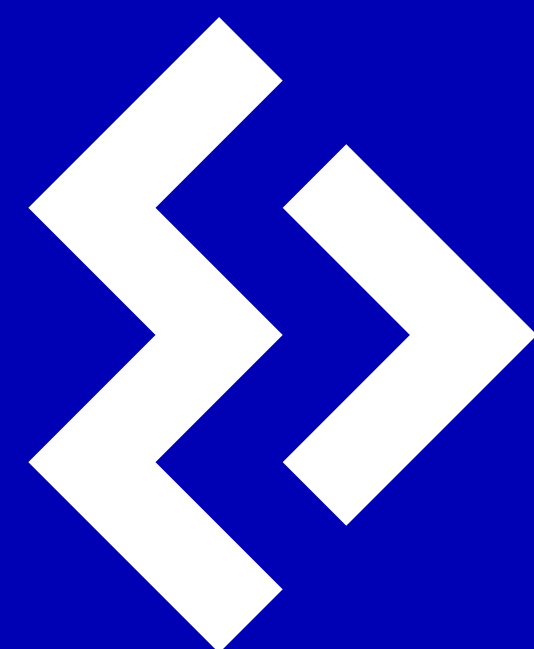




**ESTONIAN
DEFENCE
WEEK**

TALLINN DEFENCE EXPO 2026 EXHIBITOR GUIDELINES 2.0

WELCOME

This document provides exhibitors with essential technical guidelines to ensure smooth and successful participation in **Tallinn Defence EXPO 2026 (TDE)**.

This is the second edition of the guidelines.

Pages marked **NEW** contain content added in version 2.0.

Revised details within existing pages are shown in **yellow**. Substantially updated pages are marked **REVISED**.

Please note that this document supplements the general event terms that you accepted upon registration.

You can refer to them here **TALLINN DEFENCE EXPO GENERAL TERMS**

(<https://edw.ee/en/estonian-defence-week/osalemistingimused/>).

Tallinn Defence Expo 2026 is a B2B and B2G event **open only to registered participants**.

It offers a prime opportunity to showcase cutting-edge defence innovations, engage with key industry stakeholders, and foster partnerships while exploring new business opportunities.

We look forward to your participation and are here to support you in making the most of your expo experience.

EVENT OVERVIEW & CONTACTS

Event Title: Estonian Defence Week 2026 – Tallinn Defence EXPO 2026
Event Dates: 22–24 September 2026
Event Venue: Tallinn Creative Hub (Kultuurikatel)
Website Link: www.edw.ee
Version: 2.0
Organised by: Estonian Defence and Aerospace Industry Association
www.defence.ee

Official Expo Vendor & Technical Partner:

Kingent Management
www.kingent.ee

Expo Manager & Primary Contact:

Merlyn Paomets
merlyn@kingent.ee
+372 5840 0583

General Inquiries & Backup:

expo@kingent.ee
+372 5557 5318

MASTER DEADLINES & ACTION INDEX

Refer to the indicated pages for detailed instructions

Date	Action	Note
11 August	Exhibitor lunch pre-ordering opens	Order at tde26.kingent.ee . See page 27.
17 August	Exhibitor Questionnaire final deadline	Confirm your basic stand requirements. See page 5.
17 August	Showcase Area booking opens	See page 30.
28 August	Showcase Area booking deadline	See page 30.
28 August	Final deadline for exhibitor staff registration	All stand staff must be registered for security background checks. See page 15.
1 September	Virtual EXPO content filled in and confirmed	See page 25.
7 September	Detailed on-site accreditation instructions sent by email	Watch your inbox – includes badge pick-up procedures. See page 15.
7 September	Vehicle access requests for load-in & load-out	Notify the Expo Manager if you need vehicle access to the loading gates. See page 13.
15 September	Screen files upload deadline	See page 23.
15 September	Exhibitor lunch pre-ordering deadline	See page 27.
15 September	Temporary staff (Work Pass) registration deadline	See page 15.

EXPO MATERIALS & QUESTIONNAIRE

To help ensure a smooth and well-prepared event for everyone, please complete the Exhibitor Questionnaire no later than **17 August**.

This is the final deadline, and your timely response is essential for confirming stand details, technical requirements, and other arrangements that directly affect the on-site experience for all participants.

The Questionnaire is available here:

<https://app.confenta.com/events/edw2026/en/forms/019ce5e5-e4d6-7003-be3b-9066c70d0fe5>

You can access all expo-related materials here:

<https://edw.ee/en/estonian-defence-week/guides/>

DATES & VENUE

EXPO DAYS

- | | |
|-------------------|--|
| 21 September 2026 | <ul style="list-style-type: none">▪ Exhibitors load-in▪ DEFENCE INNOVATION DAY 2026 |
| 22 September 2026 | <ul style="list-style-type: none">▪ DEFENCE EXPO Day 1▪ SYMPOSIUM 2026▪ ABCD CONFERENCE 2026 Day 1 |
| 23 September 2026 | <ul style="list-style-type: none">▪ DEFENCE EXPO Day 2▪ ABCD CONFERENCE 2026 Day 2 |
| 24 September 2026 | <ul style="list-style-type: none">▪ DEFENCE EXPO Day 3▪ NATO Open Innovation Conference & Expo 2026 (NOICE)▪ Exhibitors load-out |

LOCATION

The Creative Hub (Kultuurikatel), Kursi tn 3, Tallinn 10415, Estonia

Destination PIN: 59.44436155707877, 24.751323184951033

Google Maps Link: Event Venue (<https://maps.app.goo.gl/g9WNYLQK6sftyACS6>)

HOW TO GET HERE?

The Creative Hub is centrally located in Tallinn and easily accessible by various means of transport:

Walking

A short walk from Old Town, Viru Gate and the Port of Tallinn.

Public Transport

Conveniently connected by bus and tram. Both designated stops are just a short walk to the venue.

- Buses: 3, 21, 21B, 41, 41B, 66 (Alight at the “Linnahall” stop).
- Trams: 1, 2, 5 (Alight at either the “Linnahall” or “Suur Rannavärv” stop)

By Car

Taxis can easily reach the venue.

Paid parking is available at the nearby Tallinn City Hall parking area

By Air

The Creative Hub is 6.5 kilometres from the airport.

Parking:

- at Kultuurikatel:
<https://kultuurikatel.ee/en/tallinn-creative-hub/how-to-get-here/#parking>
- Parking is available around the venue at designated areas and is subject to local parking fees.
- Please check the signs on-site or refer to Tallinn's public parking regulations for details.



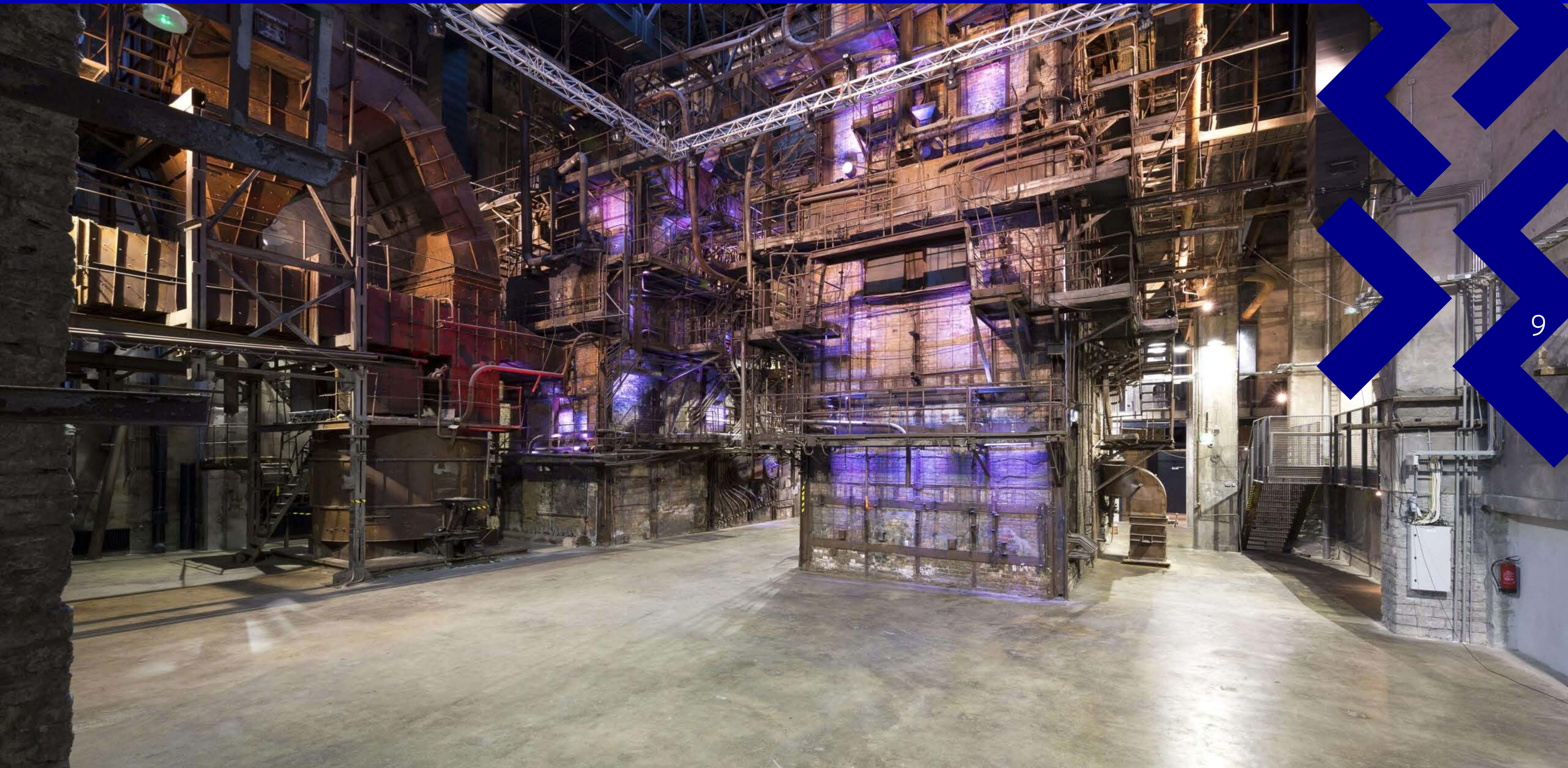
THE CREATIVE HUB (KULTUURIKATEL)

OUTDOOR AREA

photo by: Kaupo Kalda



CAULDRON HALL / EXPO ARENA A



SMALL HALL / EXPO ARENA B



ATRIUM HALL / EXPO ARENA C



TALLINN DEFENCE EXPO 2026

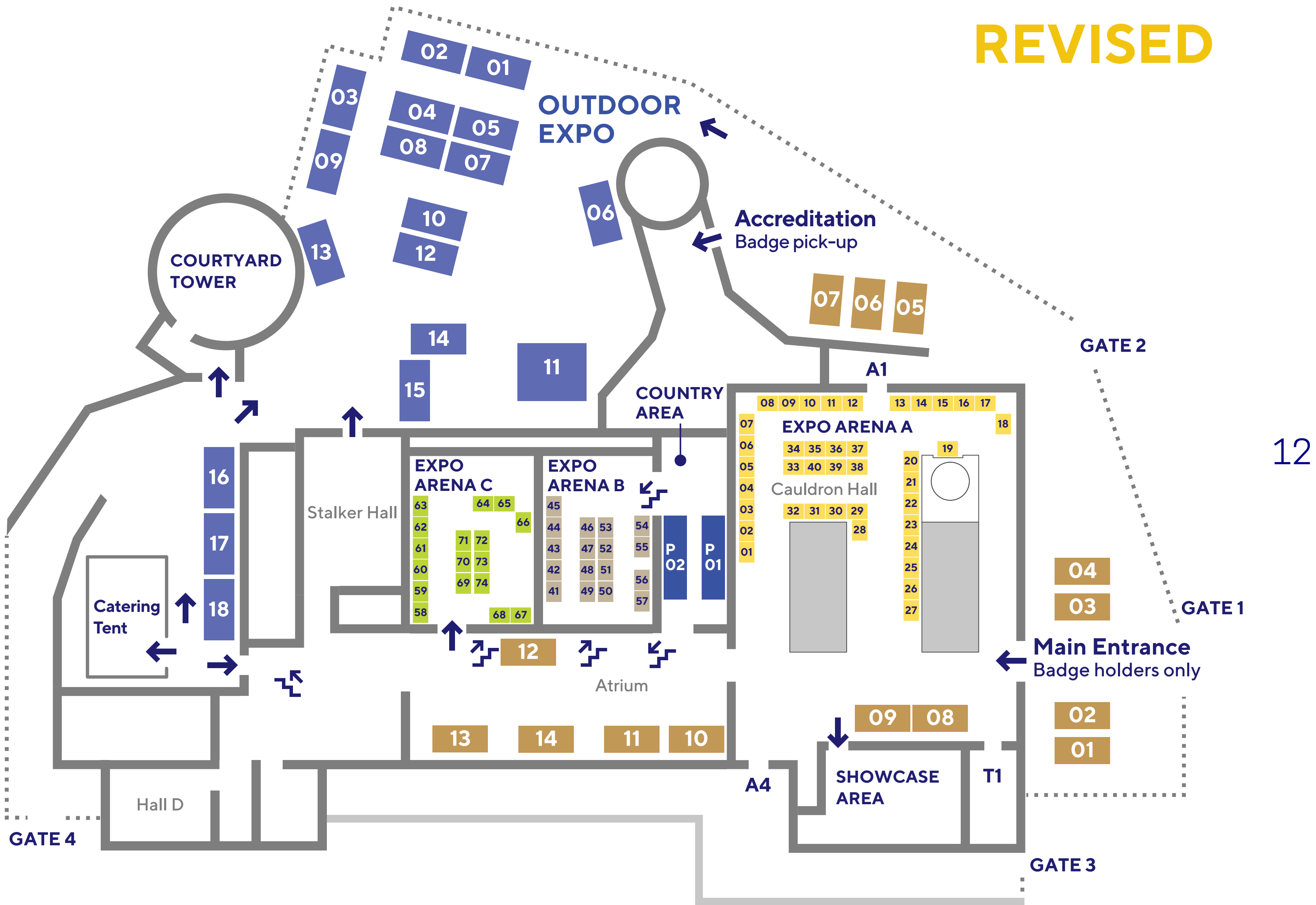
LAYOUT PLAN TALLINN CREATIVE HUB

LEGEND

- Sponsors at the Outdoor Area and in the Atrium (S)
- Outdoor EXPO (F)
- EXPO Arena A in Cauldron Hall (01-40)
- EXPO Arena B in Small Hall (41-57)
- EXPO Arena C in Atrium Hall (58-74)
- Country Area (Small Hall balcony)

ARENA B (Level 0) Access Points:

- Main path from Accreditation Centre.
- Via Small Hall balcony from the Atrium (Level 1).



* Provisional layout - subject to change.

LOADING GATES ACCESS

Gate 1: 3.6 m (W) * 3.0 m (H)

Gate 2, 3, 4: 3.6 m (W)
no height restrictions

Door A1: 2.1 m (W) * 2.4 m (H)

Door B2: 1.7 m (W) * 3.2 m (H)

Door C3: 2.1 m (W) * 2.4 m (H)



VEHICLE ACCESS FOR LOAD-IN & LOAD-OUT

If you require vehicle access to the loading gates during load-in (21 September) or load-out (24 September), please notify the Expo Manager by **7 September 2026**: merlyn@kingent.ee.
Vehicle access is coordinated individually to ensure smooth traffic at the gates.

TIME ESCHEDULE

All schedule times are in Estonian local time (EEST, UTC+03:00).

Date	Section	Time
21 September	Load-in and setup	10:00–18:00 Outdoor EXPO setup 18:00–23:00 Indoor EXPO setup 09:00–17:00 DEFENCE INNOVATION DAY 2026
22 September	Opening hours	10:30–18:00 DEFENCE EXPO Day 1 09:00–17:00 SYMPOSIUM 2026 18:00–24:00 ABCD CONFERENCE 2026 Day 1
23 September	Opening hours	10:30–18:30 DEFENCE EXPO Day 2 08:00–17:00 ABCD CONFERENCE 2026 Day 2
24 September	Opening hours	10:30–18:00 DEFENCE EXPO Day 3 09:00–17:00 NATO Open Innovation Conference & Expo 2026 (NOICE)
22–24 September	Preparation and closing hours	1 hour before and after the opening hours
24 September	Load-out	18:00–23:00

ACCREDITATION & VENUE ACCESS

NEW

For the security and safety of all participants, access to the Kultuurikatel and its surrounding area is strictly controlled. All exhibitor staff, contractors and delivery personnel must be accredited and display a valid, event-issued badge at all times within the venue.

STAFF ACCREDITATION & PRE-EVENT CHECK

- **Verified Staff List:** Review the email accompanying these Guidelines for your currently registered team members who have successfully passed security background checks.
- **Registering Additional Staff:** To add new personnel to your team, submit their details via the Exhibitor Staff Registration form.
- **Final registration deadline: 28 August 2026.** Staff registered after this date cannot be guaranteed security clearance and venue access.
- Detailed on-site accreditation instructions — including badge pick-up procedures and ID requirements — will be sent to all registered staff contacts by email on **7 September 2026**.
- **Modifications & Substitutions:** To replace or modify previously registered team members, email your changes directly to **helpdesk@confenta.com**.

BADGE TYPES

- **Exhibitor Badge:** For all staff working at your stand during the event's official opening hours (22–24 Sept). This badge grants access for the full duration of the event, including the build-up and dismantling periods.
- **Work Pass (temporary):** Time-restricted pass for stand builders, contractors and logistics personnel who require access only during load-in and load-out periods. These passes are time-restricted and do not grant access during official event hours.
- **Temporary staff registration (Work Passes):** 15 September 2026. Names of stand builders, contractors, couriers and drivers — and vehicle registration numbers, where applicable — must be submitted via the Exhibitor Staff Registration form by 15 September. Personnel registered after this date cannot be guaranteed venue access.

ACCREDITATION & VENUE ACCESS

NEW

EDW26 CONFERENCE & COMBINED ACCESS

The Exhibitor Badge grants default access to Tallinn Defence Expo 2026 only. If you are registered for or invited to EDW26 partner events, access is handled as follows:

UNIFIED QR CODE ACCESS (No separate badge required Exhibitor Badge holders)

- **Defence Innovation Day 2026** on 21 September (DID):
Access rights are embedded into the QR code on your Exhibitor Badge upon prior registration.
- **Defence Industry Symposium 2026** on 22 September (SYM):
Access rights are embedded into the QR code on your Exhibitor Badge upon prior registration.

DEDICATED BADGE REQUIRED (Separate badge pick-up on-site)

- **Annual Baltic Conference on Defence 2026** on 22–23 September (ABCD):
Invitation only. Dedicated ABCD badge required for Black Box & breakout sessions.
- **NATO Open Innovation Conference & Expo 2026** on 24 September (NOICE):
Invitation only. Dedicated NOICE badge required for Black Box & breakout sessions.
- **City Resilience Hack** on 24–25 September (HACK):
Separate registration required. Dedicated HACK badge required for access.

ACCREDITATION DESK & SECURITY POLICY

NEW

LOCATION & REQUIREMENTS

The Accreditation Desk is the central point for collecting all badges.

- **Location:** Level 0, access via Accreditation Entrance.
- **Mandatory ID:** Every individual must present a valid government-issued photo ID (passport or national ID card) to collect their badge. Company IDs or photocopies are not accepted.

ACCREDITATION DESK OPENING HOURS:

Day	Date	Times	Notes
Monday	21 September	08:30–22:00	Load-in & build-up
Tuesday	22 September	07:30–19:00	Expo Day 1
Wednesday	23 September	07:30–19:00	Expo Day 2
Thursday	24 September	07:30–18:00	Expo Day 3

SECURITY POLICY:

- Badges are personal, non-transferable, and must be visibly displayed at all times.
- Security personnel will carry out random ID checks throughout the venue.
- Main Entrance access is strictly reserved for accredited badge holders.

STANDS

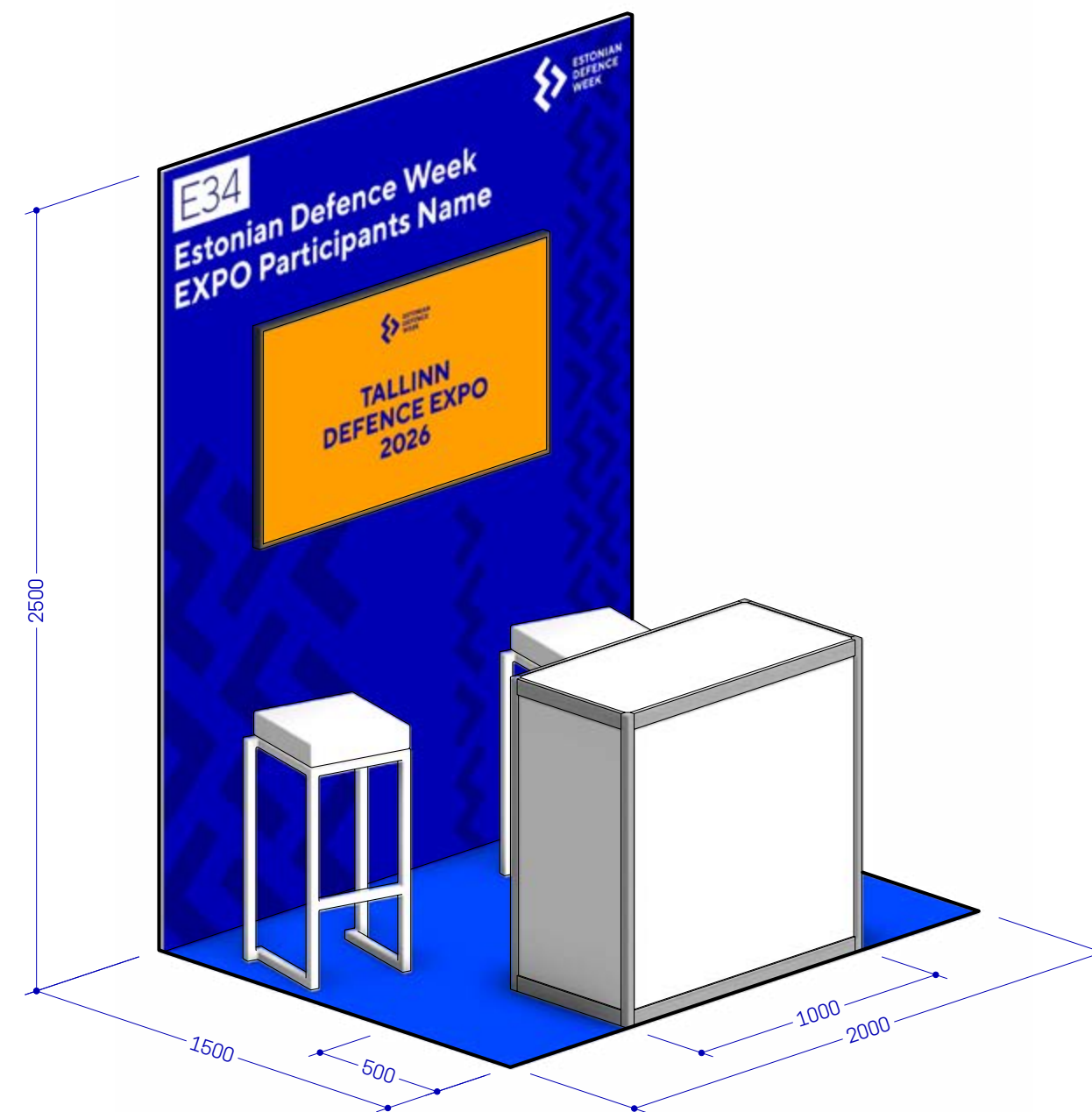
STANDARD 1 (ARENA A & B)

- **Footprint:** 2.0 × 1.5 m
- **Height:** 2.5 m
- **Flooring:** Carpet with protective film
- **Power Supply:** 2 × Schuko sockets, 230 V, 16 A, 1.5 kW
- **Lighting:** LED ceiling lights, 300 lux, 4000 K
- **Exhibition counter:** 1.0 × 0.5 m, height 1.0 m
- **Seating:** 2 bar stools
- **Display:** 55" LCD screen with HDMI connection
- All areas marked in orange can be customised with your own graphics.

STANDARD 1

All areas marked in orange can be customised with your own graphics.

Iso view



www.kingent.ee
A3 / M=1:20

Front view



STANDS

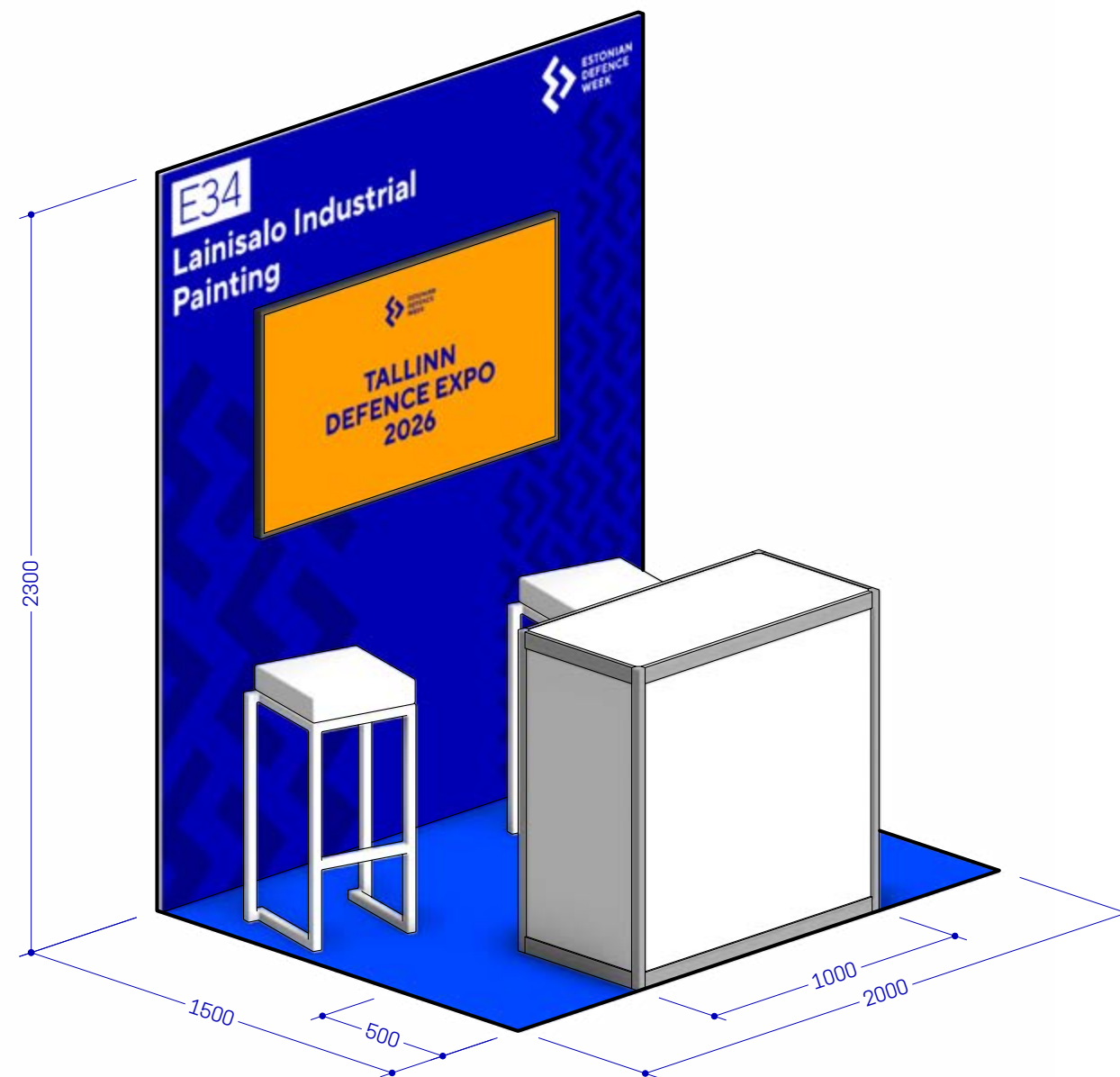
STANDARD 2 (ARENA C)

- **Footprint:** 2.0 × 1.5 m
- **Height:** 2.3 m
- **Flooring:** Carpet with protective film
- **Power Supply:** 2 × Schuko sockets, 230 V, 16 A, 1.5 kW
- **Lighting:** LED ceiling lights, 300 lux, 4000 K
- **Exhibition counter:** 1.0 × 0.5 m, height 1.0 m
- **Seating:** 2 bar stools
- **Display:** 55" LCD screen with HDMI connection
- All areas marked in orange can be customised with your own graphics.

STANDARD 2

All areas marked in orange can be customised with your own graphics.

Iso view



www.kingent.ee
A3 / M=1:20

Front view



STANDS

STANDARD OUTDOOR STAND

- **Footprint:** 3.0 × 6.0 m
- **Surface:** Tarmac
- Load restrictions apply – verification required
- Some stand areas are on sloped ground – check with your Expo Manager for details
- Restrictions may apply when ordering stand equipment for sloped areas
- Tents, levelled flooring, electrical supply, and other stand equipment are available upon request via the Expo Manager (additional cost)

The outdoor area is enclosed by a low fence and is **not accessible to the public**, but remains **visible from a distance**.

Overnight security is provided by the organisers.

EXHIBITOR STAND OPTIONS AT TALLINN DEFENCE EXPO 2026

Feature	Standard 1 stand (Arena A & B)	Standard 2 stand (Arena C)	Outdoor Stand (Space Only)
Footprint	2.0 m × 1.5 m	2.0 m × 1.5 m	3.0 m × 6.0 m
Height	2.5 m	2.3 m	No fixed height
Flooring	Carpet (with protective film)	Carpet (with protective film)	Tarmac surface
Power Supply	2 x Schuko sockets, 230 V, 16 A, 1.5 kW	2 x Schuko sockets, 230 V, 16 A, 1.5 kW	Available upon request – approval required
Lighting	Overhead LED lights (300 lux, 4000 K)	Overhead LED lights (300 lux, 4000 K)	Natural lighting
Furniture	Exhibition counter (1.0 m × 0.5 m, 1.0 m height) 2 bar stools	Exhibition counter (1.0 m × 0.5 m, 1.0 m height) 2 bar stools	Not included (must be arranged separately)
Display Screen	55” LCD screen with HDMI connection	55” LCD screen with HDMI connection	Not included
Load Restrictions	2.5 kN/m² allowed	2.5 kN/m² allowed	Load-bearing capacity varies – verification required for vehicles over 40 T
Security	Expo hall security provided	Expo hall security provided	Overnight security provided
Accessibility	Indoor exhibition area: EXPO ARENA A & B	Indoor exhibition area: EXPO ARENA C	Open-air space, visible to the public but not accessible
Customisation	Additional branding and equipment: Contact the Expo Manager.	Additional branding and equipment: Contact the Expo Manager.	Additional branding and equipment: Contact the Expo Manager.

EXHIBITOR STAND OPTIONS AT TALLINN DEFENCE EXPO 2026

STAND CUSTOMISATION OPTIONS

Fully customised versions of Standard 1 and 2 stands are available upon request.

You can extensively customise the standard main structures to maximise your brand impact.

Our official Expo Vendor can assist in customising your space with high-impact graphics and additional equipment on the existing structural frames.

- **Reference Document:** Please refer to Stand customisation options here: <https://edw.ee/en/estonian-defence-week/guides/>
- **Deadline & Late Orders:** The initial deadline for custom stand designs was 12 June. Last-minute requests for stand customisations or additional services are handled on a case-by-case basis and remain subject to availability, technical feasibility and late-order surcharges.
- **Action:** Contact Expo Manager to check availability for last-minute requests.

SCREENS AT THE STANDS

NEW

Exhibitors must choose one option for displaying visuals on their stand screen.
Please choose one display method. If you opt for file upload or USB, no HDMI cable will be installed.
If you choose HDMI, the cable will be routed to the stand counter.

You can display your content in one of the following ways:

- **HDMI cable** – connect your own laptop to the screen via HDMI.
- **File upload** – upload your video or images [HERE](#).
We will set them up on your screen. (All uploads go directly to the organiser's secure folder.)
- **USB stick** – insert directly into the screen.

File Naming

When uploading or sending files, please use the following naming format:
StandNumber_CompanyName_FileDescription.format

Examples:

13_ABCDefence_introvideo.mp4

7_SecureTech_logo.png

This will help us quickly identify and assign files to the correct stand.

File upload deadline: 15 September

Compatible Video Formats

- **File types:** .mp4, .mov
- **Codec:** H.264
- **Resolutions:** 3840 × 2160 px or 1920 × 1080 px

Compatible Still Image Formats

- **File types:** .jpeg, .png, .bmp
- **Resolutions:** 3840 × 2160 px or 1920 × 1080 px

WEAPONS & DEFENCE EXHIBITS PROTOCOL

NEW

The display of firearms and strictly regulated defence technologies is subject to TDE26 General Terms, international expo standards, and Estonian Law (Weapons Act & Strategic Goods Act).

- **Deactivation:** All displayed firearms must be temporarily or permanently deactivated and incapable of firing.
- **Securing:** During exhibition hours, all portable weapons must be physically secured to the stand (e.g., steel cables) or locked in display cases.
- **Live Ammunition Ban:** Live ammunition, explosives, and active pyrotechnics are strictly prohibited. Only verified inert/dummy ammunition is permitted.
- **Overnight Storage:** Firearms and highly sensitive items cannot be left unattended on the exhibition floor overnight.

Because operational procedures and overnight storage requirements vary significantly depending on the exact nature of the hardware, we do not apply a generic protocol.

- **Customs & Permits:** The Exhibitor is solely responsible for obtaining all necessary temporary import/export permits from Estonian authorities (Police and Border Guard Board) prior to arrival.
- **Mandatory Pre-Declaration:** All firearms, complete weapon systems, or sensitive technologies must be declared to the Organiser in advance.

ACTION REQUIRED:

If exhibiting such items, you are legally required to contact us immediately for customised Security Clearance instructions.

Email: info@defence.ee (Subject: TDE26 Weapons Protocol – [Your Company Name])

Unapproved items will be immediately removed from the expo floor.

VIRTUAL EXPO: ENHANCING YOUR PRESENCE AT EDW

All exhibitors receive a dedicated page within the EDW Virtual Expo platform—a secure, networking-focused digital exhibition environment accessible to registered participants only.

PLATFORM FEATURES

- Targeted networking & lead generation with registered EDW participants
- Extended reach beyond the physical event in an interactive, structured space
- Direct engagement with attendees in an easy-to-navigate format highlighting key information

KEY BENEFITS

- Increased visibility among all EDW attendees
- Multimedia content showcase (text, photos, videos) in a curated format
- Extended exposure beyond the physical event
- Pre- and post-event engagement opportunities

VIRTUAL EXPO ADMIN ACCESS

Your login details for the EDW Admin environment were sent in your Reservation Confirmation email.

The EDW Admin page is available here: <https://www.confenta.com/admin>

For assistance, contact our team at helpdesk@confenta.com

IMPORTANT DATES

The Virtual Expo platform will be live from 25 May to 23 October 2026.

VIRTUAL EXPO: SETUP

HOW TO SET UP YOUR VIRTUAL EXPO PAGE

1. Access Your Admin Environment

- Log in using the credentials provided in your Reservation Confirmation email here:
<https://www.confenta.com/admin>

2. Customise Your One-Pager

- Your contact information is pre-populated
- Add company details, product descriptions, images, and videos to create an engaging showcase
- The structured layout ensures professional presentation while allowing for personalisation

3. Submission & Review

- Finalise your page by 1 September 2026
- Our EDW Expo team will review all pages before they go live
- If you prefer to keep the default setup without customisation, please notify us

For detailed step-by-step instructions, visit our Virtual Expo Setup Guide:

<https://confenta.com/en/guide/>

Our support team is available for any questions regarding setup.
Take advantage of this opportunity to maximise your exhibition success!

CATERING FOR YOUR TEAM

NEW

To keep your team energised and ready throughout the event, we have arranged convenient on-site catering services, tailored specifically for exhibitors.

NETWORK CAFÉ

For a quick coffee, light snack, or refreshing drink, the Network Café in the main Atrium will be open during event hours. It's the perfect spot for a brief break or an informal meeting.

There will also be coffee stations next to the Main Entrance, at the Networking Area and Outdoor Expo. These stations provide a selection of coffee drinks and snacks and support your networking at the expo.

PRE-ORDERED EXHIBITOR LUNCH

For a full, scheduled meal without leaving the venue, we recommend the pre-ordered lunch service. This option is designed for speed and convenience, allowing your team to enjoy a quality meal and return promptly to your stand.

Lunch collection point: Dedicated counter in the Network Café area

Service times:

- Tuesday, 22 September: 13:00–15:00
- Wednesday, 23 September: 13:00–15:00
- Thursday, 24 September: 13:00–15:00

How to order:

- **Order online:** tde26.kingent.ee
- **Opens:** 11 August
- **Closes:** 15 September

From 11 August, you can browse the specially designed exhibitor menu and place your lunch orders directly through the system.

After your order is confirmed and payment received, you will receive lunch vouchers by email.

Please send these to your team members — vouchers must be presented at the collection point to receive lunch.

CATERING FOR YOUR TEAM

NEW

LOCAL DINING OPTIONS

While we encourage exhibitors to take advantage of the on-site lunch service for speed and convenience, we understand some may wish to explore the local food scene after event hours or during extended breaks. The Kultuurikatel area offers several restaurants and cafés within walking distance:

- **Kogu Resto:** Modern Estonian cuisine. <https://koguresto.ee/>
- **Goa Restoran:** Authentic Indian cuisine. <https://goarestoran.ee>
- **Tempo Resto & Bar:** Tallink Express Hotel. <https://hotels.tallink.com/tallink-express-hotel>
- **Restaurant Küüslauk:** Garlic-inspired dishes. <https://www.kuuslauk.eu>

CONFERENCE CATERING ARRANGEMENTS

Please note that catering for conference delegates (including scheduled coffee breaks and lunches) is part of their all-inclusive registration package and is served in a dedicated delegate-only area.

This structure is essential to manage venue capacity and optimise the flow of all 400+ attendees. To ensure efficient service for everyone, the Exhibitor Lunch service is scheduled immediately following the peak delegate lunch period. This allows us to use the service area effectively and provide a more comfortable and streamlined dining experience for your team.

We appreciate your understanding and cooperation in helping us make the event's logistics a success for all participants.

NETWORKING & SIDE EVENTS

NEW

NETWORKING AREA (LEVEL 0)

- **Table Bookings:** Reserve dedicated 1-on-1 meeting tables via your networking portal:
- <https://app.confenta.com/events/edw2026/en/login>
- **Hours & Amenities:** Open daily 10:30–18:00 with adjacent coffee & networking lounge.
- **Slot Etiquette:** Meeting slots are limited to 30 minutes. Please vacate tables promptly for the next scheduled booking.

ACCREDITATION OFFICIAL SIDE EVENTS

- **Program & Updates:** Check the growing lineup and latest schedule at: www.edw.ee
- **Access Policy:** Most side events require separate registration or are strictly by invitation only.
- **Badge Requirement:** Official TDE26 badges must be visibly displayed at all times to gain access to the Networking Area and side events.

ADDITIONAL PRESENTATION FORMAT: SHOWCASE AREA

NEW

WHY SHOWCASE AREA?

In response to high exhibitor demand for dedicated presentation space beyond standard expo stands, technical partner Kingent Management has developed the **Showcase Area in Trafo2 Hall**.

This professional, fully equipped room (60 seated / 30 standing) is designed for product launches, software demonstrations, capability briefings, and closed delegation meetings during the Expo days (22–24 September).

ORGANISER ENDORSEMENT & OPERATIONAL ROLES

- **Official Recommendation:** The Estonian Defence and Aerospace Industry Association (EKTL) actively recommends this opportunity and approves all program, access, and security protocols.
- **Offered & Managed By:** Showcase slots, AV production, and add-ons are contracted and invoiced directly by Kingent Management OÜ.

30

KEY DETAILS & BOOKING WINDOW

- **Format:** 15 bookable 60-minute slots (5 per day) including standard house AV and technical support.
- **Exhibitor Booking Window:** Opens Monday, 17 August 2026 at 10:00 EEST via tde26.kingent.ee (on a first-come, first-served basis).
- **Booking Deadline:** Friday, 28 August 2026. After this date, any remaining slots are subject to availability.

FULL OFFER & PRICING:

Please refer to the separate **Showcase Area Exhibitor Offer PDF** or visit tde26.kingent.ee for complete package pricing, slot schedules, and booking instructions.

Primary contact: expo@kingent.ee

FIRE PREVENTION & SAFETY REGULATIONS

MATERIAL COMPLIANCE

- All decorative elements must meet the same fire safety standards as construction materials.
- They must not contain flammable materials, including straw, wood shavings, paper shavings, or dry leaves.
- The EDW EXPO team reserves the right to request official certificates of compliance for any materials used in stands or decorations.
- Materials must comply with the fire resistance requirements outlined in the Estonian Building Code (<https://www.riigiteataja.ee/en/eli/ee/511082015002/consolide/current>)
- **Allowed materials:**
 - Walls & Ceilings: C-s2, d0 fire classification
 - Textile Decorations: Class 1 (UNE-EN 13773:2003 standard)

GENERAL SAFETY RULES

- Flammable, explosive, or hazardous materials are strictly prohibited.
- Open flames & smoke-emitting devices are not allowed.
- Special equipment must be pre-approved by the Expo Manager.

TECHNICAL SERVICES & CUSTOMISATION

ADDITIONAL EQUIPMENT & SERVICES

Any requirements beyond the standard package (e.g., additional AV, furniture, branding) must be ordered from the official Expo Vendor, Kingent Management.

Primary Contact - Expo Manager:

Merlyn Paomets
merlyn@kingent.ee
+372 5840 0583

GRAPHIC DESIGN

- These rules apply to Standard 1 and 2 stands.
- Maximum of 21 horizontal characters per line for the company name on the stand wall.
- Maximum of 2 vertical lines allowed.
- Additional branding options are available through Expo Vendor.

POWER & CONNECTIVITY

- **Power Supply:** Standard 230 V power supply with Europlug (Type C) and Plug Type F compatibility.
- **Voltage & Frequency:** 230 V / 50 Hz.
- **Device Safety:** Ensure that all electrical devices meet venue standards before use. Contact the Expo Manager for assistance if needed.

WI-FI NETWORKS

- The EDW venue is covered with two networks, both operating on IEEE 802.11ax (WiFi 6):
- PUBLIC: Open network for visitors.
- EXHIBITOR: Password-protected network.

TECHNICAL SERVICES & CUSTOMISATION

SOUND & LIGHTING

- Audio playback and microphone use are permitted, but volume levels must be kept at reasonable limits.
- Flashing LED/LCD effects are not allowed.
- No strobe lighting or intense pulse lights are permitted.

SPECIAL EFFECTS

- Open flames and smoke-emitting devices are strictly prohibited.
- Any special effects must be pre-approved by the Expo Manager.

RIGGING

- No ceiling hanging points are allowed.
- All rigging operations must be carried out by qualified professionals.
- All rigging must comply with Estonian Health & Safety standards: (<https://www.riigiteataja.ee/en/eli/ee/Riigikogu/act/506072023004/consolide>).

CLEANING & WASTE MANAGEMENT

- Stand floors will be cleaned each evening. Please note that surfaces and exhibits will not be cleaned.
- The company responsible for the construction and/or decoration of the stand must remove waste generated at the end of each day during both the assembly and disassembly periods.
- Exhibitors are responsible for removing waste at the end of each day.
- The fire prevention policy strictly prohibits the accumulation of waste in stands, storage areas, aisles, and shared spaces.
- All work materials must be kept within the exhibitor's assigned space. It is strictly forbidden to place waste or any other items in the aisles.
- Waste disposal services are available for an additional fee.

TECHNICAL SERVICES & CUSTOMISATION

SECURITY

The Creative Hub Expo area is closed and secured during the following periods:

21 September: 23:00–24:00

22 September: 00:00–09:30 and 19:00–24:00

23 September: 00:00–09:30 and 19:30–24:00

24 September: 00:00–09:30

At all other times, exhibitors are fully responsible for the security of all items and for the health and safety of all persons within their Stand. Any after-hours load-in, setup, maintenance, or programming must be agreed in advance with the Expo Manager on an individual basis.

HOUSE RULES

Smoking is strictly prohibited throughout Tallinn Creative Hub, including the use of electronic cigarettes, except in designated smoking areas.

NEW

DRINKS DISTRIBUTION AT THE STANDS

Exhibitors are welcome to serve free drinks – both alcoholic and non-alcoholic – to visitors under the following conditions:

- Drinks handed out to visitors must be in deposit-marked packaging.
- Drinks served on-site must be poured into reusable cups.
- Each exhibitor is responsible for collecting used bottles and cups.

Please note: single-use cups are strictly prohibited.

TECHNICAL SERVICES & CUSTOMISATION

DAMAGE AND LOSS

Exhibitors' Property

The organisers and venue are not responsible for any loss or damage to exhibitor property, including items handled by agents or contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong.

Exhibitors should arrange their own insurance against all risks.

The Venue and Stands

Please do not fix, screw or drill into the venue's existing walls or floors. If attaching to the venue columns or walls, please use white tack only. Charges will apply to any associated damages, as well as paint spillage and failure to remove large items of rubbish.

ADDITIONAL SERVICES

EDW EXPO provides additional technical and convenience services for exhibitors. The available services include but are not limited to:

- AV Equipment & Services
- Lighting Solutions
- Furniture, Staging, and Scenic Design
- Event Production
- Photography, Videography & Editing
- Graphic Design
- Support Personnel & Technical Crew
- Catering Services
- Courier Services
- Storage

For details, custom pricing, and to order additional services, contact your Expo Manager:

Primary Contact - Expo Manager:

Merlyn Paomets
merlyn@kingent.ee
+372 5840 0583

General Office & Backup:

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